

Martensdale- St. Marys Community School

Grades 9-12 Business Curriculum

Standard 1: Under career concepts

Grade Level/Course: Work Place Basics

<i>Benchmark: The student will:</i>	<i>Course/Grade Level Objectives</i>	<i>Instructional Strategies</i>	<i>Assessments</i>	<i>Instructional Timeline</i>
<i>Assess Personal strengths and weaknesses as they relate to career exploration and development.</i>	<i>Plan and prepare for current and future career options based on personal qualities and interests. Identify most common reasons to leave job.</i>			
<i>Utilize career resource to develop an information base that includes global occupational opportunities.</i>	<i>Use multiple resources when searching for employment. Apply principles to advance in career</i>			
<i>Relate work ethic, workplace relationships,</i>	<i>Demonstrate positive work ethic.</i>			

<p><i>workplace diversity, and workplace communication skills to career development.</i></p>				
<p><i>Apply knowledge gained from individual assessment to a comprehensive set of goals and an individual career plan</i></p>	<p><i>Use job goals when searching for employment. Use strategy for making career decisions Students take part in a job shadow experience. Identify different styles of decision making.</i></p>			
<p><i>Develop strategies to make an effective transition from school to work.</i></p>	<p><i>Discuss thoughts and feelings on starting a new job. Explain how to manage stress when starting a new job.</i></p>			
<p><i>Relate the importance of lifelong learning to career success.</i></p>	<p><i>Discuss why people work. Discuss a stable job and work history.</i></p>			

Describe the environmental factors that define what is considered ethical business behavior.	Apply polices and regulations of employer for ethical behavior principles			
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Standard 2: Understand the principles of communications.

Grade Level/Course:

Benchmark: The student will:	Grade Level/Course Objectives	Instructional Strategies	Assessments	Instructional Timeline
Communicate in a clear and courteous, concise and correct manner on personal and professional levels	Communicate effectively Discuss how to speak in front of others. Interact with others in a clear and courteous, tactful manner.			
Apply basic communication skills in personal and professional situations	Explain communication process in work place Use the sender-receiver process. Describe barriers that effect work place communication Develop interview skills			
Use technology to enhance the effectiveness of communications.	Explain methods to communicate in work place.			
Integrate all forms of communication in the successful pursuit of a career	Listen effectively			
Incorporate leadership and supervision techniques, customer-	Exhibit an understanding of techniques used by effective			

<i>service strategies and constituencies.</i>	<i>speakers, listeners and writers. Work in harmony with a culturally diverse workforce community. Explain the interaction between supervisors and worker. Demonstrate how to solve a communication problem between a supervisor and worker.</i>			
<i>Apply communication strategies necessary and appropriate for effective and profitable international business relations.</i>	<i>Discuss gender differences that, occur in the workplace in regards to speaking and listening. Work in harmony with a culturally diverse work force and community.</i>			

Standard 3: Understand essential computation skills
Grade Level/Course:

<i>Benchmark: The student will:</i>	<i>Grade Level/Course Objectives</i>	<i>Instructional Strategies</i>	<i>Assessments</i>	<i>Instructional Timeline</i>
<i>Apply basic mathematical operations to solve problems</i>	<i>Apply basic academic skills to work place.</i>			
<i>Solve problems containing whole numbers, decimals, fractions, percentages, ratios and proportions.</i>	<i>Apply math principles to understand payroll taxes on paycheck.</i>			
<i>Analyze and interpret data using common</i>	<i>Apply math</i>			

<i>statistical procedures</i>	<i>principles to consider job choices.</i>			
<i>Use mathematical procedures to analyze and solve business problems for such areas as taxation, savings, and investment; payroll records; cash management; financial statements; credit management; purchases; sales inventory records; depreciation, costs recovery and depletion</i>	<i>Analyze job choices to make an informed decision. Apply skills to complete W-4 form for employment</i>			

Standard 4: Understand economic concepts and strategies.

Grade Level/Course:

Benchmark: The student will:	Grade Level/Course Objectives	Instructional Strategies	Assessments	Instructional Timeline
<i>Use a rotational decision-making process as it applies to the roles of citizens, workers, and consumers.</i>	<i>Demonstrate problem solving skills. Explain the importance of time management List ways to prevent differences from leading to conflict. Explain how you would analyze and solve conflict. Distinguish among passive, aggressive and assertive behavior. Identify barriers to assertive behavior.</i>			
<i>Explain the importance productivity and discuss how specialization, division of</i>	<i>Recognize the economic impact of employee</i>			

<p><i>labor savings, investment in capital goods, and human resources, and technological change effect productivity.</i></p>	<p><i>actions on employer profitability</i> <i>Discuss how job-related problem affects profits.</i> <i>Explain the importance of initiative.</i> <i>Describe specific forms of assertive behavior.</i> <i>Explain how to attain and use an assertive attitude.</i></p>			
<p><i>Describe rights and responsibilities of citizens in the U.S, economy, including their role in making decisions through the political process that affect the allocation of limited personal and public resources to meet individual and societal needs and wants.</i></p>	<p><i>Describe differences in gender, race, or culture that could lead to conflict.</i></p>			
<p><i>Relate personal interests, wants, and abilities to career choices and assess how conditions in the labor market may affect career choices.</i></p>	<p><i>Maintain positive attitude.</i> <i>Demonstrate a positive work ethic.</i> <i>Ability to adapt, cope and change.</i> <i>Discuss how to avoid conflict.</i> <i>Manage personal behavior appropriate to the workplace.</i> <i>Demonstrate ability to generate innovative and practical solutions.</i> <i>Describe fundamental, personal beliefs that are prerequisite to assertive behavior.</i></p>			

Standard 5: Understand the concepts of envisioning, creating, operating and advancing an opportunity within a business environment

Grade Level/Course:

Benchmark: The student will:	Grade Level/Course Objectives	Instructional Strategies	Assessments	Instructional Timeline
Identify, establish, maintain and analyze appropriate records to make business decisions	Apply guidelines regarding working for pay raise.			

Standard 6: Understand and apply the skills in the study of accounting, financial decision making and personal finance

Grade Level/Course:

Benchmark: The student will:	Grade Level/Course Objectives	Instructional Strategies	Assessments	Instructional Timeline

<i>Manage limited personal financial resources and recognize that more of the wants and needs of members of a society can be satisfied if wise consumer decisions are made</i>	<i>Discuss and prepare a budget based on career choice. Identify and describe different forms of compensation.</i>			
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Standard 8: Understand and apply information management skills.

Grade Level/Course:

Benchmark: The student will:	Grade Level/Course Objectives	Instructional Strategies	Assessments	Instructional Timeline
<i>Use touch keyboarding skills to enter and manipulate text, data</i>	<i>Open resume and cover letter to make changes for specific job application.</i>			
<i>Select and use word processing, desktop publishing, database, spreadsheet, presentation graphics, multimedia and imaging software and industry and subject specific software.</i>	<i>Prepare resume, cover letter, thank you note, in word processing program, store and retrieve documents. Prepare business documents and understand use. Prepare job shadowing experience in multimedia form.</i>			

Standard 9: Understand and apply management principles

Benchmark: The student will:	Grade Level/Course Objectives	Instructional Strategies	Assessments	Instructional Timeline
<i>Illustrate how the function of management is implemented and explain why they are important</i>	<i>Explain the importance of employee morale, explain factors that affect employee morale. Explain meaning of</i>			

	<p>motivation. Describe the nature to employee motivators. Describe the purpose of job evaluation</p>			
<p>Compare and contrast the basic tenets of management theories and explain why they are important</p>	<p>Describe the nature of time management, prioritize time, list time management techniques. Describe theories of employee motivation. Distinguish among passive, aggressive, and assertive behaviors.</p>			
<p>Describe the activities of human resource managers and their importance to the successful operation of the organization</p>	<p>Describe how management can build employee morale.</p>			
<p>Identify various organization structures and discuss the advantages and disadvantages of each.</p>	<p>Participate effectively in production work groups. Identify the chain of command and protocol within an organization.</p>			
<p>Define a code of ethics, develop a code ethics, and apply a code of ethics to various issues confronted by businesses</p>	<p>Discuss proper attire for work setting. Explain initiative and how it can be demonstrated, and the possibility to show too much initiative. List areas where employers have policies and rules. Explain workers rights regarding laws and policies.</p>			
<p>Demonstrate a working standard which promotes a productive, positive, healthy work environment.</p>	<p>Discuss how personal appearance affects morale. Explain the importance of producing the proper quantity and quality in the workplace.</p>			

	<p><i>Explain the importance of honesty, integrity, punctuality, loyalty</i></p> <p><i>Maintain physical and mental health and fitness necessary to perform in the workplace.</i></p> <p><i>Describe ways employee can build their morale.</i></p> <p><i>Prioritize work using time management skills.</i></p> <p><i>Exhibit ability to adapt, change, cope.</i></p> <p><i>Explain roles of employers and workers regarding safety and health in the workplace</i></p>			
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Standard 10: Understand and apply marketing principles.

Grade Level/Course:

Benchmark: The student will:	Grade Level/Course Objectives	Instructional Strategies	Assessments	Instructional Timeline
<i>Process oral and written communications.</i>	<i>Develop effective written and verbal communication.</i>			
<i>File materials in an organized manner.</i>	<i>Apply good fiscal policy to store important files in organized manner.</i>			

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