

Curriculum Map - Intro. to Occupations

High School (Half-year course)

Month	Content	Skills	Assessment
September or February	<ul style="list-style-type: none"> • Business systems • Business transactions • Business and You 	<ul style="list-style-type: none"> • Understand & define different types of business systems in society. • Identify & define needs & wants in different systems. • Define supply & demand & understand how they affect each other. • Define business transaction & give examples. • Understand the meaning & use of fair & fixed values. • Define & understand goods, services, income, labor, resources, & interdependence. • List & give examples of different types of resources. • Understand the circular flow of money, resources, goods, & services. • Understand & list the roles of customers, sellers, employees, & employers and how they affect the business system. • List factors that affect a customer's decision when buying products. • Explain the difference between gross profit & net profit. • List types of benefits. • Knowledge of safe working conditions 	<ul style="list-style-type: none"> • Written homework/class work • Oral questioning/discussion • Quiz • Unit test • Written homework/class work • Oral questioning/discussion • Quiz • Unit test • Written homework/class work • Oral questioning/discussion • Quiz • Unit test

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October or March	<ul style="list-style-type: none"> • Personnel skills, attitudes, talents, & goals • Desirable personal characteristics for employment • Employment information 	<ul style="list-style-type: none"> • Identify personal skills, attitudes, & talents. • Identify personal strengths and weaknesses. • Understand the relationship between personal skills, attitudes, & the values on the job & job success. • Understand & be able to use the decision-making process. • List positive work attitudes & values. • Define qualified, competent, & technical. • List career information sources. • Understand how physical/mental limitations - affect a person's work & that most can be modified. • List employment resources. • Understand & evaluate job advertisements. • Identify basic skills & general physical requirements required for the work place. 	<ul style="list-style-type: none"> • Written homework/class work • Oral questioning/discussion • Quiz • Career report project - Use the decision-making process to identify and report on a job that is related to one's skills, attitudes, values, & talents. • Unit test • Written homework/class work • Oral questioning/discussion • Quiz • Unit test • Observation/discussion • Written homework/class work • Unit test
November or April	<ul style="list-style-type: none"> • Education & training for finding & keeping a job 	<ul style="list-style-type: none"> • Summarize the job finding process. • Identify & understand continuing education & how it relates to the job finding process. • Understand training requirements for career growth. • Explain occupation & career growth. • Understand the importance of being a life-long learner for career success. 	<ul style="list-style-type: none"> • Observation/discussion • Written homework/class work • Unit test

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November or April (continued)	<ul style="list-style-type: none"> • Job selection variables • Job acquisition 	<ul style="list-style-type: none"> • Assess individual abilities & desires & job preference. • Relate work location/duties & how they relate to personal/family needs. • Understand individual family life cycles & employment. • Understand the importance of Social Security numbers, working papers, & references in the employment process. • Understand do's and don'ts of resumes & application forms & apply these in preparing them properly. • Describe proper job interviewing skills & apply proper answers to commonly asked questions. • Recognize the role of social skills & job acquisition. 	<ul style="list-style-type: none"> • Oral questioning/discussion • Observation/discussion • Homework/class work • Application/resume/interview project • Unit test
December or May	<ul style="list-style-type: none"> • Major laws & regulations on the job • Conditions affecting productivity & satisfaction on the job 	<ul style="list-style-type: none"> • Knowledge of standard labor & safety laws, unemployment insurance, worker's compensation, social security laws, hiring & firing practices, & employee benefit packages • Understand the importance of good health & a good attitude for job success. • Understand the role of employer/ee. • Identify employer leadership & management styles. 	<ul style="list-style-type: none"> • Class discussion/observation • Homework/class work • Quizzes • Unit test • Class discussions • Homework/class work • Unit test

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December or May (continued)	<ul style="list-style-type: none"> Organized labor 	<ul style="list-style-type: none"> Understand the role of, importance of, & need for organized labor in representing the employee. 	<ul style="list-style-type: none"> Discussion/questioning Homework/class work Quiz Unit test
January or June	<ul style="list-style-type: none"> Management of resources & your life Management of economic resources 	<ul style="list-style-type: none"> Identify human & economic resources in your life & recognize their value. Understand resource management -- assessment, decision making & conservation. Complete a lifestyle analysis. Recognition of time management, its value, determine priorities, & evaluation of time expended. Understand the concept of financial responsibility. Prepare personal budgets. Describe importance of savings accounts, define related terminology & calculate simple/compound interest on savings. Explain the uses of checking accounts, define related terminology. Demonstrate the ability to fill out deposit slips, write checks, & prepare reconciliation statements. Understand income tax preparation (EZ Form). 	<ul style="list-style-type: none"> Class discussion/observation Written homework/class work Quiz Unit test Class discussion/questioning Homework/class work Quizzes Unit test Checking simulation project

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January or June (continued)	<ul style="list-style-type: none">• Consumer decisions • Review for Introduction to Occupations State Proficiency	<ul style="list-style-type: none">• Identify types of credit.• Understand uses of credit cards & how finance charges are figured.• Differentiate between cash verses credit purchases.• Understand the implications of buying major goods and services: automobiles, housing, health care, education, leisure/recreational activities, & personal services.• Awareness for consumer fraud/redress • Utilize class information to pass practice State Proficiency exams	<ul style="list-style-type: none">• Class discussion/questioning• Homework/class work• Credit assignment completion• Quiz • Graded practice exams• State Proficiency exams