Course Title: **Succeeding in the World of Work**	

Description: Succeeding in the World of Work is an elective course designed for the student who wants to learn more about finding a career, applying for jobs, and what to do once a job has been secured. Students will learn about various careers, job applications, resumes, cover letters, and the interview process. Students will assess their own abilities, make a budget, discover what job expectations are, learn effective communication in the workplace, complete simple tax forms, and find out how to meet their adult responsibilities. There will be guest speakers from the community workforce to discuss various jobs.

Standards are from Iowa CTE Business, Finance, Marketing, Management Standards #2, #3, #5, #6, #7, #8, #12, #13
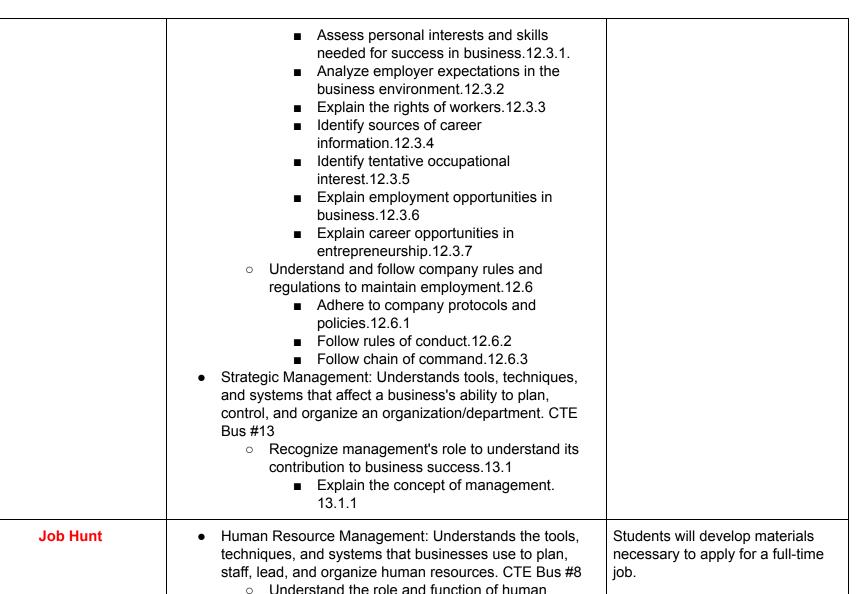
Reporting Topic	Course Level Standards	Competency Statement
Career Planning & Exploration	● Emotional Intelligence: Understands techniques, strategies, and systems used to foster self-understanding and enhance relationships with others. CTE Bus #5, 　○ Foster self-understanding to recognize the impact of personal feelings on others. 5.1 　　■ Describe the nature of emotional intelligence. 5.1.1 　　■ Explain the concept of self-esteem. 5.1.2 　　■ Discuss personal biases and stereotypes and methods for overcoming them. 5.1.3 　　■ Assess personal strengths and weaknesses. 5.1.4 　　■ Assess personal behavior and values. 5.1.5 　○ Develop personal traits to foster career advancement. 5.2 　　■ Identify desirable personality traits important to business. 5.2.1 　　■ Utilize techniques to build self-confidence. 5.2.2 　　■ Demonstrate interest and enthusiasm.	Students will consider personal traits and interests to explore career paths.

5.2.3
- Demonstrate initiative. 5.2.4
  - Apply ethics to demonstrate trustworthiness.5.3
    - Demonstrate honesty and integrity.5.3.1
    - Demonstrate responsible behavior.5.3.2
    - Demonstrate fairness.5.3.3
    - Assess risks of personal decisions.5.3.4
    - Demonstrate ethical work habits.5.3.5
    - Take responsibility for decisions and actions.5.3.6
    - Build trust in relationships.5.3.7
    - Describe the nature of ethics.5.3.8
    - Explain reasons for ethical dilemmas.5.3.9
    - Recognize and respond to ethical dilemmas.5.3.10
    - Manage commitments in a timely manner.5.3.11
    - Develop tolerance for ambiguity.5.3.12
- Entrepreneurship: Understands the concepts, processes, and skills associated with identifying new ideas, opportunities, and methods and with creating or starting a new project or BUSINESS venture. CTE Bus #6,
  - Describe fundamental entrepreneurship factors.6.1
    - Describe traits of successful entrepreneurs.6.1.1
    - Identify opportunities for small business ownership.6.1.2
- Professional Development: Understands concepts, tools, and strategies used to explore, obtain, and develop in a business career. CTE Bus #12
  - Participate in career planning to enhance job-success potential. 12.3

	■ Assess personal interests and skills needed for success in business.12.3.1. ■ Analyze employer expectations in the business environment.12.3.2 ■ Explain the rights of workers.12.3.3 ■ Identify sources of career information.12.3.4 ■ Identify tentative occupational interest.12.3.5 ■ Explain employment opportunities in business.12.3.6 ■ Explain career opportunities in entrepreneurship.12.3.7 ○ Understand and follow company rules and regulations to maintain employment.12.6 ■ Adhere to company protocols and policies.12.6.1 ■ Follow rules of conduct.12.6.2 ■ Follow chain of command.12.6.3 ● Strategic Management: Understands tools, techniques, and systems that affect a business's ability to plan, control, and organize an organization/department. CTE Bus #13 ○ Recognize management's role to understand its contribution to business success.13.1 ■ Explain the concept of management. 13.1.1	
Job Hunt	● Human Resource Management: Understands the tools, techniques, and systems that businesses use to plan, staff, lead, and organize human resources. CTE Bus #8 ○ Understand the role and function of human resources management to obtain a foundational	Students will develop materials necessary to apply for a full-time job.

	knowledge of its nature and scope.8.1
	   ■ Discuss the nature of human resources management.8.1.1
	  ○ Manage staff growth and development to increase productivity and employee satisfaction.8.2
	   ■ Orient new employees 8.2.1
	● Professional Development: Understands concepts, tools, and strategies used to explore, obtain, and develop in a business career. CTE Bus #12
	  ○ Implement job-seeking skills to obtain employment. 12.4
	   ■ Utilize job-search strategies. 12.4.1
	   ■ Complete a job application. 12.4.2
	   ■ Interview for a job. 12.4.3
	   ■ Write a follow-up letter after job interview.12.4.4
	   ■ Write a letter of application. 12.4.5
	   ■ Prepare a résumé.12.4.6
	  ○ Utilize career-advancement activities to enhance professional development. 12.5
	   ■ Describe techniques for obtaining work experience (e.g., volunteer activities, internships).12.5.1
	   ■ Explain the need for ongoing education as a worker.12.5.2
	   ■ Explain possible advancement patterns for jobs. 12.5.3	

Managing Your Income	● Financial Analysis: Understands tools, strategies, and systems used to maintain, monitor, control, and plan the use of financial resources. CTE Bus #7 ○ Understand the fundamental principles of money needed to make financial exchanges.7.1	Students will understand the elements of personal finance.

	■ Describe functions of money (medium of exchange, unit of measure, store of value).7.1.3
	■ Describe sources of income (wages/salaries, interest, rent, dividends, transfer payments, etc.).7.1.4
	■ Explain the purposes and importance of credit.7.1.6
	■ Explain legal responsibilities associated with financial exchange.7.1.7
	○ Manage personal finances to achieve financial goals.7.3
	    ■ Explain the nature of tax liabilities.7.3.1
	    ■ Interpret a pay stub. 7.3.2
	    ■ Make responsible financial decisions. 7.3.9
	    ■ Protect against identity theft.7.3.10
	    ■ Pay bills.7.3.11
	    ■ Control debt.7.3.12
	    ■ Prepare personal income tax forms. 7.3.13
	    ■ Discuss the nature of retirement planning.7.3.14	

Skills for Success	● Communication Skills: Understands the concepts, strategies, and systems used to obtain and convey ideas and information. CTE Bus #2
	○ 2.5 Write internal and external business correspondence to convey and obtain information effectively.
	    ■ Explain the nature of effective written communications. 2.5.1
	    ■ Select and utilize appropriate formats for professional writing. 2.5.2
	    ■ Write professional emails.2.5.4
		Students will understand and develop interpersonal skills required for job success.

- ■ Write professional business letters. 2.5.5
- ■ Write professional informational messages. 2.5 6
- ■ Write professional inquiries. 2.5.7
  - ○ Demonstrate staff communication techniques and strategies to achieve workplace objectives.2.6
    - ■ Describe staff communication techniques.2.6.1
    - ■ Apply techniques to communicate effectively in the workplace.2.6.2
    - ■ Demonstrative active participation in staff meetings.2.6.3
    - ■ Demonstrate group problem-solving techniques.2.6.4
    - ■ Describe the impact of a social media brand on the achievement of organizational objectives.2.7.1
    - ■ Demonstrate ability to develop messages appropriate for various types of social media. 2.7.2
    - ■ Distinguish between using social media for business and personal purposes. 2.7.3
- ● Customer Relations: Understands the techniques and strategies used to foster positive, ongoing relationships with customers. CTE Bus #3
  - ○ Foster positive relationships with customers to enhance company image.3.1
    - ■ Reinforce service orientation through communication.3.1.4
    - ■ Respond to customer inquiries. 3.1.5
    - ■ Demonstrate appropriate communication for working with diverse clients. 3.1.6
    - ■ Interpret business policies to

| | customers/clients. 3.1.7
○ Resolve conflicts with/for customers to encourage repeat business. 3.2
■ Handle difficult customers. 3.2.1
■ Demonstrate strategies for handling customer/client complaints. 3.2.2
● Emotional Intelligence: Understands techniques, strategies, and systems used to foster self-understanding and enhance relationships with others. CTE Bus #5
○ Exhibit techniques to manage emotional reactions to people and situations.5.4
■ Exhibit a positive attitude.
■ Demonstrate self-control.5.4.2
■ Explain the use of feedback for personal growth.5.4.3
■ Adjust to change.5.4.4
○ Use communication skills to foster open, honest communications.
■ Explain the nature of effective communications.5.6.1
○ Implement teamwork techniques to accomplish goals.5.8
■ Participate as a team member.5.8.1
○ Demonstrate leadership skills to achieve workplace objectives. 5.9
■ Explain the concept of leadership. 5.9.1
■ Explain the nature of ethical leadership. 5.9.2
■ Model ethical behavior. 5.9.3
■ Determine personal vision. 5.9.4
■ Inspire others. 5.9.5
■ Demonstrate adaptability. 5.9 6
■ Develop an achievement orientation.5.9.7 | |

	■ Challenge the status quo. 5.9.8 ■ Lead change. 5.9.9 ■ Enlist others in working toward a shared vision. 5.9.10 ■ Coach others. 5.9.11 ○ Manage internal and external business relationships to foster positive interactions. 5.10 ■ Treat others with dignity and respect. 5.10.1 ■ Foster positive working relationships. 5.10.2 ■ Consider conflicting viewpoints. 5.10.3 ● Professional Development: Understands concepts, tools, and strategies used to explore, obtain, and develop in a business career. CTE Bus #12 ○ Utilize critical-thinking skills to determine best options/outcomes. 12.2 ■ Explain the need for innovation skills. 12.2.1 ■ Make decisions. 12.2.2 ■ Demonstrate problem-solving skills. 12.2.3	