

## Curriculum Mapping

School Illini Bluffs High School

School Year 2009—2010

Course Cooperative Education—Work Study

Grade Level 12

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Month	ILS	Content	Skills	Assessments	Resources
<b>August</b>	1.B.5a 1.C.4d 3.C.4a	<b>Self Assessment</b> *World of Work	*Students will understand the difference between a job and career. *Students will understand how career plans will be shaped by skills and abilities as well as the job outlook. *Students will be able to analyze how the workplace is affected by forces such as changing technology and the global economy.	Test	Textbook Workbook Interviews
<b>September</b>	5.A.2a 5.A.3a 5.A.3b 5.A.4b  5.A.4b	*Knowing Yourself     <b>Exploring Careers</b> *Research Careers	Students will be able to follow the steps in decision making and apply it to choosing a career; students will be able to identify values, interests, aptitudes, personal preferences, abilities and describe how they affect career choices.  Students will be able to research careers using traditional resources, the Internet, and informal strategies	Test    Test Typed paper Presentation	Textbook Workbook   Textbook Workbook Internet
<b>October</b>	15.C.4b 15.C.2c   3.C.4a 3.C.5b   4.A.4a 4.B.5a	*Entrepreneurship     <b>Finding a Job</b> *Finding and applying for a job.   *Interviewing	Students will be able to define entrepreneurship and explain its advantages and disadvantages; identify ways of becoming a business owner; and describe the processes and decisions involved in establishing a new business  Students will know how to develop job leads using various sources; students will be able to prepare written materials necessary for job-hunting, including applications, resumes, and cover letters  Students will be able to identify methods of preparing for interviews; recognize the factors that create an employer's first impression of a job candidate; anticipate and answer typical and tough interview questions; apply procedures for following up on an interview; and recognize proper methods of accepting and rejecting employment..	Test    Tests Resume Applications  Tests Role-play	Textbook Workbook   Textbook Workbook Internet Video  Textbook <b>Workbook</b> Video

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November	1.B.4c 1.B.5a	<b>Joining the Workforce</b> *Beginning a New Job	Students will be able to anticipate and manage the anxieties and challenges of a first day of work; understand company policies and payment procedures; explain benefits that employers offer workers; and understand the significance of employee performance reviews	Tests	Textbook Workbook
	14.C.1 14.C.2	*Workplace Ethics	Students will be able to identify desirable employee qualities; explain why ethics are important to employers; and describe ways to behave ethically in the workplace.	Tests	Textbook Workbook
	1.B.5a	*Developing a Positive Attitude	Students will understand how a positive attitude, high self-esteem, and enthusiasm lead to success on the job; describe how to assert yourself at work; understand how to handle criticism, workplace pressure, and gossip professionally; and control anger on the job.	Tests	Textbook Workbook
December	22.A.4b 22.B.4	*Workplace Health and Safety	Students will be able to recognize the relationship between good health and career success; describe strategies for coping with stress; identify rules and procedures for maintaining a safe workplace; identify workplace conservation and environmental practices and policies; and explain how to respond effectively to various workplace emergencies.	Tests	Textbook Workbook
	14.D.4 14.D.5	*Workplace Legal Matters	Students will be able to identify how laws and labor unions affect the workplace; describe discrimination in the workplace and identify some of the laws that address it; recognize sexual harassment and identify actions to take against it; identify types of civil law cases and explain how they get resolved; understand the difference between civil and criminal law. And identify and evaluate legal services that can help you solve problems.		

<b>January</b>	5.A.3a	<b>Professional Development</b> *Interpersonal Relationships at work	Students will understand how to work effectively with a variety of coworkers by recognizing and developing positive and respectful personal traits; understand and practice effective methods of conflict resolution; appreciate and increase sensitivity to diversity in the workplace.	Test	Textbook Workbook
	1.C.5d 4.B.1b 4.B.2b 18.B.1a	*Teamwork and Leadership	Students will be able to explain how teamwork benefits both team members and businesses; describe the procedures necessary for organizing and maintaining an effective team; define “total quality management” and explain its effect on workers; discuss the characteristics of effective leaders and supervisors; and describe procedures for leading meetings	Tests	Textbook Workbook
	1.C.5d 4.B.1b 4.B.2b 4.B.2d	*Professional Communications Skills	Students will be able to identify ways of planning and organizing oral messages; describe the importance of effective speaking and listening skills in customer relations; identify and describe basic writing skills; and explain the importance of writing and reading skills in customer relations.	Tests	Textbook Workbook
<b>February</b>	1.c.5d	*Thinking Skills on the Job	Students will be able to consider a variety of factors in making decisions at work, including personal values and purposes, and the alternatives and consequences of decisions; prioritize work; identify and clarify problems; generate alternative solutions to problems; implement solutions and evaluate their results.	Tests	Textbook Workbook
	13.B.2c 13.B.3c	*Technology in the Workplace	Students will be able to explain how technological advancements transform the workplace; describe ways workers can become technologically literate; explain how businesses use the Internet and various programs such as databases, spreadsheets, and desktop publishing; and identify basic copyright law protections.	Tests	Textbook Workbook
	1.C.5d	Time and Information Management	Students will be able to prepare a schedule that will enable them to accomplish their most important tasks; employ common techniques to use time effectively; and organize their work area, paperwork, and tasks.	Tests	Textbook Workbook

<b>March</b>	15.B.1 15.C.5a	<b>Life Skills</b>  *Economics and the Consumer	Students will be able to define a free-enterprise system and identify producers and consumers; describe the marketplace and explain why prices go up and down; explain three factors to consider when measuring the economy's health; identify ways to make wise shopping decisions; and describe common types of fraud, and identify ways to protect yourself as a consumer	Tests Outside project	Textbook Workbook
	6.B.4 10.A.4a	*Managing Your Money	Students will be able to identify steps involved in planning a budget; explain how to keep records effectively; describe strategies for staying within your budget; identify personal changes that might affect your finances; discuss ways to adjust to economic change; and be to list sources of help for financial problems	Tests	Textbook Workbook
	6.B.4	*Banking and Credit	Students will be able to compare common methods for saving money; explain the characteristics of different savings plans; know how to select, use and manage a checking account; describe different types of credit; explain the advantages and disadvantages of using credit; and explain how to compare credit costs.	Tests Practice Set	Textbook Workbook Practice Set
<b>April</b>	1.C.5c	*Buying Insurance	Students will be able to define some common insurance terms; list some ways to lower insurance costs; describe the basic types of health, auto, and life insurance coverage; explain the importance of owning home insurance; and distinguish between group and individual health insurance plans	Tests	Textbook Workbook
	1.C.5c	*Taxes and Social Security	Students will be able to describe the tax system and the obligations it imposes on them; describe how the Social Security system works; identify Social Security benefits and state social insurance benefits; and be able to explain the main problems facing the Social Security system today..	Tests	Textbook Workbook
<b>May</b>	1.C.5c	<b>Lifelong Learning</b>  *Adapting to Change	Students will be able to identify ways to prepare themselves for the future; describe actions and behaviors that lead to promotions; explain why workers may want to change jobs, and describe strategies for	Tests	Textbook Workbook

	1.C.5c	*Balancing Work and Personal Life	<p>seeking a new job or career; and be able to describe the steps to take if they lose their job.</p> <p>Students will be able to decide on a place to live, organize living space, and establish good housekeeping habits; describe ways of balancing work and personal life; identify some family-friendly employment practices; and understand the responsibility of participating in their community as a voter and volunteer.</p>	Tests	Textbook Workbook
<b>June</b>					