

# Cornwall-Lebanon School District Curriculum Overview

## Supervised Business Partnership – 12<sup>th</sup> Grade

49 length of time in weeks	Concepts & Competencies	Common Assessments	Academic Standards (PA Core if applicable)
Unit 1  1	<p style="text-align: center;"><b><u>Getting Ready for the First Day on the Job</u></b></p> <p>Plan for the first day on the job. Assemble important information needed to complete employment documents. Learn to make a good first impression. Recognize important information presented during the orientation process at work. Determine what an employee needs to learn about the company, department, and job when starting with a new employer.</p>	<ul style="list-style-type: none"> <li>➤ Unit assignment</li> <li>➤ Marking period test</li> </ul>	<p>13.1.11.D 13.1.11.E 13.2.11.A 13.2.11.B 15.2.12.A 15.2.12.B 15.2.12.G 15.2.12.H</p>
Unit 2  1	<p style="text-align: center;"><b><u>What Can You Expect From Your Employer</u></b></p> <p>Analyze employee expectations of the employer. Understand paychecks. Distinguish what constitutes harassment and discrimination in the workplace. Differentiate between employee rights, expectations, and benefits.</p>	<ul style="list-style-type: none"> <li>➤ Unit assignment</li> <li>➤ Marking period test</li> </ul>	<p>15.2.12.I 15.8.12.L 15.8.12.Q</p>
Unit 3  1	<p style="text-align: center;"><b><u>What Your Employer Expects From You</u></b></p> <p>Develop an understanding of the concepts of corporate culture. Compile a list of basic employer expectations on employees. Analyze how employee behaviors affect the company success. Discuss the need for quality products and services for company survival.</p>	<ul style="list-style-type: none"> <li>➤ Unit assignment</li> <li>➤ Marking period test</li> </ul>	<p>13.2.11.E 13.3.11.A 15.2.12.L 15.2.12.M 15.3.12.N</p>
Unit 4  1	<p style="text-align: center;"><b><u>Developing Good Work Habits</u></b></p> <p>Discuss good work habits and how they affect relations with others. Appraise the importance of one's grooming and hygiene habits in the workplace.</p>	<ul style="list-style-type: none"> <li>➤ Unit assignment</li> <li>➤ Marking period test</li> </ul>	<p>15.2.12.L</p>

		Define and discuss the concepts of privacy, loyalty, and confidentiality. Evaluate and apply time management and prioritizing skills.		
Unit 5	1	<p style="text-align: center;"><b><u>Importance of Communicating</u></b></p> <p>Explain the communication process. Evaluate the need for good communication skills. Enumerate the skills needed to be a good speaker. Analyze the various aspects of nonverbal communication and the role culture plays.</p>	<ul style="list-style-type: none"> <li>➤ Unit assignment</li> <li>➤ Marking period test</li> </ul>	15.3.12.O
Unit 6	1	<p style="text-align: center;"><b><u>Developing Listening Skills</u></b></p> <p>Analyze the difference between hearing and listening. Articulate the significance of good listening in the workplace. Summarize the skills needed to be a good listener. Discuss poor listening habits that affect effective communication.</p>	<ul style="list-style-type: none"> <li>➤ Unit assignment</li> <li>➤ Marking period test</li> </ul>	13.3.11.B 15.3.12.F 15.3.12.J
Unit 7	1	<p style="text-align: center;"><b><u>Communicating in a Business Organization</u></b></p> <p>Assess the role of communication in business. Define and illustrate the corporate system of communication. Discuss the consequences of communication difficulties in the workplace. Distinguish between formal and informal workplace communication. Explain good communication skills required in a business meeting.</p>	<ul style="list-style-type: none"> <li>➤ Unit assignment</li> <li>➤ Marking period test</li> </ul>	15.3.12.Q 15.8.12.E
Unit 8	1	<p style="text-align: center;"><b><u>Applying Communication Skills</u></b></p> <p>List and give examples of the various methods of workplace communication. Verbalize the need for good communication when giving or receiving instructions. Analyze the skills needed for effective telephone communications. Discuss the role computer technology plays in workplace communication. Understand the importance of customer relations as it relates to company success.</p>	<ul style="list-style-type: none"> <li>➤ Unit assignment</li> <li>➤ Marking period test</li> </ul>	13.3.11.C 15.3.12.G 15.3.12.H
Unit 9	1	<p style="text-align: center;"><b><u>Attitudes and Relationships</u></b></p> <p>Discuss the importance of good attitudes. Assess the impacts of attitudes on interpersonal relationships.</p>	<ul style="list-style-type: none"> <li>➤ Unit assignment</li> <li>➤ Marking period test</li> </ul>	15.3.12.L 15.3.12.M

		<p>Verbalize the characteristics of people with positive attitudes.          Demonstrate the importance of tact, courtesy, and respect.          Write and use the I Statement to facilitate tactful interpersonal relationships.</p>		
Unit 10	1	<p align="center"><b><u>Your Relationships with Coworkers</u></b></p> <p>Summarize the importance of good relationships with coworkers.          Compile a list of basic rules fostering good interpersonal relationships with coworkers.          Establish a set of guidelines for good teamwork.          Discuss the need for tact when dealing with others.          Apply the I Statement to employment situations.</p>	<ul style="list-style-type: none"> <li>➤ Unit assignment</li> <li>➤ Marking period test</li> </ul>	<p>15.2.12.K          15.2.12.O          15.2.12.P</p>
Unit 11	1	<p align="center"><b><u>Your Relationship with Your Supervisor</u></b></p> <p>Summarize the role of the supervisor in a business organization.          Identify and explain the three types of supervisors according to their management style.          Analyze the importance of good morale in the workplace.          Distinguish methods for developing successful working relationships with your supervisor.          Discuss criticism in the workplace, what it is, why it is necessary, and how it should be handled.</p>	<ul style="list-style-type: none"> <li>➤ Unit assignment</li> <li>➤ Marking period test</li> </ul>	<p>15.2.12.K</p>
Unit 12	1	<p align="center"><b><u>Dealing Successfully with Stress on the Job</u></b></p> <p>Identify the causes of job-related stress.          Discuss how frustrations causes stress on the job.          Summarize the effects of job-related anger on the individual.          Compile and demonstrate methods of coping with stress.</p>	<ul style="list-style-type: none"> <li>➤ Unit assignment</li> <li>➤ Marking period test</li> </ul>	<p>13.3.11.E          15.2.12.P</p>
Unit 13	1	<p align="center"><b><u>Measuring Success on the Job</u></b></p> <p>Discuss the issues an individual must consider when choosing to remain in a job or seek another position.          Describe the need for performance evaluations and how they are conducted.          Understand the proper employee attitudes toward a performance interview.          Articulate the personal attributes a company deems important for promoting an individual.</p>	<ul style="list-style-type: none"> <li>➤ Unit assignment</li> <li>➤ Marking period test</li> </ul>	<p>13.3.11.F          13.3.11.G          15.2.12.M          15.2.12.Q</p>
Unit 14	1	<p align="center"><b><u>Planning Your Career</u></b></p> <p>Examine the importance of decision making in career planning.</p>	<ul style="list-style-type: none"> <li>➤ Unit assignment</li> <li>➤ Marking period test</li> </ul>	<p>13.1.11.A          13.1.11.B          13.1.11.C</p>

	<p>Discuss what should be considered when setting goals for the future.</p> <p>Produce a plan for preparing for advancement on the job in one's career.</p> <p>Compile a list of effective ways to network in the workplace.</p> <p>Analyze the role of mentors and role models in one's career.</p>		<p>13.1.11.E</p> <p>13.1.11.F</p> <p>13.1.11.G</p> <p>13.1.11.H</p> <p>13.2.11.B</p> <p>13.2.11.C</p> <p>13.3.11.A</p> <p>13.3.11.F</p> <p>13.3.11.G</p> <p>15.2.12.E</p> <p>15.2.12.J</p> <p>15.2.12.K</p> <p>15.2.12.Q</p> <p>15.6.12.D</p> <p>15.8.12.K</p> <p>15.8.12.Q</p>
<p>Unit 15</p> <p>ON GOING</p>	<p><b>35</b></p> <p><u>On the Job</u></p> <p>Demonstrate the characteristics of a successful employee.</p> <p>Maintain necessary paperwork.</p>	<ul style="list-style-type: none"> <li>➤ Supervisor Evaluation</li> <li>➤ Coordinator Evaluation</li> </ul>	<p>13.2.11.E</p>