**Class: Principles of Business Date: Summer/2016**

**Teacher:**

**Agenda**

ESSENTIAL STANDARD: 3.00 Understand professional development

**OBJECTIVE:** NC CTE 3.04: Implement job-seeking seeking skills to obtain employment. (SUPPLEMENTAL)

**WARMUP/FOCUS:** 3.03 Were your Personal Interests and Career Interests similar or different?

\_\_ Data-driven instruction

\_\_ New/innovative

 teaching strategies

\_\_ Integrates technology

\_\_ Adapted/resources for

 special needs

\_\_ Higher-level thinking

\_\_ Adapted by develop.

 level (differentiation)

\_\_ Cross-disciplinary

\_\_ Promotes respect for

 cultural diversity

\_\_ Student teamwork

\_\_ Addresses common

 misconceptions

\_\_ Variety of assessment

\_\_ Peer/Self-assessment

 feedback

\_\_ Family/community

 involvement

\_\_ 21st Century skills:

 \_\_ leadership

 \_\_ ethics

 \_\_ accountability

 \_\_ adaptability

 \_\_ personal

 productivity

 \_\_ personal

 responsibility

 \_\_ people skills

 \_\_ self-direction

 \_\_ social responsibility

\_\_ Concept-Based

 \_\_ Consumer Math

 \_\_ Literature

 \_\_ Government

 \_\_ US History

 \_\_ Economics

 \_\_ Global Awareness

**REVIEW:** What education (if any) would be needed to complete your

Career Plan?

**TEACHER INPUT:**

Discuss and Provide Examples of age appropriate data for:

* Personal Information
* Education History
* Employment History
* References

**GUIDED PRACTICE:**

Resume Template – demonstrate how to work with a template to change the

samples to student’s personal data.

**INDEPENDENT PRACTICE:**

Curriculum Worksheets:

3.04 Instructional Factsheet Activity

3.04 Personal Factsheet Worksheet or Word Resume Template

3.04 Personal Factsheet Rubric

Students will complete a Personal Factsheet (or Resume Template), which

can be used as a reference to fill out job applications without having to look

up information. Follow the instructions to complete your data.

**SUMMARY/CLOSURE:**

NOTE: Students may need to update their information next class (or as

Homework) if they need to research for missing data to complete this

assignment.