**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.