

NORTHERN BURLINGTON COUNTY REGIONAL SCHOOL DISTRICT
Course Map

Department	Business and Technology	Course	Business and Careers
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Source of Standards

- New Jersey Core Curriculum Content Standards (NJCCCS 2014)
 - 21st Century Skills/Career Ready Practices
- <http://www.state.nj.us/education/cccs/2014/career/91.pdf>
- <http://www.state.nj.us/education/cccs/2014/career/92.pdf>
- <http://www.state.nj.us/education/cccs/2014/career/93.pdf>
- <http://www.state.nj.us/education/cccs/2014/career/CareerReadyPractices.pdf>

Sequence & Enduring Understanding- Unit Titles and Number of weeks per unit

- Unit 1: Self Assessment and Career Exploration/5 weeks
1. Students will understand how their interests often shape their career choices.
 2. Students will understand that skills are a necessity in order to achieve career success.
 3. Students will understand that their interests, talents and skills will help them make an informed career decision.
 4. Students will understand that they need to establish short and long-term goals and identify ways to achieve those goals.
- Unit 2: Employability Skills/2 weeks
1. Students will understand what skills, talents, and personality traits employers look for.
 2. Students will understand how to acquire the necessary qualifications for employment.
 3. Students will understand how to best demonstrate those skills in order to get a job.
- Unit 3: Job Search Process/3 weeks
1. Students will understand the steps necessary to apply for a job.
 2. Students will understand what behavior and attire are necessary to have a successful interview.
 3. Students will understand how to complete a job application, compile a resume/cover letter and references, and communicate their job interests and credentials.
- Students will understand how to present themselves successfully.
- Unit 4: Professionalism and Ethics/2 weeks
1. Students will understand the effects personal beliefs have on decision-making.
 2. Students will understand the signs and consequences of bias and stereotyping.
 3. Students will understand what methods to use to prevent confrontations.

4. Students will understand how to maintain safety on the job.

Unit 5: Entrepreneurship and Small Business Management/5 weeks

1. The benefits of free enterprise.
2. The components of the three major types of businesses.
3. Students will understand how free enterprise affects us as entrepreneurs and consumers.
4. Students will understand the advantages and disadvantages of the three major types of businesses.
5. Students will understand the concept of consumer rights and the business owner's responsibilities.

Unit 6: Consumerism and Personal Finance/1 weeks

1. Students will understand the benefits of constructing a simple personal savings/spending plan.
2. Students will understand that financial choices have costs, benefits, and consequences.
Students will understand the ultimate difference in cost of cash and credit purchases

Enduring Understanding (if not attached to "Sequence" above)

See above.

Essential Questions

Unit 1:

1. What do I like to do?
2. What skills do I possess?
3. What is a future career for me?
4. How do I set short- and long-term goals?
5. How do post-secondary education choices affect career possibilities?

Unit 2:

1. What qualifications do I need to get hired?
2. How do I learn skills necessary for employment?
3. How do I market those skills?

Unit 3:

1. How do I find a job?
2. How should I prepare for an interview?
3. What do I need to provide to an employer to show my job goal and qualifications?
4. How do I get hired?

Unit 4:

1. How do personal beliefs and attitudes affect decision-making?
2. How do bias and stereotyping affect personal interactions?
3. How can we avoid physical and verbal confrontation in individual and group settings?

Unit 5:

1. Recognize the benefits of free enterprise.
2. How does free enterprise affect us as entrepreneurs and consumers?
3. What are the advantages and disadvantages of the three major types of businesses?
4. What makes a smart consumer?

Unit 6:

1. What is a personal savings/spending plan?
2. What are the costs, benefits, and consequences of financial choices?
3. Which is a better way to make a purchase—cash or credit—and why?

Reporting Student Progress

All courses follow a balanced assessment system with Practice, Assessments, Evaluations.

Resources (Text and Technology)

- Google Apps For Education (GAPE)
- Microsoft Office Suite
- www.njcan.org
- www.floorplanner.com
- www.wevideo.com
- www.careercruising.com
- www.bls.gov
- www.youtube.com
- www.careertech.org
- www.careerbuilder.com
- www.monster.com
- www.indeed.com
- www.youthrules.dol.gov
- Computer workstations
- Smartboard
- DVD First Impressions