

Sec #	Topic	Student Objectives	Activities	Videos/ Online Activities	Resources/ Materials	Assessments
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	<b>GENERAL REVIEW</b>	<p>- <i>This Review is on the basic vocabulary on the SkillsUSA</i></p> <p><i>This Review focuses on reviewing all the sections of the Skills USA through questions</i></p> <p><i>This Review is a "practice test" of sorts</i></p>	<b>Overview/Review</b>	<p>Link: <a href="#">Vocabulary</a></p> <p>Link: <a href="#">Review Questions-SkillsUsa</a></p> <p>Link: <a href="#">Practice Test</a></p>	Worksheet: <i>KIM Vocabulary Sheet</i>	
1a	Communication	<p><i>Learner will be able to explain the steps in the communication process</i></p>	<b>Activity:</b> <i>Communication Process</i>	<p><b>Video:</b> <a href="#">What is Communications?</a></p> <p><b>Video:</b> <a href="#">Barriers to Effective Communication</a></p>	Worksheet: <i>Communications Activity *</i>	<b>Section 1: Communication Skills</b>
		<p><i>Learner will be able to professionally express themselves in verbal and nonverbal formats</i></p>	<b>Activity</b> <i>Back to Back Drawing</i>	<p><a href="#">State Your Name - Carnegie Coach</a></p> <p><b>Video:</b> <a href="#">What is Nonverbal Communications?</a></p>	<p><b>PDF:</b> State Your Name - Carnegie Coach</p> <p><b>Handout:</b> <i>Back to Back Drawing Activity</i></p> <ul style="list-style-type: none"> <li>• <a href="#">Video Instructions:</a></li> </ul>	

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		<b>Learner will be able to professionally express themselves in written format</b>	<b>Activity:</b> <i>Parts of a Business Letter</i>	<b>Video:</b> <a href="#">Parts of a Business Letter</a>	<b>Worksheet:</b> <i>Labeling Parts of the Business Letter (use with the video)</i>	<b>Section 1: Communication Skills</b>
	<b>Activity:</b> <i>Sample Business Letter</i>		<b>Link:</b> <a href="#">Letter Generator</a>  <b>**Can use the letter generator above or type sample business letter in MS Word or Google Docs</b>	<b>Handout:</b> <i>Sample Business Letter about a Shipment</i> <b>** use this with the Letter Generator Activity</b> <b>PowerPoint:</b> <i>Formatting a Business Letter</i>		
	<b>Activity:</b> <i>Sample Memo</i> <b>**Can type sample memo in MS Word or Google Docs</b>		<b>Link:</b> <a href="#">Memo Review Activity</a>	<b>Handout:</b> <i>Memo to a Co-Worker</i> <b>Handout:</b> <i>Directive Memo</i>		
	<b>Activity:</b> <i>Sample Email</i> <b>**Can type sample email in MS Word or Google Docs</b>		<b>Video:</b> <a href="#">Writing Effective Business EMails</a>  <b>Video:</b> <a href="#">E-Mail Etiquette</a>	<b>Handout:</b> <i>Sample Job Inquiry email</i>		

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1b	Resume	<p><b>Resumes:</b></p> <p><i>Learner will determine the purpose of a resume.</i></p> <p><i>Learner will be able to explain the differences between chronological and combination resumes and select the appropriate type for their specific needs.</i></p> <p><i>Learner will evaluate and analyze why a resume is important in their job search.</i></p>	<p><b>Activity:</b> <i>Learning why, what, how about resumes</i></p>	<p><b>Link:</b> <a href="#">GCF Resume Writing</a> ** Have them go through sections 1-3</p> <p><b>Link:</b> <a href="#">Gallery of Sample Resumes</a></p> <p><b>Video:</b> <a href="#">What is a resume and why is it important?</a></p>	<p><b>Handout:</b> <i>High School Student Resume Worksheet</i></p> <p>** They can fill this out and type up their own resume in the activity below or just use it for reference</p>	
		<p><i>Learner will be able to create a professional resume</i></p>	<p><b>Activity:</b> <i>Sample Student Resume</i></p>	<p><b>Link:</b><a href="#">How to Create a Resume</a></p> <p><b>Link:</b> <a href="#">Resume Generator</a></p> <p>**Can use the resume generator above or type sample business letter in MS Word or Google Docs</p>	<p><b>Handout:</b> <i>Sample Student Resume</i></p> <p>** use this with the Resume Generator Activity</p>	
1b	Interviewing	<p><b>Interview:</b></p> <p><i>Learner will determine the differences between different types of</i></p>	<p><b>Activity:</b> <i>Mock Interview Activity</i></p>	<p><b>Site:</b> <a href="#">Snag A Job</a> ** this Youtube Channel is an excellent source for interviewing, searching etc.</p>	<p><b>PPT:</b> Job Interviewing 101</p> <p><b>Handout:</b> Presentation</p>	

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		<p><i>interviews and interview questions.</i></p> <p><i>Learner will practice how to successfully answer questions in an interview situation; and develop a follow-up plan for after the interview.</i></p>		<p>Video: <a href="#">10 Tips on Dressing for an Interview (Forbes)</a></p> <p>Video: <a href="#">What Not to Wear to an Interview (Teens)</a></p> <p>Video: <a href="#">First Job Interview</a></p> <p>Video: <a href="#">7 Body Language Tips (Microsoft)</a></p>	<p>Note Capture Sheet</p> <p><b>Handout:</b> <i>Sample Interview Questions with Answers</i></p> <p><b>** use this for the Mock Interview</b></p> <p><b>Handout:</b> <i>Mock Interview Activity</i></p>	
		<p><i>Learner will explore how their online Social Media profile can affect a job search</i></p>	<p><b>Activity:</b> <i>Graphical Organizer - Note Capture on Social Media Profile</i></p>	<p>Video: <a href="#">Social Media Job Killers</a></p>	<p><b>PPT:</b> Managing your Online Profile Matters</p> <p><b>Handout:</b> <i>Presentation Note Capture Sheet</i></p>	
2	Customer Service/Relations	<p><i>Learner will be able to distinguish the difference between an internal and external customer</i></p> <p><i>Learner will recognize the traits of a loyal customer and will understand the importance of customer loyalty to a business's success.</i></p>	<p><b>Activity:</b> <i>Understanding Customer Service</i></p> <p><b>** This is a self study packet with activities at the end of each section</b></p>	<p>Video: <a href="#">Keys to Excellent Customer Service</a></p> <p>Video: <a href="#">Customer Service vs. Customer Experience</a></p> <p><b>Problems:</b></p> <p>Video: <a href="#">Customer Service Gone Wild</a></p> <p>Video: <a href="#">Customer Gone Wild - 2</a></p>	<p><b>Handout:</b> <i>Understanding Customer Service **</i></p> <p>- <i>Worksheet Customer Service 101</i></p>	<b>Section 2: Customer Relations</b>

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		<p><i>Learner will be able to develop ideas and methods for determining the needs and wants of customers.</i></p> <p><i>Learner will learn how to solve problems in order to reach a win-win outcome for themselves and their customers.</i></p>		<p><b>Video:</b> <a href="#">Why Customer Service Matters</a></p>		
3	Demonstrate career research and career development skills	<p><i>Learner will be able to investigate their career interests</i></p> <p><i>Learner will be able to identify future occupations that might interest them</i></p>	<p><b>Activity:</b> Students complete a series of career assessments</p>	<p><b>Link:</b> <a href="#">Interest Assessment</a></p> <p><b>Link:</b> <a href="#">Career Assessment</a></p>	<p><b>Handout:</b> Career Interest Worksheet - <i>goes with Career Assessment link</i></p> <p><b>PPT:</b> Job Hunting 101</p> <p><b>Handout:</b> Presentation Note Capture Sheet</p>	Section 3: Career Research & Applying for Jobs
		<p><i>Learner will be able to analyze industry trends and opportunities; and efficiently use resources to identify growing careers</i></p>	<p><b>Activity:</b> Scholar career research</p>	<p><b>Link:</b> <a href="https://www.bls.gov/ooh/">https://www.bls.gov/ooh/</a></p> <p><b>Link:</b> <a href="http://careercoach.monroecc.edu/">http://careercoach.monroecc.edu/</a></p>	<p><b>Handout:</b> Career Research Handout</p>	

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		<b>Learner will be able to assess career goals and create long-term goals</b>	<b>Activity:</b> SMART Goals and your career choice	<b>Video:</b> <a href="#">SMART Goals</a>	<b>Handout:</b> SMART Goals Quiz <i>take after SMART video</i>	
		<b>Learner will be able to construct a Career Action Plan</b>	<b>Activity:</b> Scholar Career Plan	<b>Video:</b> <a href="#">Academic and Career Planning</a>	<b>Handout:</b> My Career Plan - <i>goes with Career Plan Video</i>	
		<b>Learner will be explore what a job network is and how to go about establishing one</b>	<b>Activity:</b> Scholar note capture sheet	<b>Video:</b> <a href="#">10 Tips for Professional Networking</a>	<b>PPT:</b> How to Build a Professional Network  <b>Handout:</b> Presentation Note Capture Sheet	
		<b>Learner will be able to complete a job application</b>	<b>Activity:</b> Filling out a Job Application	<b>Video:</b> <a href="#">How to fill out a job application</a>  <b>Link:</b> <a href="#">Illegal job application questions</a>	<b>Handout:</b> Job Application Activity  <b>Handout:</b> Job Description Match up	
<b>4</b>	<b>Demonstrate essential workplace or life skills</b>	<b>Learner will be able to identify stress factors</b>	<b>Activity:</b> Stress and its affect on your work	<b>Video:</b> <a href="#">Stress Management</a>  <b>Video:</b> <a href="#">Teamwork</a>  <b>Video:</b> <a href="#">Leadership + Teamwork A Employee</a>	<b>Handout:</b> My Personal Stress Plan	<b>Section 4: Essential Work and Life SkillsgM</b>

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		<b>Learner will complete a self-assessment to identify individual learning styles.</b>	<b>Activities:</b> A series of online inventory that will tell them their learning styles and multiple intelligences	Link: <a href="#">Types of Learning Styles</a> Link: <a href="#">What's your Learning Style?</a> Link: <a href="#">Learning Styles Inventory 2</a> Link: <a href="#">Multiple Intelligence Inventory</a>	<b>Handout:</b> Multiple Intelligence Worksheet  <b>Handout:</b> Learning Style Strategies	
		<b>Learner will be able to identify time management skills and the importance of good time management.</b>  <b>Learner will be able to identify employability skills</b>	<b>Activity:</b> How to take control of your time	<b>Time management</b> <a href="#">8 Ways to Take Control of your Time</a>  <b>Video Series- US DOL "Skills to Pay the Bills"</b> <a href="#">Communication Skills</a> <a href="#">Enthusiasm</a> <a href="#">Critical Thinking &amp; Problem Solving</a> <a href="#">Professionalism</a> <a href="#">Teamwork</a> <a href="#">Networking</a>  <a href="#">Summary</a>	<b>Handout:</b> Article Summary Note Capture 321 Sheet  <b>Handout:</b> Employability Skills Worksheet <b>*** There is an instructor's key to go with these videos.</b>	
5	Develop personal financial skills	<b>Learner will be able to identify their needs and wants and create a budget</b>	<b>Activity:</b> Needs vs Wants	<b>Video:</b> <a href="#">Needs vs. Wants</a>  <b>Video:</b> <a href="#">Needs vs. Wants and Spending</a>	<b>Handout:</b> Needs and Wants Worksheet  <b>Handout:</b> Budget Worksheet for Teens	<b>Section 5: Personal Financial Skills</b>

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			<b>Activity:</b> <i>Budgeting - start early</i>	<b>Video:</b> <a href="#">Budgeting 101</a> <b>Video:</b> <a href="#">Create a budget</a>		
		<b>Learner will recognize and explain the parts of a paycheck, W2-and W-4</b>	<b>Activities:</b> <i>Understanding your Paycheck</i>	<b>Video:</b> <a href="#">Where does my money go?</a> <b>Link:</b> <a href="#">Understanding your Pay. Benefits &amp; Paycheck</a> <b>Video:</b> <a href="#">Parts of a Paycheck</a> <b>Video:</b> <a href="#">Understanding a W-4 Form</a> <b>Link:</b> <a href="#">W-2 Form</a> <b>Video:</b> <a href="#">W-2 Form</a> <b>Video:</b> <a href="#">Finding a % or a number</a> <b>Video:</b> <a href="#">Finding Sales Tax and total price</a>	<b>Handout:</b> <i>Pay stub pre-test</i> <b>Handout:</b> <i>Sample Pay Stub &amp; Pay Stub Problem Solving Sheet</i>	
		<b>Learner will be able to understand fixed vs. variable expenses -</b>	<b>Activities:</b> <i>Budgeting for fixed and variable expenses</i>	<b>Video:</b> <a href="#">Fixed Expenses</a>	<b>Worksheet:</b> <i>It's a balancing act!</i>  <i>See Teacher's Guide - It's a balancing act, for answer key</i>	



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		<b>Learner will define the term Business Plan and explore the basics of writing this plan.</b>	<b>Activity:</b> <i>Introduction to Business Plans, analyzing an existing plan.</i>	<b>Video:</b> <a href="#">How to Write a Business Plan</a>	<b>Handout:</b> <i>iToilet Business Plan for Shark Tank</i>  <b>Handout:</b> <i>Analyzing a Business Plan</i>	
6	Develop social etiquette and interpersonal skills	<b>Learner will be able to explain, develop and apply team-building skills</b>			<b>Handout:</b> <i>Team Building and Teamwork slide show (pdf)</i>	<b>Section 6: Social Etiquette and Interpersonal Skills</b>
		<b>Learner will be able to identify the components of first impressions and proper introductions</b>  <b>Learner will be able to identify basic table setting components</b>		<b>Video:</b> <a href="#">Make a proper first impression</a>  <b>Video:</b> <a href="#">Proper Introductions</a>  <b>Video:</b> <a href="#">Dining Etiquette</a>  <b>Video:</b> <a href="#">More business dining etiquette</a>	<b>Picture:</b> <a href="#">Formal Table Setting</a>  <b>Slide Show:</b> <i>Table Setting and Etiquette</i>  <b>Online Quiz:</b> <a href="#">Take a quick quiz on table setting see how you do!</a> <i>Do this quiz after the PPT and studying the diagram</i>	
7	Understand technology systems and use information technology tools	<b>Learner will demonstrate the ability to use word-processing, presentation, database, spreadsheets, and Web page software.</b>	<b>Activity:</b> <i>Introduction to Microsoft Office</i>	<b>Links:</b> <a href="#">Introduction to MS Office</a>  <i>** This is a self study with activities at the end of each section</i>		<b>Section 7: Technology Systems &amp; Tools</b>

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		<i>Learners will read and analyze tables, pictographs, bar graphs, pie charts, and line graphs to determine purpose and results</i>	<i>Activity: Reading Charts</i>	<i>Video: <a href="#">How to use a Pie Chart &amp; Bar Charts</a></i>	<i>Worksheet/Answer Key: Math Worksheet - Expenses with Pie Chart</i>  <i>Math Worksheets- Reading Pie Charts 1,2,3</i>	
		<i>Learner will identify the types of items that might be included in a student portfolio.</i>		<i>Video: <a href="#">What is an E-Portfolio?</a></i>	<i>Handout: What Goes Into an E-Portfolio (pdf)</i>	
<b>8</b>	<b>Apply conflict management skills, and an understanding of cultural, social, and ethnic diversity to achieve group goals and consensus</b>	<i>Learner will be able to identify conflict management skills.</i>  ..	<i>Activity: Identify conflict and resolutions</i>	<i>Video: <a href="#">What is conflict?</a></i>  <i>Video: <a href="#">In the Mix: Conflict Resolution</a></i> <b>Conflict Management Skills</b> <i>Online Quiz: <a href="#">Give it a try see how you do!</a></i>	<i>Handout: Conflict and Conflict Resolution Study Guide</i>  <i>Article: <a href="#">Conflict resolution</a> (How to identify, types of resolution and activities.)</i>	<b>Section 8: Working with Others</b>
		<i>Learner will explore the idea of bias in the workplace and classify the types of bias.</i>		<i>Video: <a href="#">What is Bias?</a></i>  <i>Video: EEOC <a href="#">Youth at Work - Discrimination</a></i>	<i>Video Worksheet: EEOC Youth At Work Student Manual</i>  <i>See Teacher's Manual for this activity</i>	
		<i>Learner will able to embrace why cultural diversity is essential in the workplace</i>		<i>Video: <a href="#">Sometimes you are a Caterpillar (Diversity)</a></i>		

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9	Understand legal and ethical responsibilities and exhibit personal accountability, integrity, and responsibility	<i>Learner will be able to identify personal qualities that are desirable for the workplace</i>		Video: <a href="#">Essential Skills for Work</a>  Video: <a href="#">Office Etiquette - Smart Manners</a>	<b>Handout:</b> Top Work Skills (PDF)  <b>Handout:</b> I Need a Job Now Skills Inventory 9(PDF)  <b>Handout:</b> McDonald's Career Skills Activity with Assessment	<b>Section 9: Ethics and the Workplace</b>
		<i>Learner will be able to examine ethics and values in the workplace.</i>		Video: <a href="#">Workplace Ethics</a>	<b>Lesson Plan w/Handout</b> What do Ethics have to do with anything?	
10	Identify problems, understands context, and develops creative solutions.	<i>Learner will be able to demonstrate problem solving techniques.</i>		Identify problems- <a href="#">Problem Solving Techniques</a>  Video: <a href="#">Solving a Two Part Word Problem - Khan Academy</a>  Video: <a href="#">Solving a Multiple Step Word Problem- Khan Academy</a>  <b>Online Practice:</b> <a href="#">Multi-step Word Problems - Khan Academy</a>	<b>Handout:</b> 5 Steps to Solving a Math Word Problem  <b>Worksheets:</b> <i>Scholars can practice multi-step word problems with any/all of the following:</i> <ol style="list-style-type: none"> <li>1. Basic Level Word Problems</li> <li>2. Math Multi-step Word Problems</li> <li>3. Multi Step Word Problems</li> </ol>	<b>Section 10: Community Service</b>

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		<i>Learner will be able to identify volunteer opportunities in their community.</i>	( <a href="#">Power of Volunteering</a> )	<b>Video:</b> <a href="#">Volunteering in your community</a> - How it Benefits YOU  <b>Website:</b> <a href="https://www.nationalservice.gov/impact-our-nation/stories-service">https://www.nationalservice.gov/impact-our-nation/stories-service</a>	<b>Volunteer Websites for Rochester NY:</b>  <a href="http://rochestercares.org/">http://rochestercares.org/</a>  <a href="http://www.communitywishlist.org/volunteers_needed.html">http://www.communitywishlist.org/volunteers_needed.html</a>  <a href="http://www.cityofrochester.gov/category.aspx?id=8589938184">http://www.cityofrochester.gov/category.aspx?id=8589938184</a>  <a href="https://www.urmc.rochester.edu/strong-memorial/about-us/giving/friends-of-strong/volunteering/high-school-students.aspx">https://www.urmc.rochester.edu/strong-memorial/about-us/giving/friends-of-strong/volunteering/high-school-students.aspx</a>	
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<p><b>STANDARDS:</b></p> <p>SkillsUSA Employability Blueprint #1 CDOS:</p> <p><b>1. Career Development</b></p> <ul style="list-style-type: none"> <li>• Completes the development of a career plan that would permit eventual entry into a career option of their choosing</li> <li>• Applies decision making skills in the selection of a career option of strong personal interest Analyzes skills and abilities required in a career option and relate them to their own skills and abilities</li> <li>• Uses academic knowledge and skills in an occupational context, and demonstrates application of these skills by using a variety of communication techniques (e.g. sign language, pictures, videos, reports, and technology)</li> </ul>						
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- Researches, interprets, analyzes, and evaluates information and experiences as related to academic knowledge and technical skills when completing a career plan.

## 2. Integrated Learning

- Demonstrate the integration and application of academic and occupational skills in their school learning, work, and personal lives.
- Uses academic knowledge and skills in an occupational context, and demonstrates application of these skills by using a variety of communication techniques (e.g. sign language, pictures, videos, reports, and technology)
- Researches, interprets, analyzes, and evaluates information and experiences as related to academic knowledge and technical skills when completing a career plan.

## 3a Universal Foundation Skills

- Basic Skills: Uses a combination of techniques to read or listen to complex information and analyze what they hear or read; convey information confidently and coherently in written or oral form; and analyze and solve mathematical problems requiring use of multiple computational skills
- Thinking Skills: Demonstrates the ability to organize and process information and apply skills in new ways
- Personal Qualities: Demonstrates leadership skills in setting goals, monitoring progress, and improving performance
- Interpersonal Skills: Communicates effectively and helps others to learn a new skill
- Technology: Applies knowledge of technology to identify and solve problems
- Managing Information: Uses technology to acquire, organize and communicates information. by entering, modifying, retrieving, and storing data
- Managing Resources: Allocates resources to complete a task Systems: Demonstrates an understanding of the relationship between the performance of a system and the goals, resources, and functions of an organization

## 3b Career Majors

Career Majors: (Optional) Choose a career major and acquire career-specific technical knowledge/skills necessary to progress toward gainful employment, career advancement, and success in postsecondary programs

Calculators available

- Pie charts/pie chart percentages how to add them
- Internal vs. external customers
- Need to have some strategies for Multiple Choice
- Word Problems that are based on basic savings and math

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- Multiple Choice Questions for each section - Googe Form
- What are they not allowed to ask on a job application - activity