

MISSION VALLEY REGIONAL OCCUPATION PROGRAM

Business and Professional Development Capstone Course Outline

1. Course Title:

Business and Professional Development Capstone

2. CBEDS Title:

Other Office/computer course

3. CBEDS Number:**4. Course Length:**

One quarter (9-weeks) 5 credits each quarter.

5. Course Description:

This course focuses on preparing students for the workplace by making a smooth transition from the classroom to a demanding work environment. This course also prepares students for the challenges of independent living while maintaining full-time employment. Students will learn to manage their income wisely in order to build a secure and satisfying life. Students learn about responsibilities to their school and employer while participating in a work-based learning program. Students will develop critical thinking skills and recognize which personal qualities will make the most capable person most valuable to the employer. Students will improve their ability to read, write, speak, and listen. Students will also develop the workplace know-how required to perform well in a demanding position. While participating in a work experience, students will start preparing for a full-time career.

6. Instructional Units:

Unit	Content Area Skills	Hours
1	<p><u>Skills for Success</u> Description: Students will see how important certain skills, such as homework and communication, are essential for success in life and on the job. Math is another essential skill for success. Knowledge of fractions, decimals, and percentages is necessary on the job and can help you in your daily life as well. They will see what skills employers expect their employees to have when they hire them. Practicing these skills and knowing what employers expect will help prepare you for the transition from high school to your future career.</p> <p>Learner Outcomes:</p> <ol style="list-style-type: none"> 1. Teamwork and problem-solving skills 2. Communicating on the Job 3. Safety on the job 	6
2	<p><u>Job Satisfaction</u> Description: The extent to which you like your job is known as your level of job satisfaction. This unit details the factors that determine your level of job satisfaction. An entry-level position as your first job may be initially satisfying. Staying at that level after several years may make the job less enjoyable. Your attitude about the position as well as whether you get along with your supervisor and coworkers affects how you feel about your job, too. It is up to you to increase your job satisfaction by changing how you see your current position, finding a new job, or starting a business of your own. Having a job you like will help you succeed financially and personally.</p> <p>Learner Outcomes:</p> <ol style="list-style-type: none"> 1. Succeeding on the job 2. Diversity and Workplace Rights 3. Succeeding in Our Economic System 4. Entrepreneurship: A Business of Your Own 	10
3	<p><u>Managing Your Income</u> Description: As an employee, you will receive payment for the work you do. While it will be nice to be able to spend all of your earnings as you choose, a portion of your pay will be subtracted from your paycheck before you even receive it. Much of this amount will be in the form of taxes. In the US, all employees are taxed according to their earnings. You should understand how much income you receive and how the taxed amounts are used. Each year, workers must report their earnings to the government for tax purposes. After receiving your paycheck, you will need to make choices about how to spend, save and invest that money. Banks and insurance companies offer services to help people make these important financial decisions. Learning more about income, taxes, and spending will prepare you for the future by giving you the knowledge needed to manage the money you earn.</p>	24

	Learner Outcomes: 1. Understanding Income Taxes 2. Managing Spending 3. Using Credit 4. Banking, Saving and Investing 5. Insurance 6. Managing Family, Work, and Citizenship Roles	
4	Presentation Description: Students will improve their presentation skills, and students are encouraged to use systematic methods to facilitate their presentations in the classroom. The main purpose of emphasizing presentation skills in higher education is to help develop professionalism in the learning environment. In this era of technological advancement, students can enhance their presentation skills using high-tech equipment, thus improving their ability to present information in a professional manner. Learner Outcomes: 1. Select a topic and organize materials 2. Know the context of subject 3. Use appropriate gestures and voice tone 4. Use dynamic verbal and communication skills 5. Know the importance of rehearsing 6. Summarize main points 7. Answer audience questions	5
	Total Hours	45

7. Instructional Strategies

- Lecture
- Comparative Analysis
- Hands-on Practice/ Demonstration
- Small & Large Group Activities (role-playing, discussion, teamwork, brainstorming)
- Community/ Business Observations
- Use of Business Partners (guest speakers, interviews)

8. Instructional Materials

- J.J. Littrell, James H. Lorenz, Harry T. Smith Edition: 2014 (Goodheart-Willcox Publisher) ISBN: 978-1-61960-304-2
- Multi-Media (handouts, Internet access, software)
- Simulations
- Reading Assignments
- Oral & Written Reports
- Projects
- Online Articles/ Tutorials

9. Assessments

- Written Tests After Each Unit
- Performance Exams
- Final

10. Certificate Competency List:**Career Technical Skills**

- Application of technology skills
- Identify the stages of team development.
- Explain how conflict can be managed when working as a team.
- Use of dynamic verbal and communication skills
- Describe the causes of accidents on the job.
- Explain how the costs of accidents can affect you, the employer, and the economy
- Apply occupational safety practices
- Identify procedures to follow when an accident occurs.
- Understand the importance of small business to the US economy.
- Describe the factors to consider when planning a small business.
- Understanding income Taxes and the process of completing a tax return
- Managing spending, using credit, and budgeting
- Ability to collect and organize materials to create a powerful presentation

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