

Lesson Plan

Lesson Title: Career Development

Classes: Intro to Business and Technology, Banking & Investing, Insurance & Risk Mgt

Teacher: Mr. McKenzie

Primary Learning Objectives: Define ways to locate employment and career opportunities

Additional Learning Objectives: Locate a suitable job/career field, apply for a job, complete cover letter and resume using Microsoft Word 2010, complete spreadsheets on careers in management, management control (work hours, transactions, etc.), salaries, and diversification.

GPS: BMA-IBT-11 Examine basic human resources and the legal aspects of a business while incorporating the methods into business practices

Supporting GPS: BCS-BE-38 Integrate all forms of communication in the successful pursuit of employment

Materials: sample cover letter and resume

Duration: Four (4) 90 minute classes

Technology Connection: Laptops

Resource: www.gcic.edu

Procedures: Have students research job/career fields, review requirements in field, select a job/occupation area, complete application for job (if applicable), complete cover letter and resume, then complete relative career-related spreadsheets.

Assessment: Hard copy of cover letter, resume, and spreadsheets

Remediation/Accommodation: Students needing help will be paired with other students