

Week	Marking Period 1	Week	Marking Period 3
1	Introduction to CBE Program Requirements	19	Sexual Harassment and the Workplace
2	Introduction to Dept. of Education Requirements	20	Professionalism at the Workplace - Preventive measures
3	Employment Application Process	21	Laws protecting workers' rights
4	Employment Application Process	22	NJ Division of Vocational Education – training program
5	Job Interview Process	23	Taxation and the Student Worker
6	Introduction and completion of required legal program documents	24	Tax laws – voluntary compliance in support of public programs
7	Preparation of training station program binders	25	Tax laws – income tax preparation and filing
8	Employer rules and workplace regulations	26	IRS interactive website program
9	Training Station transition – employee (student-learner)	27	IRS interactive website program
Week	Marking Period 2	Week	Marking Period 4
10	Student Training Expectations	28	Career Presentations – Virtual Tour Unit
11	Workplace Issues – Employer Expectations	29	Career Presentations – Virtual Tour Unit
12	CBE Coordinator – visitation/observation guidelines – Training Agreements	30	Banking, Credit and Money Management
13	Employee handbook – tax, insurance regulations	31	Banking, Credit and Money Management
14	Human Relations at Work	32	Banking, Credit and Money Management
15	Building Effective Work Relationships	33	End of Year Employer Project
16	Job Advancement – employee compensation	34	End of Year Employer Project – committee/group work
17	Safety Skills in the Workplace	35	Completion of CBE Program requirements – update requirement documents, work binders, paystubs, hours, etc.
18	Government agencies and private organizations – safe workplace environment	36	End of Year Employer Project

Cooperative Business Education

Time Frame	4 weeks						
Topic							
Selection and Acceptance Criteria for Placement into Program							
Essential Questions							
<p>What information must be provided at the initial meeting with the student and counselor? What is the deadline for submitting the written application to the CBE Program? Will I be able to qualify for the program based on attendance, education and skills, required prerequisites, discipline, and two staff recommendations?</p>							
Enduring Understandings							
<p>Students will maintain the rules and regulations for entering and remaining in the CBE Program. Students will understand the importance of regular attendance to school and assigned training station. Students will understand the work hour requirements for successful program completion as required by the New Jersey Department of Education.</p>							
Alignment to CCSS							
<p>9.3.12.C.20 9.3.12.C.23</p>							
Key Concepts and Skills							
<p>Explore with Coordinator all acceptable employment training station opportunities. Understand the legal requirements connected to a training station commitment. Understand the state and school requirements of the program for successful completion.</p>							
Learning Activities							
<p>Participation in a scheduled night meeting during the month of June with required parental attendance Completion of all required documents related to the program prior to the entrance into CBE Program Provide students opportunities to rethink and revise their understanding of program requirements Equip students to be able to transition effectively into a student learner in a work environment</p>							
Assessments							
<p>Did the students complete and return all required admission/job placement documents? Are the students in the process of preparing a work binder for all initial legal requirements for job placement?</p>							
21st Century Skills							
X	Creativity	X	Critical Thinking	X	Communication	X	Collaboration
X	Life & Career Skills	X	Information Literacy	X	Media Literacy		
Interdisciplinary Connections							
<p>Students will maintain the integrity of their assigned work schedule and their academic standing as a full-time student. If remedial work is required, arrangements are the responsibility of the student.</p>							
Technology Integration							
<p>8.1 Educational Technology- All students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaboratively and to create and communicate knowledge. Students will use current software programs to complete all required documents relating to the application for employment. Internet access to be utilized for the job application process.</p>							

Cooperative Business Education

Time Frame 4 weeks
Topic
Job Application Process and Training Station Assignments
Essential Questions
Where are job openings located? Do they meet the criteria and standards set forth in this work program? When can we schedule job interviews and orientation meetings for the students? How closely can we match student interests, abilities, and personal qualifications to the assigned training station? What are the necessary steps in the job application process? How shall we prepare for our job interview? What is included in a professional resume? Why is it important to dress appropriately for the job interview? How do I prepare an effective cover letter to a prospective employer? What is the appropriate way to dress and interact during a job interview? Why is it important to send a thank you note and follow up after the initial job interview? How do I maintain a current and accurate log sheet for earnings and taxes? What fundraising activities are planned to support our Employer Appreciation Banquet?
Enduring Understandings
Students will have an understanding of the state guidelines regarding employment of minors. Students will be able to complete the job application process. Students will be able to prepare interview skills using mock interview partners prior to the initial job interview. Students will have an understanding and take responsibility for their job description upon being offered employment at an acceptable training station.
Alignment to CCSS
9.3.12.C.5 9.3.12.C.24
Key Concepts and Skills
Understand the importance of advanced preparation in securing and maintaining a successful job training station. Attend and complete any required training program provided and paid for by the prospective employer. Practice and maintain professional workplace skills with the motivation to advance to the highest level of achievement limited only by child labor laws and program requirements.
Learning Activities
Participation in classroom activities/assignments on the computer in preparation for job placement. Understanding the importance of clothing guidelines for job specific placements. Participation in oral exercises included in the classroom as well as on the job. Utilization of class textbook, workbook, and software programs.
Assessments
Group sharing and student reflection of job interview experience. Evaluation of student resumes – revision as needed. Evaluation of cover letter, and follow up thank you correspondence. Grooming and Appearance as an essential part of the job interview process. Evaluation of Job Application and Interview Unit.

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21st Century Skills						
X Creativity	X	Critical Thinking	X	Communication	X	Collaboration
X Life & Career Skills	X	Information Literacy	X	Media Literacy		

Interdisciplinary Connections
<p>Students will edit and revise job application documents using available software programs.</p> <p>Students will apply mathematical skills on required student log sheets for assigned pay periods.</p>

Technology Integration
<p>8.1 Educational Technology- All students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaboratively and to create and communicate knowledge.</p> <p>Students will utilize available software programs to track and assess wages, taxes, and required work hours.</p>

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Time Frame 4 weeks					
Topic					
Student Training and Workplace Issues					
Essential Questions					
<p>What are the job expectations required by my employer? How shall I complete the initial employment forms required by law? What are the essential parts of a student learner's Training Agreement? How can I adjust to new coworkers and supervisors and become an effective team player? What safety policies are applicable to this assigned training station? What other policies are contained in the employee handbook issued by this employer? What is Workmen's Compensation Insurance and how does that affect me as an employee? What steps do I follow for a work related issue in connection with my CBE school based program? How do I track my required work hours for the CBE program?</p>					
Enduring Understandings					
<p>Student employees will have an understanding of payroll tax deductions and how they are calculated. Student employees will recognize the importance of safety on the job, accident reporting, and worker's rights on the job. Student employees will have an understanding of Sexual Harassment Policies and a worker's legal rights. Students will have an understanding of available state reporting agencies (OSHA) Occupational Safety and Health Administration to aid workers in reporting issues. Students, employers, parents, and coordinator will utilize all parts of the CBE Training Agreement.</p>					
Alignment to CCSS					
<p>9.3.12.C.11 9.3.12.C.13</p>					
Key Concepts and Skills					
<p>Students will take an active role at the employer meeting to complete the Training Agreement. Students have an understanding of the job transition process in becoming a valuable team player.</p>					
Learning Activities					
<p>Develop responsible work habits for punctual and regular attendance at assigned training stations. Become a motivated student learner in your assigned training position. Practice and follow company programs and policies as related to the employment of workers. Complete and update weekly work schedule in assigned classroom.</p>					
Assessments					
<p>Successful completion of required program and workplace documents. Evaluation of Unit Test on Student Training and Workplace Issues. Ongoing connection to employers by CBE Coordinator.</p>					
21st Century Skills					
X	X	X	X	X	X
Creativity	Critical Thinking	Communication	Collaboration		
X	X	X			
Life & Career Skills	Information Literacy	Media Literacy			
Interdisciplinary Connections					
<p>Continuous employer contact regarding job duties and responsibilities. Remedial work assigned as requested by employer in specific subject areas.</p>					
Technology Integration					
<p>8.1 Educational Technology- All students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaboratively and to create and</p>					

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communicate knowledge.

Students utilize available software to prepare and maintain program documents.

Internet access to employer companies.

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Time Frame 3 weeks						
Topic						
Human Relations and Job Advancement						
Essential Questions						
<p>What is the importance of effective human relations on the job? What are some ways to build positive work relationships with coworkers and bosses? What does it take beyond being a good coworker to be an effective boss? Why do established customers patronize a particular business? Why are employees asked to continually work in task groups? How can employees participate effectively in a task group? What are some additional ways to build positive work relationships with coworkers?</p>						
Enduring Understandings						
<p>Students will recognize that effective human relations skills must be learned and practiced for job success. Students will be able to work effectively with others on various levels to meet workplace demands. Students will have an understanding of the need for sensitivity to others in the workplace. Students will have an understanding of how diversity affects all workers in the global workplace.</p>						
Alignment to CCSS						
9.3.12.C.5 9.3.12.C.10						
Key Concepts and Skills						
<p>Demonstrate the knowledge and understanding of being an effective team player. Identify and practice effective human relation skills at the workplace. Explore career opportunities for advancement in the workplace. Demonstrate the importance of working productively in a task group setting.</p>						
Learning Activities						
<p>Textbook chapter activities Class discussions on case studies Task group training station assignment Critical Thinking worksheets</p>						
Assessments						
<p>Chapter assessment activities Vocabulary quiz Chapter test Current Events assignment Training Station Observation Form/Employer Evaluation Form</p>						
21st Century Skills						
Creativity	X	Critical Thinking	X	Communication	X	Collaboration
Life & Career Skills	X	Information Literacy	X	Media Literacy		
Interdisciplinary Connections						
<p>Training Station Evaluation Employer Input/Evaluation Continuous employer feedback</p>						
Technology Integration						
8.1 Educational Technology- All students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaboratively and to create and						

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communicate knowledge.

Students will use current software programs to complete classroom assignments and required program documents. Internet access utilized for assigned work.

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Time Frame 3 weeks						
Topic						
Safety Skills in the Workplace						
Essential Questions						
<p>Why is it important to practice personal safety procedures at your place of employment? Whom should I contact in the event of a workplace safety issue? What government agency will assist me in correcting a safety problem that exists at work? What are the names of the government agencies and private organizations that promote public safety? What are the practices for the safe use of tools and equipment at work? What safety procedures shall I implement in the classroom and the workplace? What are the steps an employee should follow when reporting an accident under the Workmen's Compensation guidelines?</p>						
Enduring Understandings						
<p>Students will have the knowledge and ability to ensure a safe workplace environment. Students will be able to identify and report any condition that could result in injuries/or death at the workplace. Students will be able to identify all the safeguards an employer does to promote safety. Students will have an understanding of the safety manual provided by their place of employment. Students will have the ability to identify hazards in the classroom and at the workplace. Students will be able to take the necessary steps to correct safety hazards.</p>						
Alignment to CCSS						
<p>9.3.12.C.11 9.3.12.C.13</p>						
Key Concepts and Skills						
<p>Demonstrate the knowledge and understanding in the practice of good safety habits at the workplace. Identify any workplace dangers and follow company procedures in reporting them immediately. Explore safety regulations beyond the workplace and incorporate them into your personal life. Utilize government agencies and private organizations to aid with safety issues that affect you or people in your life.</p>						
Learning Activities						
<p>Textbook chapter activities Class discussions on topic (personal and workplace situations) Community Guest Speaker Topic related video – OSHA Agency Use of Internet</p>						
Assessments						
<p>Chapter assessment activities Workbook assignments CBE Coordinator – Safety Checklist- Training Station Evaluation Form Vocabulary quiz Chapter test</p>						
21st Century Skills						
X Creativity	X	Critical Thinking	X	Communication	X	Collaboration
X Life & Career Skills	X	Information Literacy	X	Media Literacy		

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Interdisciplinary Connections

Continuous employer contact on Workplace Safety practices.
Training Station site visit

Technology Integration

8.1 Educational Technology- All students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaboratively and to create and communicate knowledge.

Students will complete assigned work using current software program.

Internet access to be utilized for assigned work.

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Time Frame 3 weeks						
Topic						
Sexual Harassment and the Workplace						
Essential Questions						
<p>Why is it important to educate myself about the issue of sexual harassment at school or in the workplace? What are the communication techniques to deal effectively with sexual harassment? What steps should I take when my rights to a productive and harassment-free school or work environment are violated? What are my legal rights if I am confronted inappropriately in the workplace? What are some preventive measures to prevent sexual harassment? What are the risks of sexual harassment when one engages in a non-traditional career?</p>						
Enduring Understandings						
<p>Students will be able to confront and prevent sexual harassment. Students will have an understanding of how sexual harassment is a violation of both criminal and civil laws. Students will be able to take the necessary measures to avoid a hostile work environment. Students will practice proper behavior and dress appropriately to avoid misleading impressions at school or the workplace.</p>						
Alignment to CCSS						
<p>9.3.12.C.11 9.3.12.C.22</p>						
Key Concepts and Skills						
<p>Understand the importance of a hostile free workplace. Practice and maintain professionalism at the workplace. Understand the laws governing the rights of employees in the workplace. Demonstrate the value of being a good role model at work for job advancement.</p>						
Learning Activities						
<p>“Sending the Right Signals” – NJ Division of Vocational Education publication – Training Program Class Discussion on topic Topic related video (see above) Role play activities - worksheets Use of Internet Pretest, Unit Test</p>						
Assessments						
<p>Group Role Play Assessments Chapter assessment activities Unit Test</p>						
21st Century Skills						
X Creativity	X	Critical Thinking	X	Communication	X	Collaboration
X Life & Career Skills	X	Information Literacy	X	Media Literacy		
Interdisciplinary Connections						
<p>Continuous Employer – Training Station site visits Examine New Jersey state laws regarding employment of workers</p>						
Technology Integration						
<p>8.1 Educational Technology- All students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaboratively and to create and</p>						

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communicate knowledge.

Students complete assigned work using software programs and the Internet.

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Time Frame 4 weeks						
Topic						
Taxation and the Student Worker						
Essential Questions						
<p>What is the purpose of taxation? What are the ways workers benefit by paying taxes? What are the major types of taxes assessed on workers? What is the difference between a graduated tax and a flat tax? What process is used for determining the amount of income tax paid by a worker? What are the steps involved in preparing a 1040 EZ income tax return? What are the advantages of electronic tax preparation and filing? What is the “underground economy” and how does it impact our system of taxation? What is Social Security and how is it financed? Who is eligible? What are the major social insurance programs in existence in the United States? What is the purpose of an individual retirement account (IRA)?</p>						
Enduring Understandings						
<p>Students will have an understanding of the importance of becoming a law abiding citizen and worker. Students will have an understanding of the types of taxes paid by citizens and workers. Students will be able to identify the public programs supported through taxation. Students will be able to prepare a 1040EZ tax return and locate tax professionals for other tax concerns. Students will demonstrate the knowledge to research individual retirement (IRA) accounts for future financial planning. Students will understand the importance of workers to participate in voluntary compliance for taxation purposes to support public programs.</p>						
Alignment to CCSS						
<p>9.3.12.C.17 9.3.12.C.12</p>						
Key Concepts and Skills						
<p>Examine the requirements of worker taxation as a voluntary system of compliance. Understand the legal requirements for employee tax filing on an annual basis. Explore the opportunities of financial planning provided by employers. Understand public programs available to citizens and workers supported by taxation. Understand the possibility of prosecution and penalties for tax evasion.</p>						
Learning Activities						
<p>Understanding Taxes Training Program – IRS interactive website tutorial and related activities “Understanding Your Taxes” – IRS video 1040 EZ Tax Filing Vocabulary quiz Unit Test</p>						
Assessments						
<p>IRS Interactive Website – learning packets Vocabulary Quiz Sample 1040EZ Tax Returns Taxation Unit Test</p>						
21st Century Skills						
X Creativity	X	Critical Thinking	X	Communication	X	Collaboration
X Life & Career	X	Information	X	Media Literacy		

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Skills		Literacy		
Interdisciplinary Connections				
Math Connection – students calculate and complete sample tax return.				
Technology Integration				
8.1 Educational Technology- All students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaboratively and to create and communicate knowledge. Use of related websites: Internal Revenue Service Electronic Tax Filing Yahoo Tax Center				

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Time Frame 3 weeks						
Topic						
Career Presentations – Virtual Tours Unit						
Essential Questions						
<p>What is the nature and purpose of my assigned place of employment?</p> <p>What are my job duties and responsibilities?</p> <p>How shall I showcase my position to my classmates and coordinator?</p> <p>How will this training position allow me to advance to a higher position with this company?</p> <p>What skills have I accomplished at this training station?</p> <p>What are the advantages and disadvantages to this assigned training station?</p> <p>What changes can I incorporate to any areas in need of improvement?</p>						
Enduring Understandings						
<p>Students will be able to transfer employability skills to a full time career position.</p> <p>Students will be able to work effectively with coworkers and supervisors.</p> <p>Students will become a productive team player at all levels of employment.</p> <p>Students will follow company policies and practices regarding employment.</p> <p>Students will recognize the opportunity for advancement within their place of employment.</p>						
Alignment to CCSS						
<p>9.3.12.C.8</p> <p>9.3.12.C.12</p> <p>9.3.12.C.14</p>						
Key Concepts and Skills						
<p>Understand employer expectations for potential job advancement.</p> <p>Examine job skills for future job security.</p> <p>Explore the need for flexibility in both job duties and schedules.</p> <p>Understand the importance of being an effective team player.</p>						
Learning Activities						
<p>Training Station Flyer – computer assignment describing place of employment.</p> <p>Virtual Tour – assigned training station using Power point software program.</p> <p>Student presentations - classmates visit assigned training stations (oral/visual presentation).</p>						
Assessments						
<p>Student evaluations - classmate presentations</p> <p>Teacher evaluation</p>						
21st Century Skills						
X Creativity	x	Critical Thinking	x	Communication	x	Collaboration
X Life & Career Skills	x	Information Literacy	x	Media Literacy		
Interdisciplinary Connections						
Assigned Job Training Station						
Technology Integration						
<p>8.1 Educational Technology- All students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaboratively and to create and communicate knowledge.</p> <p>Power point software program.</p> <p>Internet access to be utilized.</p>						

Cooperative Business Education

Time Frame 4 weeks						
Topic						
Banking, Credit and Money Management						
Essential Questions						
<p>What are the major types of financial institutions used in today's world? How does electronic banking change money management? What types of accounts are available for personal use and how do I get started? What is the difference between a demand deposit and time deposit account? What are the advantages and disadvantages of using an ATM? Why is Direct Deposit widely used by employers to pay their employees? Why must I take safeguards in protecting myself against identity theft? Why is it important to understand fees, rules, and regulations regarding my accounts? Why is it important to maintain a good credit score and calculate the cost of using credit? What are the consequences of poor money management and the misuse of credit? Why is it important to save a portion of your earnings for future use?</p>						
Enduring Understandings						
<p>Students will be able to make sound money management choices and plan for the future. Students will explore the safest and easiest way to manage their earnings. Students will understand the importance of paying bills on time to maintain a good credit rating. Students will take all safeguards to protect their earnings against identity theft. Students will make sound decisions when using credit and avoid unnecessary spending.</p>						
Alignment to CCSS						
9.3.12.C.7		9.3.12.C.8				
9.3.12.C.10		9.3.12.C.18				
Key Concepts and Skills						
<p>Understand available services provided by financial institutions. Explore the world of electronic banking for convenience and time saving features. Examine the advantages and disadvantages for using credit. Understand the rules and regulations regarding personal accounts. Explore the need for savings plans for future security in the event of an emergency.</p>						
Learning Activities						
<p>Textbook chapter activities Class discussions on topic Community Guest Speaker – local financial institution Workbook activity sheets Use of Internet – research financial institutions Chapter test</p>						
Assessments						
<p>Chapter assessment activities Workbook banking activity sheets Student presentations – internet research findings Chapter test</p>						
21st Century Skills						
Creativity	X	Critical Thinking	X	Communication	X	Collaboration
Life & Career Skills	X	Information Literacy	X	Media Literacy		

Cooperative Business Education

Interdisciplinary Connections

Local financial institutions – class presentations

Financial Literacy Unit – Types of accounts

Technology Integration

8.1 Educational Technology- All students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaboratively and to create and communicate knowledge.

Students will complete assigned work using current software programs.

Internet access to be utilized for assigned work.

Cooperative Business Education

Time Frame 4 weeks						
Topic						
End of Year Employer Appreciation Project						
Essential Questions						
<p>How much capital did our fundraising earn us to support our end of year employer banquet? What are the expenses involved in hosting this event? What do we need to purchase and prepare for this event? What committees shall we form to handle all requirements of this event? What theme shall we establish and how do we accomplish it?</p>						
Enduring Understandings						
<p>Students will be able to plan and estimate time and money constraints for a particular event. Students will explore all available services and compare costs. Students will assign others to assist in carrying out all responsibilities. Students will be able to work with others to meet goals and objectives. Students will understand the importance of a schedule to meet established deadlines.</p>						
Alignment to CCSS						
<p>9.3.12.C.3 9.3.12.C.10</p>						
Key Concepts and Skills						
<p>Understand the importance of investigating all available services at a particular price point. Understand the need for advance planning for invitations, programs, speeches and menu planning. Examine the most appropriate ways to arrange, present, and coordinate invited guests. Prepare and attend event in professional attire and use proper business etiquette and social skills. Rehearse and prepare all presentations for event.</p>						
Learning Activities						
<p>Participation in planning stages for event – choice of location, theme, and committee input. Preparation and mailing of invitations, envelopes, programs, guest list/responses, CBE training station poster w/stand, speeches, place cards, table arrangements, employer certificates. Assigned groups – teamwork.</p>						
Assessments						
<p>Teacher input – assess banquet documents for editing. Maintain planned activities for event. Observe groups – assess final documents. Select students for prepared speech presentations. Review and reinforce dress requirements. Review professional etiquette/social skills. Rehears and prepare program selections with students. Assign individual and project grade for students.</p>						
21st Century Skills						
X Creativity	X	Critical Thinking	X	Communication	X	Collaboration
X Life & Career Skills	X	Information Literacy	X	Media Literacy		
Interdisciplinary Connections						
<p>Review expenses and budget constraints. Arrange and confirm services with local merchants Employer Input - participation</p>						

Cooperative Business Education

Technology Integration

8.1 Educational Technology- All students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaboratively and to create and communicate knowledge.

Students will use current software programs to complete banquet documents.

Internet access utilized for banquet needs.