

Curriculum Map

Course Title: Personal Finance

Grade: 12th Grade

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| Unit (Name/Number): Unit 1 – Career Decisions Chapters 1 - 5 | Pacing: 4 Weeks |
| Essential Question(s): Unit: How do we prepare for their future? Lesson: Analyze job choices Lesson: Job Benefits Lesson: Job Preparation Lesson: Job Certification Lesson: Job Upgrading Lesson: Employment Etiquette and Ethics | |

| Content/Key Concepts | Standards | Key Lessons | Learning Activities/Resources | Evidence of Learning <small>(Assessments; Performance Tasks)</small> |
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| Choosing Your Career | PF 1.1, 1.2 | <p>Your First Job</p> <p>Students will be able to</p> <ul style="list-style-type: none"> • Analyze Careers • Identify work characteristics • Job Shadowing | Vocabulary Class Discussions Worksheet Online resources Textbook | Test |
| Planning Your Career | PF 1.1, 1.2 | <p>Job Analysis</p> <p>Students will be able to</p> <ul style="list-style-type: none"> • Identify strategies to use for finding a job during high school • Explain the different categories of work (full- vs part-time, paid vs unpaid) • Successfully complete a job application with the proper information | Vocabulary Class Discussions Worksheet Online resources Textbook | Fill Out Job Application Quiz Unit Test |

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| <p>Getting the Job Application Procedure</p> | <p>PF 1.1, 1.2</p> | <p>Resume & Cover Letter Students will be able to</p> <ul style="list-style-type: none"> ● Explain key strategies to maximize the effectiveness of a resume and cover letter ● Analyze real examples of resumes and cover letters to determine their effectiveness ● Create their own resume and cover letter that meet the criteria for success | <p>Vocabulary Class Discussions Worksheet Online resources Textbook</p> | <p>Update Resume Prepare Cover Letter Test</p> |
| <p>Interviewing</p> | <p>PF 1.1, 1.2</p> | <p>Interviewing Students will be able to</p> <ul style="list-style-type: none"> ● Prepare themselves physically and mentally for a job interview <p>Identify characteristics of an effective interview strategy, including positive and negative responses to questions</p> <ul style="list-style-type: none"> ● Execute appropriate follow-up after an interview | <p>Online Resources Textbook</p> | <p>Interview Simulation</p> |
| <p>Adapting to Work</p> | <p>PF 1.1, 1.2</p> | <p>Reporting to Work Students will understand proper listening, communicating, and certification</p> <ul style="list-style-type: none"> ● Listening Skills ● Communications Skills ● Self Esteem | <p>Vocabulary Class Discussions Worksheet Online resources Textbook</p> | <p>Test</p> |

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| <p>Work Laws & Responsibilities</p> | <p>PF 1.1, 1.2</p> | <p>Employment Regulations Students will understand legal requirements, laws, and acts that affect the work environment.</p> <ul style="list-style-type: none">• Equal Pay• Fair Labor• Minimum Wage• EEOC• Family & Medical Leave | <p>Vocabulary Class Discussions Worksheet Online resources Textbook</p> | <p>Quiz: Administrative Laws & Agencies affecting Employment</p> <p>Test</p> |
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