

Idaho PTE Business Education Course with Essential Learning Outcomes and Learning Indicators

Course Title	BUSINESS OCCUPATIONAL AND CAREER EXPERIENCE		
SDPTE Course ID	BE 9800	IBED	IBED 12998

A course designed as a community based work-experience activity organized and planned to develop advanced skills necessary to gain and maintain employment. This class may encompass a broad range of paid/unpaid work experiences related to the career objective of the student. The experiences must be supervised and monitored by the teacher. Note: This course must be approved on an individual program basis by the State Division.

Term	Semester/Trimester	Preq	BE 0022 & one other Bus course
------	--------------------	------	--------------------------------

Notes:

Business Law BLaw_3: Demonstrate Knowledge of Agency and Employment Law

BLaw_3.2 Analyze the role and importance of employment law as it relates to the conduct of business.

Learning Indicator: BLaw_3.2.1	Demonstrate an understanding of the nature of the employer-employee relationship
Learning Indicator: BLaw_3.2.2	Explain the doctrine of employment-at-will and describe the wrongful discharge exceptions to employment-at-will
Learning Indicator: BLaw_3.2.3	Explain the relationship of Title VI of the Civil Rights Act to employment
Learning Indicator: BLaw_3.2.4	Explain the difference between disparate treatment and disparate impact in discrimination cases
Learning Indicator: BLaw_3.2.5	Determine what questions can and cannot be asked during an employment interview
Learning Indicator: BLaw_3.2.6	Demonstrate an understanding of the basis on which employees or applicants may be asked to take tests, such as aptitude, psychological, polygraph, and drug tests
Learning Indicator: BLaw_3.2.7	Identify other legislation that regulates employee rights, such as the Americans with Disabilities Act, the Age Discrimination in Employment Act, and the Family and Medical Leave Act
Learning Indicator: BLaw_3.2.8	Identify legislation that regulates employment conditions, such as the Fair Labor Standards Act, the Immigration Reform and Control Act, and the Occupational Safety and Health Act
Learning Indicator: BLaw_3.2.9	Determine legislation which guarantees worker benefits, such as unemployment insurance legislation, pension protection legislation, workers' compensation legislation, and social security legislation
Learning Indicator: BLaw_3.2.10	Describe the collective bargaining process
Learning Indicator: BLaw_3.2.11	Identify legislation that regulates union activities, such as the National Labor Relations Act, the Taft-Hartley Act, and the Landrum-Griffin Act
Learning Indicator: BLaw_3.2.12	Discuss the impact of the law of different countries and the impact of international law on employment

Career Development CDev_1: Demonstrate Knowledge of Self-Awareness

CDev_1.1 Assess personal skills, abilities, and aptitudes as they relate to career exploration and development.

Learning Indicator: CDev_1.1.1	List positive characteristics about yourself
Learning Indicator: CDev_1.1.2	Identify personal likes and dislikes
Learning Indicator: CDev_1.1.3	Identify individual talents and interests
Learning Indicator: CDev_1.1.4	Identify personal, physical, and mental characteristics
Learning Indicator: CDev_1.1.5	Complete a series of standardized interest and career identification tests
Learning Indicator: CDev_1.1.6	Compare personal skills and aptitudes with various career options
Learning Indicator: CDev_1.1.7	Assess and analyze personal talents and interests as they may relate to a future career

Idaho PTE Business Education Course with Essential Learning Outcomes and Learning Indicators

Course Title	BUSINESS OCCUPATIONAL AND CAREER EXPERIENCE		
SDPTE Course ID	BE 9800	IBED	IBED 12998

Learning Indicator: CDev_1.1.8	Correlate personal, physical, and mental characteristics with the requirements of various career opportunities
Learning Indicator: CDev_1.1.9	Demonstrate a realistic understanding of self
Learning Indicator: CDev_1.1.10	Determine attitudes needed for career success
Learning Indicator: CDev_1.1.11	Model the concepts of honesty and dependability
Learning Indicator: CDev_1.1.12	Provide examples of how feelings and actions of oneself are influenced by other's behaviors
Learning Indicator: CDev_1.1.13	Demonstrate and practice the steps involved in resolving a conflict/stress situation
Learning Indicator: CDev_1.1.14	Demonstrate the ability to use mediation techniques based on peer feedback
Learning Indicator: CDev_1.1.15	Demonstrate ability to adapt to change
CDev_1.2	Assess personal strengths and weaknesses as they relate to career exploration and development.
Learning Indicator: CDev_1.2.1	Identify personal strengths and weaknesses
Learning Indicator: CDev_1.2.2	Assess and analyze strengths and weaknesses relative to a variety of career options
Learning Indicator: CDev_1.2.3	Formulate and implement a plan to address identified weaknesses
Learning Indicator: CDev_1.2.4	Enhance identified strengths related to selected career options
Learning Indicator: CDev_1.2.5	Monitor progress and restructure the plan as needed to manage identified weaknesses
Learning Indicator: CDev_1.2.6	Reassess personal strengths and weaknesses in relationship to career development

Career Development CDev_2: Demonstrate Knowledge of Career Research

CDev_2.1	Utilize career resources to develop a knowledge base of career information.
Learning Indicator: CDev_2.1.1	Identify and learn about careers of family members and/or friends
Learning Indicator: CDev_2.1.2	Define and give examples of career clusters
Learning Indicator: CDev_2.1.3	List and describe various types of occupations in the community (e.g., banker, realtor, etc.)
Learning Indicator: CDev_2.1.4	Identify community business people and learn about career opportunities
Learning Indicator: CDev_2.1.5	Use a variety of research tools in the career exploration process (e.g., computer assisted programs, newspapers, books)
Learning Indicator: CDev_2.1.6	Research several occupational interests
Learning Indicator: CDev_2.1.7	Explain advantages of early career planning
Learning Indicator: CDev_2.1.8	Select and use resources available for projecting career opportunities and trends
Learning Indicator: CDev_2.1.9	Investigate educational opportunities (e.g., resources for training/retraining, career transition)
Learning Indicator: CDev_2.1.10	Design a questionnaire to be used for career exploration interview (e.g., educational requirements, starting salaries, career ladder opportunities)
CDev_2.2	Utilize a Career Information Database to prepare a career portfolio.
Learning Indicator: CDev_2.2.1	Prepare pictorial and/or written documents related to career exploration using a variety of technological resources such as the computer and the Internet
Learning Indicator: CDev_2.2.2	Develop pictorial and/or written documents based on selected career information
Learning Indicator: CDev_2.2.3	Prepare a career portfolio that includes career research materials and work samples
Learning Indicator: CDev_2.2.4	Identify a network of business people to assist in securing a job

Idaho PTE Business Education Course with Essential Learning Outcomes and Learning Indicators

Course Title	BUSINESS OCCUPATIONAL AND CAREER EXPERIENCE		
SDPTE Course ID	BE 9800	IBED	IBED 12998

CDev_2.3 Demonstrate an understanding of career opportunities at an international level.

- Learning Indicator: CDev_2.3.1 List products from other countries and the occupations related to them
- Learning Indicator: CDev_2.3.2 Describe the impact of the global economy on job availability
- Learning Indicator: CDev_2.3.3 Relate career interests to opportunities in the global economy
- Learning Indicator: CDev_2.3.4 Explore entrepreneurship opportunities in international trade

Career Development CDev_3: Demonstrate Knowledge of Workplace Expectations

CDev_3.1 Relate work ethic to career development.

- Learning Indicator: CDev_3.1.1 Demonstrate personal qualities related to employability (e.g., promptness, getting along with others, dependability)
- Learning Indicator: CDev_3.1.2 Demonstrate responsible behavior related to personal property (e.g. homework, portfolio, school/home communications)
- Learning Indicator: CDev_3.1.3 Discuss the importance of a job well done to an individual and a business
- Learning Indicator: CDev_3.1.4 Describe how the following groups depend on one another, work together, and share responsibilities: family members, peers at school, co-workers
- Learning Indicator: CDev_3.1.5 State ways in which honesty and integrity affect relationships with others
- Learning Indicator: CDev_3.1.6 Describe how honesty and integrity of co-workers affect work performance
- Learning Indicator: CDev_3.1.7 Illustrate how personal qualities transfer from school to the workplace
- Learning Indicator: CDev_3.1.8 Discuss and/or role-play the effects of a well-developed work ethic on worker and workplace productivity
- Learning Indicator: CDev_3.1.9 Model positive workplace behaviors

CDev_3.2 Relate workplace relationships to career development.

- Learning Indicator: CDev_3.2.1 Demonstrate the importance of cooperation among people to accomplish a task
- Learning Indicator: CDev_3.2.2 Describe work-related activities in the home, community, and school
- Learning Indicator: CDev_3.2.3 Explain the importance of dress code, attendance, and other expectations in the workplace
- Learning Indicator: CDev_3.2.4 Explain the importance of respect for the feelings and beliefs of others
- Learning Indicator: CDev_3.2.5 Demonstrate appropriate social skills for the workplace
- Learning Indicator: CDev_3.2.6 Demonstrate problem-solving skills
- Learning Indicator: CDev_3.2.7 Describe how the workplace environment influences behavior
- Learning Indicator: CDev_3.2.8 Show how behavior influences the actions of co-workers
- Learning Indicator: CDev_3.2.9 Practice appropriate interpersonal skills for working with and for others
- Learning Indicator: CDev_3.2.10 Role-play appropriate and inappropriate employer and employee interactions in workplace situations
- Learning Indicator: CDev_3.2.11 Role-play teamwork and cooperation in business situations
- Learning Indicator: CDev_3.2.12 Discuss the importance of positive attitudes in creating a positive working atmosphere

CDev_3.3 Relate workplace diversity to career development.

- Learning Indicator: CDev_3.3.1 Discuss the importance of being able to work productively with people who are different from oneself
- Learning Indicator: CDev_3.3.2 Describe ways in which work may be affected by social and economic problems
- Learning Indicator: CDev_3.3.3 Provide an example of how personal beliefs and attitudes affect decision-making

Idaho PTE Business Education Course with Essential Learning Outcomes and Learning Indicators

Course Title	BUSINESS OCCUPATIONAL AND CAREER EXPERIENCE		
SDPTE Course ID	BE 9800	IBED	IBED 12998

Learning Indicator: CDev_3.3.4	Show how behavior towards diversity influences the actions of co-workers
Learning Indicator: CDev_3.3.5	Identify the changing roles of men and women in business and family
Learning Indicator: CDev_3.3.6	Describe different cultural behaviors and expectations
Learning Indicator: CDev_3.3.7	Discuss advantages and disadvantages of entering non-traditional occupations
Learning Indicator: CDev_3.3.8	Identify stereotypes, biases, and discriminatory behaviors that may impact opportunities for protected classes in certain occupations
Learning Indicator: CDev_3.3.9	Discuss social and economic factors that have resulted in changing career patterns for women and men
Learning Indicator: CDev_3.3.10	Specify techniques for eliminating gender bias and stereotyping
Learning Indicator: CDev_3.3.11	Formulate strategies for working effectively with co-workers of varying age groups

CDev_3.4 Relate workplace communication skills to career development.

Learning Indicator: CDev_3.4.1	Practice effective interpersonal skills in a work relationship
Learning Indicator: CDev_3.4.2	Express thoughts and ideas succinctly using various forms of communication (e.g., verbal, written, body language, etc.)
Learning Indicator: CDev_3.4.3	Explain the importance of tolerance and flexibility in interpersonal and group situations
Learning Indicator: CDev_3.4.4	Illustrate strategies for responding to and working with individuals under stress
Learning Indicator: CDev_3.4.5	Develop skills to give/receive constructive criticism
Learning Indicator: CDev_3.4.6	Demonstrate appropriate workplace communication skills and competencies

CDev_3.5 Maintain safe and healthy environment.

Learning Indicator: CDev_3.5.1	Comply with safety and health rules
Learning Indicator: CDev_3.5.2	Select correct tools and equipment
Learning Indicator: CDev_3.5.3	Utilize equipment correctly
Learning Indicator: CDev_3.5.4	Check to make sure work area is ergonomically correct
Learning Indicator: CDev_3.5.5	Use appropriate action during emergencies
Learning Indicator: CDev_3.5.6	Maintain clean and orderly work area

Career Development CDev_4: Demonstrate Knowledge of Career Strategy

CDev_4.1 Apply knowledge gained from individual assessment to a comprehensive set of goals and an individual career plan.

Learning Indicator: CDev_4.1.1	Identify likes and dislikes of home and school responsibilities
Learning Indicator: CDev_4.1.2	Relate information derived from self-assessment to career areas involving data, people, and/or things
Learning Indicator: CDev_4.1.3	Relate the importance of career, family, and leisure activities to social and economic well-being
Learning Indicator: CDev_4.1.4	Describe the relationship of assessed interests, aptitudes, and abilities to academic and occupational skills
Learning Indicator: CDev_4.1.5	Apply career goals, skills, and interests to selection of high school courses
Learning Indicator: CDev_4.1.6	Explain how decisions regarding education and work impact major life decisions
Learning Indicator: CDev_4.1.7	Identify considerations for making responsible educational and occupational choices
Learning Indicator: CDev_4.1.8	Identify sources of financial assistance
Learning Indicator: CDev_4.1.9	Complete the steps required to apply for financial assistance

Idaho PTE Business Education Course with Essential Learning Outcomes and Learning Indicators

Course Title	BUSINESS OCCUPATIONAL AND CAREER EXPERIENCE		
SDPTE Course ID	BE 9800	IBED	IBED 12998

Learning Indicator: CDev_4.1.10 Develop an action plan to transition from postsecondary education to work

CDev_4.2 Demonstrate an understanding of the goal setting process through setting short- and long-term career goals.

Learning Indicator: CDev_4.2.1 Identify problems that interfere with obtaining career goals

Learning Indicator: CDev_4.2.2 Apply steps in the decision-making process; evaluate consequences of decisions

Learning Indicator: CDev_4.2.3 Describe how career development is a continuous process with a series of choices

Learning Indicator: CDev_4.2.4 Determine how the expectations of others affect career goals

Learning Indicator: CDev_4.2.5 Identify personal goals that may be satisfied through a combination of work, community, social, and family roles

Learning Indicator: CDev_4.2.6 Analyze personal leisure choices in relation to lifestyle and the attainment of career goals

Learning Indicator: CDev_4.2.7 Compare advantages and disadvantages of various secondary and post secondary programs to the attainment of career goals

Learning Indicator: CDev_4.2.8 Relate skills developed in academic and technical programs to career goals

Learning Indicator: CDev_4.2.9 Determine how educational achievement impacts one's choice of a college major, further training, and/or entry into the job market

Learning Indicator: CDev_4.2.10 Relate the necessity of lifelong learning to one's ability to achieve goals

CDev_4.3 Develop an individual career plan.

Learning Indicator: CDev_4.3.1 Explain the importance of planning

Learning Indicator: CDev_4.3.2 Develop a career plan that includes the investigation of career clusters

Learning Indicator: CDev_4.3.3 Design a career plan that includes self-assessment, research, career alternatives, and high school course options

Learning Indicator: CDev_4.3.4 Create and implement a career plan that includes the required steps to transition from high school to post secondary education/training or the workplace

Learning Indicator: CDev_4.3.5 Explore appropriate employment opportunities and further education

Learning Indicator: CDev_4.3.6 Continue to revise and update one's career plan

Career Development CDev_5: Demonstrate Knowledge of School-to-Work Transition

CDev_5.1 Utilize different workplace experiences to make an effective transition from school to work.

Learning Indicator: CDev_5.1.1 Develop an awareness of occupational opportunities (e.g., speakers and field trips)

Learning Indicator: CDev_5.1.2 Research a variety of career clusters (e.g. field trips, speakers, case studies, shadowing, or community service)

Learning Indicator: CDev_5.1.3 Experience paid/unpaid work opportunities in one or more career clusters (e.g., shadowing, mentoring, cooperative work experiences, or community service)

CDev_5.2 Develop an employment portfolio.

Learning Indicator: CDev_5.2.1 Maintain a journal of career-oriented experiences (e.g., speakers and field trips)

Learning Indicator: CDev_5.2.2 Identify examples of work to be included in a portfolio

Learning Indicator: CDev_5.2.3 Prepare resumes and cover letters

Learning Indicator: CDev_5.2.4 Develop a portfolio (e.g. resume, sample cover letter, awards, extracurricular activities, and community service)

Learning Indicator: CDev_5.2.5 Demonstrate portfolio presentation skills

Idaho PTE Business Education Course with Essential Learning Outcomes and Learning Indicators

Course Title	BUSINESS OCCUPATIONAL AND CAREER EXPERIENCE		
SDPTE Course ID	BE 9800	IBED	IBED 12998

Learning Indicator: CDev_5.2.6 Enhance a portfolio through revisions (e.g., resume, sample cover letter, sample applications, career plan, examples of work and technical skills, awards, community service, and career information database)

Learning Indicator: CDev_5.2.7 Present a career portfolio

Learning Indicator: CDev_5.2.8 Use portfolio in job search process

CDev_5.3 Develop strategies to search for jobs of interest.

Learning Indicator: CDev_5.3.1 Demonstrate proper etiquette for greeting and meeting people

Learning Indicator: CDev_5.3.2 Demonstrate appropriate interviewing techniques (e.g., portfolio presentation, questioning, dress, and etiquette)

Learning Indicator: CDev_5.3.3 Explain the importance of interview follow-up

Learning Indicator: CDev_5.3.4 List tasks to be completed following interview

Learning Indicator: CDev_5.3.5 Identify steps to prepare for an interview

Learning Indicator: CDev_5.3.6 Model behavior that contributes to a successful interview

Learning Indicator: CDev_5.3.7 Develop criteria for selecting prospective employers

Learning Indicator: CDev_5.3.8 Conduct a job search

CDev_5.4 Demonstrate an understanding of all elements involved in the job application process.

Learning Indicator: CDev_5.4.1 Locate a job opening

Learning Indicator: CDev_5.4.2 Complete a resume

Learning Indicator: CDev_5.4.3 Prepare for an interview

Learning Indicator: CDev_5.4.4 Participate in an interview

Learning Indicator: CDev_5.4.5 Complete tests required

Learning Indicator: CDev_5.4.6 Complete forms required

Learning Indicator: CDev_5.4.7 Complete an application letter

Learning Indicator: CDev_5.4.8 Complete a follow-up letter

Learning Indicator: CDev_5.4.9 Complete an acceptance letter

Learning Indicator: CDev_5.4.10 Evaluate a job offer

Learning Indicator: CDev_5.4.11 Evaluate a job rejection

Career Development CDev_6: Demonstrate Knowledge of Lifelong Learning

CDev_6.1 Relate the importance of lifelong learning to personal growth.

Learning Indicator: CDev_6.1.1 Relate various levels of education to careers

Learning Indicator: CDev_6.1.2 Demonstrate the importance of effective study habits, test-taking skills, and learning skills

Learning Indicator: CDev_6.1.3 Develop good health, nutrition, motivation and physical fitness habits; discuss how they enhance performance

Learning Indicator: CDev_6.1.4 Analyze school/work evaluations to assess strengths, weaknesses, and areas for improvement

Learning Indicator: CDev_6.1.5 Relate the importance of education to meeting identified goals

Learning Indicator: CDev_6.1.6 Describe the benefits of participating in school and community activities

Learning Indicator: CDev_6.1.7 Identify skills and knowledge required to upgrade and improve performance

Idaho PTE Business Education Course with Essential Learning Outcomes and Learning Indicators

Course Title	BUSINESS OCCUPATIONAL AND CAREER EXPERIENCE		
SDPTE Course ID	BE 9800	IBED	IBED 12998

Learning Indicator: CDev_6.1.8 Analyze employment performance evaluations to assess strengths, weaknesses, and areas for improvement

Learning Indicator: CDev_6.1.9 Discuss the social and ethical standards of the workplace

Learning Indicator: CDev_6.1.10 Demonstrate flexibility; adjust goals and plans when necessary

CDev_6.2 Relate the importance of lifelong learning to career growth.

Learning Indicator: CDev_6.2.1 Develop an awareness of how the workplace has changed

Learning Indicator: CDev_6.2.2 Identify trends in the changing workplace

Learning Indicator: CDev_6.2.3 Discuss the need for flexible career planning

Learning Indicator: CDev_6.2.4 Seek challenge in the workplace

Learning Indicator: CDev_6.2.5 Identify career opportunities resulting from new and emerging technologies

Learning Indicator: CDev_6.2.6 Demonstrate appropriate techniques for resigning from a position

Learning Indicator: CDev_6.2.7 Identify strategies for coping with loss of employment

Learning Indicator: CDev_6.2.8 Describe career pathways in career development (upward and cross mobile)

Learning Indicator: CDev_6.2.9 Develop strategies to accommodate impending changes in the workplace