

Career Class

HUGE BUNDLE

**50+ Engaging
Digital Lessons!**

**Strategic Career
Planning**

**Career Exploratory
& Research**

Career Readiness

**Workplace
Expectations**

**Employment
Communications**



BUSINESS EDUCATION WITH *Denise Leigh*

WHY IS THIS 'CAREER CLASS HUGE BUNDLE' SO GREAT?

✔ Designed by an educator with **30 years** experience.

✔ **NO PREP** lessons, activities, & projects that are **ENGAGING & FUN**.

✔ **Aligned** to the National Business Education Association (NBEA) standards.

✔ Use these **versatile** lessons, activities, & projects in your multiple business education preps!



WHAT DO YOU GET?

- ✓ Lesson Library that keeps the instructor organized
- ✓ Student Copies
- ✓ Teacher's Keys & Student Examples
- ✓ Pacing Guides
- ✓ Bulletin Boards



Includes *everything* the teacher needs for success including many teacher notes, tips, and suggestions!

Includes a **LESSON LIBRARY** to keep you organized

The digital lessons are listed in the order I recommend them be taught.

✓ Student Copies

✓ Teacher's Keys

✓ Expected Time / Pacing

<i>Instructional Strategy Idea:</i> I always taught these lessons with the "student-led instruction" model. That is why there are NO PowerPoints. No worries: Watch THIS VIDEO demonstration on SLI and you will see how you can keep students engaged in your classroom with these lessons!		
Unit	Activities and lessons in the order in which I recommend teaching them.	Pacing Guide
STRATEGIC CAREER PLANNING Finding one's interests, passions, and focus	This first day of class -- Can money buy happiness? Give THIS ASSESSMENT after watching the video in class. Business Student first week of school activity--Download this activity from your purchase folder on TpT as it is a PDF Self Assessment SMART Goals Soft Skills Reflection Activity Steps in Financial Planning Wage Differences Work and Pay Reality Check -Teacher note: be sure to allow students to discuss their findings in class. Post-Secondary Degrees Discovery Activity	This is a 15 minute video and the assessment only takes about 8-8 minutes. 35 min 30 min 25 min 25 min 45 min 28 min 40 min
CAREER EXPLORATORY & RESEARCH Discovering various career clusters and careers	Career Cluster Lesson Library -Can be used as a choice board (I have my students choose 8 of the 16 to complete throughout the semester) or you can have your students complete all of them as the semester progresses. Career Project and Room Decor Entrepreneurship Discovery Activity - Do you have what it takes to be a business owner? Entrepreneurs Research File -can be used as a choice-board or have students complete the whole file. Career Pathways DOOR Bulletin Board--Download this activity from your purchase folder on TpT as it is a PDF	Each lesson takes about 30 min 15 min 30 min 40 min 42 min
CAREER READINESS & WORKPLACE EXPECTATIONS Awareness and development of soft skills, employability skills, and workplace expectations.	Resume Writing Tips Job Interview Tips Performance And Workplace Expectations -Collaborative Bulletin Board BONUS Career Portfolio-Download this activity from your purchase folder on TpT as it is a PDF Communication Skills Top tips of communication etiquette in the workplace - Teacher's Key Leadership Qualities Teamwork Time Management--Download this activity from your purchase folder on TpT as it is a PDF Customer Service Empathy Texting in the Workplace Texting in the Workplace Teacher's Key Labor Laws Worker's Right under OSHA Student copy Worker's Right under OSHA Teacher's Key	45 min 45 min 45 min 40 min 30 min 30 min 30 min 30 min 40 min 30 min 15 min 40 min 40 min
Employment Communication Applying for a job, completing a job application, cover letter, resume, thank you letter, and more!	Job Search and Hiring Activity File -21 page file. We did this as a class. I used this as an instructional tool AND an application tool. I projected the file on my white board while each student had a digital copy of their own in which to complete the prompts. Job Search and Hiring File Student Example JobQuest Simulation Job #1 -- (Best if printed out to present to students) JobQuest Simulation Student Example Respectfully Declining a Job Offer Respectfully Declining a Job Offer Teacher's Key Job Interview WebQuest Research & Presentation Prompt Spoken Communication-have students present. Job #2 Job Interview WebQuest Student Example Presentation Part of Job-Student Example LinkedIn Benefits to Business - Teacher's key Create a LinkedIn Profile	1 week 1 week 30 min 90 min 25 min 25 min

All files are in Google format or **EASILY** convert to Microsoft

Students explore
each of the
**16 CAREER
CLUSTERS**
using a resource link
to the
*Occupational
Outlook Handbook.*

Use this as a choice board
or
have student complete
each of the clusters.

Career Exploratory & Research

16 CAREER CLUSTER LESSON LIBRARY

The 16 career clusters are broad groups of careers and industries created by the U.S. Department of Education to organize career and technical education programs. States have adopted them and in some cases, adapted them for their regional economy. Below are 16 digital activities - one for each Career Cluster.

Agriculture, Food &
Natural Resources



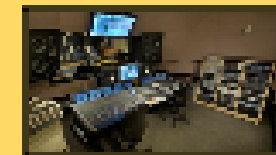
[CLICK HERE](#)

Architecture &
Construction



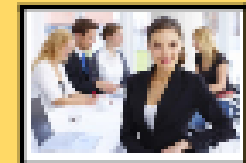
[CLICK HERE](#)

Arts, Audio/Video
Technology &
Communications



[CLICK HERE](#)

Business, Management
& Administration



[CLICK HERE](#)

Education &
Training



[CLICK HERE](#)

Finance



[CLICK HERE](#)

Government & Public
Administration



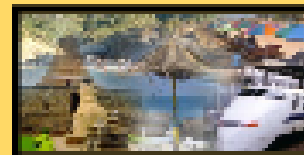
[CLICK HERE](#)

Health Science



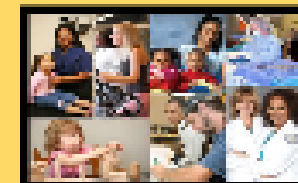
[CLICK HERE](#)

Hospitality &
Tourism



[CLICK HERE](#)

Human Services



[CLICK HERE](#)

Information
Technology



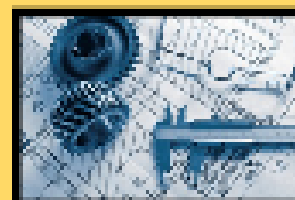
[CLICK HERE](#)

Law, Public Safety,
Corrections & Security



[CLICK HERE](#)

Manufacturing &
Production



[CLICK HERE](#)

Marketing, Sales
& Service



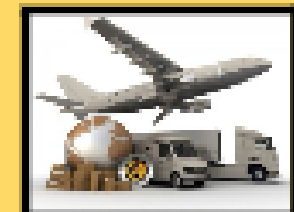
[CLICK HERE](#)

Science, Technology,
Engineering &
Mathematics



[CLICK HERE](#)

Transportation,
Distribution & Logistics



[CLICK HERE](#)

Great Resources for Career Readiness and Workplace Expectations!



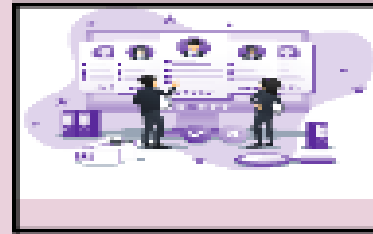
PERFORMANCE EXPECTATIONS

A performance expectation is an action, standard, or

Performance Expectations

[CLICK HERE](#) to access a list of PERFORMANCE EXPECTATIONS and complete the table below.

Performance Expectation	Explain this Expectation in your own words.
1	
2	



Resume Tips

INDEED.com is a website used for searching for jobs and it also offers job hunting advice. Use [THIS LINK](#) to complete the chart below.

This resource link offers 10 tips for writing a resume. List the 10 tips and offer one important fact about each resume writing tip.

Resume Writing Tip	Fact
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Resumé Tips



SELF ASSESSMENT

Resource Link: [Link to character traits](#)

List 3 personal characteristics about yourself pertaining to skills, talents, and interests.

Self-Assessment

List 3 things that you like to do as a hobby.
Use [THIS LINK](#) for some ideas.

Teamwork...Makes the Dream Work!

Good teamwork is what it takes to make an organization successful! Whether it is a band, football team, or Fortune 500 Company, chemistry is the heart of what makes an organization successful. Some leaders call this SYNERGY.

Synergy is when there is a combined effect greater than the sum of separate effects-making a combined effort more successful than individual efforts.

There are 10 characteristics for successful teamwork.

- Clear direction
- Open and honest communication
- Support risk taking and change
- Defined roles
- Mutually accountable
- Communicate freely
- Common goals
- Encourage differences in opinion
- Collaboration
- Team trust

Teamwork

The Washington County Fair is a county fair that has been providing family entertainment and agricultural education to Washington County and neighboring counties for over 100 years! This time-honored event is

On the following pages, you will read of some struggles and celebrations of the fair. Read, assess and evaluate their teamwork efforts.

Testing Teamwork Tactics

List the names of the board members who are exercising the following characteristics of TEAMWORK.

Who is collaborating to come to a conclusion?

Your text here

Which board members are expresses trust?

Who is respecting differing opinions?

Which board members have a clear direction?

Who has a differing opinion from the others?

Includes an **Interactive Bulletin Board** that can be completed as a collaborative project with your class!

Each of the **16 Career Clusters** are listed on the top of each door. Students work together to open each of the doors and reveal the pathways of each of the Career Clusters!



Job Search and Hiring Activity

The job search process can be very exciting and also nerve-racking. There are some simple steps to follow to make the process less stressful. Although some employment opportunities come about in different ways, this file will work through the most common process taken when job searching.

Job Search & Hiring Process

1. St
2. Pr
3. Pr
4. Su
5. Jo
6. Th
7. Ba
8. Th

Start your search...

Job search sites are a great place to start when looking for a new job. Most of them operate the same, they prompt you to create an account, allow you to search and browse job listings, and alert you when a new job becomes available in your area.

Click on [THIS LINK](#) to discover the best purpose for each of the top job search sites.

Which is best for networking?	
Which is best for overall job searching?	
Which is best for startup jobs?	
Which is best for government jobs?	
Which is best for salary information and employee reviews?	
Which is best for employers?	

Top Job Sites
Indeed
ZipRecruiter
LinkedIn
Glassdoor
Wellfound
USA Jobs

Exploring Job Listings on Indeed

Office Assistant
Victory Health Inc. 3.8 ★
103 North Meadows Drive, Wexford, PA 15090
Job details
Search how the job details align with your goals.
Pay: \$17.00 - \$19.00 an hour
Job type: Full-time
Shift and schedule (8 hour shift)
Job Type: Full-time
Pay: \$17.00 - \$19.00 per hour
Schedule:
• 8 hour shift
Experience:
• office assistant: 1 year (Preferred)
License/Certification:
• Driver's License (Required)
Work Location: In person

Full Job Description
We are looking for a competent Office Assistant to help with the organization and running of the daily administrative operations of the company. The ideal candidate will be a hard-working professional able to undertake a variety of office support tasks and work diligently under pressure. This person will be comfortable working with a high degree of attention to detail and discretion as well as incorporating new and effective ways to achieve better results.
Responsibilities
• Organize office and assist associates in ways that optimize procedures.
• Create and update records ensuring accuracy and validity of information.
• Schedule and plan meetings and appointments.
• Monitor level of supplies and handle shortages.
• Train new employees.
• Perform receptionist duties when needed.
Skills
• Proven experience as a back-office assistant, office assistant, or in another relevant administrative role.
• Working knowledge of office equipment.
• Thorough understanding of office management procedures.
• Excellent organizational and time management skills.
• Analytical abilities and aptitude in problem-solving.
• Excellent written and verbal communication skills.
• Proficiency in MS Office.
Job Type: Full-time
Pay: \$17.00 - \$19.00 per hour

Search Indeed.com for a job that interests you. Once you find one, take a screenshot or snip of the listing and drop it below.

Prepare a resume...

What is a **resume**? A resume is a summary of your academic and personal experiences, including before and after school activities, volunteer work, and/or jobs.



Your Resume Content

#1-Your contact information

#2-Professional Summary statement or objective. If

#4-Include your education (the year that you started high school to present)

#5 List skills that you have that would be beneficial in the workplace.

How to Prepare for a Background Check

Click on [THIS LINK](#) to discover 10 things that one can do to prepare for a background check.

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Prepare a resume...

Objective:
I am a motivated and hardworking individual with a strong desire to learn and grow within a professional environment. I am seeking a position that will allow me to utilize my skills and contribute to the success of the organization.

Skills:
• Excellent communication skills
• Strong organizational abilities
• Proficient in Microsoft Office Suite
• Team player with a positive attitude

Work Experience:
• **Abby Doolittle**
Customer Service Representative
ABC Company | Jan 2022 - Present
• **Ralph Doolittle**
Sales Associate
XYZ Retail | Sep 2021 - Dec 2021

Awards and Achievements:
• Top Performer Award (ABC Company) - Q3 2022
• Employee of the Month (XYZ Retail) - Nov 2021

Education:
• High School Diploma
• 2020 | Jefferson High School
• GPA: 3.5 (on a 4.0 scale)

Prepare a cover letter...



A cover letter is a one-page document that provides additional information related to the job you're seeking. Click steps in writing a cover letter.

The Body of the Cover Letter

In the first paragraph, mention the job title you're applying for and where you saw the position posting. Explain your interest in the role and company to show you've done your research. The first section of your cover letter is also the first impression the reader will have of you, so it's important to appeal to that person quickly.

Write a first paragraph for the position that you selected on page four of this file.

Submit applications...



Job Application

Personal Data		Employment Application	
Name		First	Last
Address		City	State
Phone		Zip	
Current Employer		Position	
Start Date		End Date	
Reason for leaving		Reason for leaving	
Education		Level	
Graduation Date		Field of Study	
Previous Employers		Position	
Start Date		End Date	
Reason for leaving		Reason for leaving	
References		Name	
Address		City	
Phone		State	
Zip			

The Job Offer...

Getting a job offer is an exciting event! Someone chose YOU to work for them. But the offer needs to meet your career goals and your lifestyle.

Click on [THIS LINK](#) to explore 18 important considerations before accepting a job offer.

Question to ask about the company culture.

Job Interview Questions

An job interview, you can expect to answer several questions, but it is also expected that you will be asking questions as it is important that the job is a good fit for you. Click on [THIS LINK](#) to discover some great questions that can be asked. List one sentence under each category that you may ask for the job listing on page 4 of this file.

Question to ask about the specific job.

Question to ask about company.

Question to ask about the company culture.

Thank you follow-up...



It is good practice to send a thank

JOB OFFER CONSIDERATIONS

Click on [THIS LINK](#) to view some things to consider before a

1		10	
2		11	
3		12	
4		13	
5		14	
6		15	
7		16	
8		17	
9		18	

Background Checks...

Background checks are a standard part of the hiring process for many employers. Explore [THIS LINK](#) to discover 7 things that are often included in a background check.

7 Things that can be included during a background check.

1	
2	
3	
4	
5	
6	
7	

1-2 Weeks Teaching Duration

Job Quest Simulation


A REAL-WORLD Simulation that prepares students for the employment documentation needed to land a job.

JobQuest

The High School Hustle

Simulation

Prepare employment documentation to land the job that you want.



Overview of this simulation:

1. Skills and needs reflection
2. Search for a desired job listing
3. Prepare a resume
4. Prepare a cover letter
5. Submit an application
6. Prepare for an interview
7. Send a thank you email

****Create an 8 slide presentation using Microsoft PowerPoint or Google Slides. You will be using that presentation to showcase each step of your JobQuest. Design the first slide as your title slide. Title it with your name and "JobQuest: The High School Hustle".**

Skills and Needs Reflection

Before searching for a job, it is important to reflect on your skills, gifts, talents, needs and desires from a job. We spend most of our waking hours at work. It's wise to choose a career or job after doing thorough reflection.

For your reflection, create a 4 column, 5 row table in Microsoft Word, Google Docs, or a spreadsheet program of your choice. Use the headings as shown below. List four components under each category that describes you or what you are looking for in a job.

Skills	Interests	Work Environment	Working Conditions

Examples of what might go in each column:

Skills: Microsoft Suite, Google Suite, welding, communication skills, interpersonal skills, proficiency in any software program, proficient playing an instrument, coding.

Interests: Travel, nature, fashion, reading, creative writing, video games, automobiles, large equipment, animals, farming.

Work Environment: Hospital setting, doctors office setting, school setting, small office, large office, outdoors, indoor and outdoor setting, home, hotel, restaurant, etc.

The Job Search

There are several job sites that are a great way to find a job. Now that you have reflected on what you might want in a job, and what skills you could bring to the workplace, search for a job that interests you.

Listed in the frame below are 6 sites that are a great place to start.

****After finding one job in which to pursue, take a screenshot or snip of the listing and paste it in slide #3 of your JobQuest slide file. Link the post on the slide as well.**

Top Job Sites

- Indeed
- ZipRecruiter
- LinkedIn
- Glassdoor
- Wellfound
- USA Jobs

The Resume

Your resume is a document created and used by you to display your background information, skills, and accomplishments. It is also important to include your objective in the current phase of your life. Are you looking for employment advancement OR employment to gain experience and employability skills? Your resume is a great chance to offer this information.

There are so many platforms in which to create a resume. Canva, Microsoft Word, and Google Docs are three of the most popular. Choose one of these resume platforms and create a resume using an editable template.

When using Canva: There are over 140 templates on Canva in which to choose from. Click on 'Templates' before launching a new blank document. In the search bar of the template search 'resume'.

When using Microsoft Word: Click on 'Templates' before launching a new blank document. In the search bar of the template search 'resume'.

When using Google Docs: Click on 'Templates' before launching a new blank document. In the search bar of the template search 'resume'.

Create your resume. Read the description from the job in which you are applying and carefully customize your resume to meet the qualifications of the particular job. Be sure to use a template that is professional and practical for your purposes. Use words, phrases, and colorful practical headings appropriate to the job. Take a screenshot or snip of your resume and paste it in slide #4 of your JobQuest slide file. Link the post on the slide as well.

The Cover Letter

A cover letter is a document sent to hiring managers that describes your qualifications, work history, skills, and education. It is sent together with a resume as a way to demonstrate your personality and explain the reason why you are the right candidate for the position.

Create a cover letter for the job that you selected in slide #3 of your JobQuest File. You may want to use a template from one of the same platforms as used for your resume. Below is a graphic (Source: Grammarly) that may be helpful. Below is also the return address and contact information to use for this letter.

Take a screenshot or snip of your cover letter and paste it in slide #5 of your JobQuest slide file. Link your cover letter in the file as well.


Cover Letter Format

- Use this information for the person with whom you are sending the letter: Carla Berger

The Job Application

Complete [this job application](#) to the best of your ability. In order to fill it in, simply double click on each section and a Google Doc Drawing window will open and allow you to complete it. *If this packet was printed out for you and you can not access the job application as a link, your teacher was given a link to this application in a launch page. Simply ask that that link be shared with you.

After completion of this job application, take a screenshot or snip of each page and paste it in slide #6 of your JobQuest file. Also, link it in your file as well. Be sure to share the rights to this document so that 'anyone with a link can view'.



The Interview

Preparing for an interview is very important. There are countless sites and resources available online that offer interview questions for one to study and prepare for great interview responses. Search the internet for questions and select 3 questions to prepare for.

Use one of the Diagrams (using Google Slides) to prepare for the interview. Select the 'Insert' tab, click on 'Diagram', then 'Process'. Format and change what you want including colors and font style and size.

These graphics are included below for your visual aid.

Question #1: Tell me a little bit about yourself. I am an enthusiastic person who loves animals and farming.

Question #2: What is your main goal in life? I would love to find a career that I love and that gives me a purpose in which I can be proud.

Question #3: What is your greatest weakness? I tend to overthink things. Sometimes, I need to just chill and allow life to happen.

Completed using **PowerPoint**. Select the **Insert** tab, click on **SmartArt**, then **List**, and then **Vertical Block List**.

Follow-up Thank You


Sending a thank you email or letter after an interview is a great way to stand out and let the interviewer know that you are very interested and that you appreciate the opportunity. Use one of the templates used in this simulation to create your follow-up letter. You should be in the same format as if you sent this thank you letter via email. Address the letter to the person with whom you were interviewed. Name the person in the subject line.

Use this information for the person with whom you are sending the letter:

Carla Berger
290 Alpine Court
Washington, PA 16790

Take a screenshot or snip of your thank you letter. Paste it in slide #8 of your JobQuest file. Link the thank you letter on that page as well.

*It is appropriate for a thank you letter to be emailed to the interviewer and should be done right after the interview.



Completing your JobQuest File In a Professional Way

*Revisit your JobQuest file and complete the following tasks to make it look aesthetically pleasing and professional.


*Insert an **appropriate title** to each slide in your file. Be sure that the title is large enough to fill the title space.

*Be sure that each of the screenshots or snips are **tightly cropped** to showcase your submissions for each step of the career communication process.

*Add an **appropriate image** to each slide. Do this by searching the internet for professional images.

Note: You are permitted under the Fair Use Act to use any image online due to your status as a student and your intent to use this in the classroom only. If you were created a professional presentation for use in business, you would not be permitted to use just any image but only those that are for 'commercial and fair use'.

*Add any **embellishments, borders, or themes** that will add to the professionalism of this slide presentation. The Space on each slide should be used wisely and fill the area with large and easy-to-read captions if needed.



Teaching Duration - Approximately 1 Week

Job Interview WebQuest Research & Presentation Prompt

(A Spoken Communication Lesson)

Career Communication WebQuest



Search the web for at least 5 things that cannot be asked on a job interview.



List your findings here...	
1	
2	

Search the web for 5 good questions to ask the interviewer about the job...

List your findings here...	
1	
2	



Search the web for 5 of the top qualities that employers are looking for in new hires...




List your findings here...	
1	
2	
3	
4	
5	

Search the web for at least 3 good examples (images) of what to wear to a job interview. (for your gender)
Paste the images below...

Search the web for 5 nonverbal communication cues that will hurt you in a job interview...

List your findings here...	
1	
2	



Create a 6 slide presentation summarizing your findings in this file.

- Open up a new slide presentation
- Your title slide should read "Job Interview"
- The other 5 slides are summaries of your findings
- Add an appropriate image to each slide
- Include a professional image for your presentation

PREVIEW



Creating an Attractive and Effective Digital Presentation using PowerPoint or Google Slides.

It is really important that when creating digital presentations, one follows the following guidelines to create attractive and effective visual presentations:

- Use the same colors throughout the presentation. Be sure that the colors are not distracting and complement each other.
- Use no more than two different fonts throughout the presentation. Fonts should be easy-to-read and professional.
- Do not use distracting animations so that they are not distracting to your audience.
- Do not use too many words on each slide. Try to limit your message on each slide to bullet points or no more than three sentences. (Instructional slides, such as the one you are reading now, often DO have a lot of words on them as they are not meant to be 'presented' but meant to be 'instructional'.)
- Add graphics, images, or clipart that compliment your topic. Try to choose images throughout your presentation that are in a similar style. Example, don't mix cute clipart with real photos.

**Of course, there can be exceptions to any of these guidelines if there is a particular effect that you are trying to create in a presentation.*

PREVIEW

Teacher Testimonials



Love the snip notes - students use these to collect data as we research careers and then create a portfolio with the info when done. Engaging and visually appealing!



Great resource that I will be incorporating into my curriculum throughout the year.



love all of your resources I have purchased so far.



I just purchased the bundle but have purchased a few of the activities that are in the bundle. When I assigned it last year **they were engaged.**

Hi! My name is Denise Leigh. I have been teaching Business Education for over 25 years! I love collaborating with business educators all over the world. I am a 2022 Pennsylvania Teacher of the Year Finalist and relentless lifetime learner and lover of everything education. Engaging students and connecting them to their world is my jam! Thank you for exploring my resources and sharing my passion for BUSINESS EDUCATION!

Denise Leigh is an expert on student-led instruction. She was featured on CBS Pittsburgh for her City Collaborative™ Project-Based Business Education (PBL) Classroom.

