

Communications and Leadership

Subject Code: 010110

Course & Unit Descriptions

Course Description:

Students will use communication and leadership skills to become effective leaders. Students will learn how to conduct research and present their results using different forms of multi-media. Students will use parliamentary procedure and interpersonal skills to run a meeting. Students will learn the importance of team building and how one's actions can affect the whole group. Students will promote diversity in their leadership skills and foster positive working relationships among their peers.

Unit: Public Speaking

Students will develop written, verbal and non-verbal communication skills. Students will develop various types of speeches and presentations using research strategies.

Benchmark: 3.6 Information Management

Level 1: Select and use a computer and computer application for a specific purpose

Level 2: Integrate software applications and use multiple software options to create a product, document or presentation

Indicators

3.6.02 Conduct research using the Internet

3.6.03 Create and utilize documents using word processors, spreadsheets, databases and electronic mail

3.6.04 Conduct oral/visual presentation using presentation software

Academic Standards

English: Prepare writing for publication that follows an appropriate format and uses a variety of techniques to enhance the final product. (Writing Process F, 11-12)

Math: Use algebraic representations, such as tables, graphs, expressions, functions and inequalities, to model and solve problem situations. (Algebra D, 8-10)

Benchmark: 3.7 Communication Skills

Level 1: Integrate a variety of communication techniques to gather and convey information to an individual or small group

Level 2: Conduct a business meeting using decision-making techniques

Indicators

3.7.03 Develop and deliver formal and informal presentations

3.7.04 Articulate ideas and impact audience through verbal and nonverbal communication

3.7.07 Extract relevant, valid information from materials and cite sources of information

Academic Standards

English: Produce functional documents that report, organize and convey information and ideas accurately, foresee readers' problems or misunderstandings and that include formatting techniques that are user friendly. (Writing Applications C, 11-12)

Math: Use algebraic representations, such as tables, graphs, expressions, functions and inequalities, to model and solve problem situations. (Algebra D, 8-10)

Social Studies: Evaluate the reliability and credibility of sources. (Social Studies Skills and Methods A, 9-10)

Unit: Group Decision Making (Team Building)

Students will develop interpersonal and conflict resolution skills in working within groups. Students will use Parliamentary Procedure in running a business meeting.

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Math: Use algebraic representations, such as tables, graphs, expressions, functions and inequalities, to model and solve problem situations. (Algebra D, 8-10)

Benchmark: 3.7 Communication Skills

Level 1: Integrate a variety of communication techniques to gather and convey information to an individual or small group

Level 2: Conduct a business meeting using decision-making techniques

Indicators

3.7.01 Apply techniques to participate in/facilitate a group discussion

3.7.02 Apply active listening strategies

3.7.04 Articulate ideas and impact audience through verbal and nonverbal communication

3.7.06 Use consensus-building techniques, including parliamentary procedure, to make decisions and compile summary of meeting minutes, conclusions, and next steps

3.7.10 Practice etiquette when using communication techniques

Academic Standards

English: Produce functional documents that report, organize and convey information and ideas accurately, foresee readers' problems or misunderstandings and that include formatting techniques that are user friendly. (Writing Applications C, 11-12)

Math: Use algebraic representations, such as tables, graphs, expressions, functions and inequalities, to model and solve problem situations. (Algebra D, 8-10) Social Studies Standards: Evaluate the reliability and credibility of sources. (Social Studies Skills and Methods A, 9 -10)

Benchmark: 3.8 Business Leadership

Level 1: Determine appropriate leadership style for a specific situation and apply to the situation

Level 2: Use multiple leadership concepts to change situations and enhance effectiveness in the change process

Indicators

3.8.06 Think critically and use problem-solving skills to analyze complex and diverse concepts

3.8.07 Use reasoning, judgment and imagination to create new possibilities in situations

3.8.09 Apply conflict-resolution skills

Academic Standards

- English: Use a variety of strategies to enhance listening comprehension. (Communication A, 8-10; Communication A, 11-12)
- Math: Locate and interpret mathematical information accurately, and communicate ideas, processes and solutions in a complete and easily understood manner. (Mathematical Processes H, 8-10)
- Social Studies: Critique data and information to determine the adequacy of support for conclusions. (Social Studies Skills and Methods B, 11-12)

Benchmark: 3.9 Emotional Intelligence

- Level 1: Exhibit desirable personal and professional appearance, attitudes, behaviors, and work habits
- Level 2: Exhibit techniques to control emotional reactions to people and situations

Indicators

- 3.9.06 Employ appropriate coping skills to prevent/handle workplace conflicts
- 3.9.08 Foster positive working relationships

Academic Standards

- English: Use a variety of strategies to enhance listening comprehension. (Communication A, 8-10; Communication A, 11-12)
- Social Studies: Analyze how issues may be viewed differently by various cultural groups. (People in Societies A, 11-12)

Unit: Leadership Development

Students will identify the purpose, types, and impact of leadership in the productivity of a group.

Students will examine the relationship between leaders and team members. Students will assess the value of personal relationship within a team.

Benchmark: 3.8 Business Leadership

- Level 1: Determine appropriate leadership style for a specific situation and apply to the situation
- Level 2: Use multiple leadership concepts to change situations and enhance effectiveness in the change process

Indicators

- 3.8.01 Identify the purpose of leadership, the ethical dimensions of leadership and the relationship between leaders and team members
- 3.8.02 Identify leadership styles and traits of leaders
- 3.8.03 Identify the impact of individual differences and different situations on the practice of leadership
- 3.8.04 Assess strengths and weaknesses of leaders and team members and employ team-building techniques
- 3.8.07 Use reasoning, judgment and imagination to create new possibilities in situations
- 3.8.11 Develop relationships with peer groups, support services, and professional organizations

Academic Standards

- English: Use a variety of strategies to enhance listening comprehension. (Communication A, 8-10; Communication A, 11-12)
- Math: Locate and interpret mathematical information accurately, and communicate ideas, processes and solutions in a complete and easily understood manner. (Mathematical Processes H, 8-10)
- Social Studies: Critique data and information to determine the adequacy of support for conclusions. (Social Studies Skills and Methods B, 11-12)

Benchmark: 3.9 Emotional Intelligence

Level 1: Exhibit desirable personal and professional appearance, attitudes, behaviors, and work habits

Level 2: Exhibit techniques to control emotional reactions to people and situations

Indicators

3.9.01 Conduct an interpersonal and intrapersonal inventory

Academic Standards

English: Use a variety of strategies to enhance listening comprehension. (Communication A, 8-10; Communication A, 11-12)

Social Studies: Analyze how issues may be viewed differently by various cultural groups. (People in Societies A, 11-12)

Unit: Career Planning

Students will use technology to conduct research, evaluate and prepare a report on careers.

Benchmark: 3.6 Information Management

Level 1: Select and use a computer and computer application for a specific purpose

Level 2: Integrate software applications and use multiple software options to create a product, document or presentation

Indicators

3.6.02 Conduct research using the Internet

3.6.03 Create and utilize documents using word processors, spreadsheets, databases and electronic mail

Academic Standards

English: Prepare writing for publication that follows an appropriate format and uses a variety of techniques to enhance the final product. (Writing Process F, 11-12)

Math: Use algebraic representations, such as tables, graphs, expressions, functions and inequalities, to model and solve problem situations. (Algebra D, 8-10)

Benchmark: 3.7 Communication Skills

Level 1: Integrate a variety of communication techniques to gather and convey information to an individual or small group

Level 2: Conduct a business meeting using decision-making techniques

Indicators

3.7.03 Develop and deliver formal and informal presentations

3.7.04 Articulate ideas and impact audience through verbal and nonverbal communication

3.7.10 Practice etiquette when using communication techniques

Academic Standards

English: Produce functional documents that report, organize and convey information and ideas accurately, foresee readers' problems or misunderstandings and that include formatting techniques that are user friendly. (Writing Applications C, 11-12)

Math: Use algebraic representations, such as tables, graphs, expressions, functions and inequalities, to model and solve problem situations. (Algebra D, 8-10)

Social Studies: Evaluate the reliability and credibility of sources. (Social Studies Skills and Methods A, 9-10)

Unit: Ethics

Students will identify how individual actions can impact a group. Students will learn how to exhibit appropriate ethical behavior and identify local, state, and federal laws.

Benchmark: 3.10 Business Regulation, Law and Related Issues

Level 1: Identify and describe government regulations and societal issues related to a specific business enterprise or environmental project

Level 2: Determine the impact of government regulations and societal issues on an environmental project or the performance of a business enterprise

Indicators

3.10.03 Identify local, state and federal regulations relative to compliance

Academic Standards

English: Demonstrate comprehension of print and electronic text by responding to questions (e.g., literal, inferential, evaluative and synthesizing). (Reading Process B, 8-10; Reading Process B, 11-12)

Math: Construct convincing arguments based on analysis of data and interpretation of graphs. (Data Analysis F, 8-10)

Social Studies: Evaluate the consequences of geographic and environmental changes resulting from governmental policies and human modifications to the physical environment. (Geography B, 11-12)

Benchmark: 3.8 Business Leadership

Level 1: Determine appropriate leadership style for a specific situation and apply to the situation

Level 2: Use multiple leadership concepts to change situations and enhance effectiveness in the change process

Indicators

3.8.01 Identify the purpose of leadership, the ethical dimensions of leadership and the relationship between leaders and team members

Academic Standards

English: Use a variety of strategies to enhance listening comprehension. (Communication A, 8-10; Communication A, 11-12)

Math: Locate and interpret mathematical information accurately, and communicate ideas, processes and solutions in a complete and easily understood manner. (Mathematical Processes H, 8-10)

Social Studies: Critique data and information to determine the adequacy of support for conclusions. (Social Studies Skills and Methods B, 11-12)

Benchmark: 3.9 Emotional Intelligence

Level 1: Exhibit desirable personal and professional appearance, attitudes, behaviors, and work habits

Level 2: Exhibit techniques to control emotional reactions to people and situations

Indicators

3.9.02 Identify how individual actions impact others

3.9.03 Manage personal emotions, behavior and appearance to maintain professionalism

3.9.04 Describe and exhibit appropriate ethical behavior

3.9.06 Employ appropriate coping skills to prevent/handle workplace conflicts

Academic Standards

English: Use a variety of strategies to enhance listening comprehension. (Communication A, 8-10; Communication A, 11-12)

Social Studies: Analyze how issues may be viewed differently by various cultural groups. (People in Societies A, 11-12)

Unit: Personal Development

Students will identify leadership and personality styles. Students will develop techniques to communicate and assess how leadership styles can be effectively used in leading a group. Students will learn effective time management and problem solving skills.

Benchmark: 3.7 Communication Skills

Level 1: Integrate a variety of communication techniques to gather and convey information to an individual or small group

Level 2: Conduct a business meeting using decision-making techniques

Indicators

3.7.02 Apply active listening strategies

Academic Standards

English: Produce functional documents that report, organize and convey information and ideas accurately, foresee readers' problems or misunderstandings and that include formatting techniques that are user friendly. (Writing Applications C, 11-12)

Math: Use algebraic representations, such as tables, graphs, expressions, functions and inequalities, to model and solve problem situations. (Algebra D, 8-10)

Social Studies: Evaluate the reliability and credibility of sources. (Social Studies Skills and Methods A, 9-10)

3.8 Business Leadership

Level 1: Determine appropriate leadership style for a specific situation and apply to the situation

Level 2: Use multiple leadership concepts to change situations and enhance effectiveness in the change process

Indicators

3.8.02 Identify leadership styles and traits of leaders

3.8.03 Identify the impact of individual differences and different situations on the practice of leadership

3.8.04 Assess strengths and weaknesses of leaders and team members and employ team-building techniques

3.8.06 Think critically and use problem-solving skills to analyze complex and diverse concepts

3.8.07 Use reasoning, judgment and imagination to create new possibilities in situations

3.8.08 Manage time with organizational tools and prioritize objectives, responsibilities and tasks

Academic Standards

English: Use a variety of strategies to enhance listening comprehension. (Communication A, 8-10; Communication A, 11-12)

Math: Locate and interpret mathematical information accurately, and communicate ideas, processes and solutions in a complete and easily understood manner. (Mathematical Processes H, 8-10)

Social Studies: Critique data and information to determine the adequacy of support for conclusions. (Social Studies Skills and Methods B, 11-12)

Benchmark: 3.9 Emotional Intelligence

Level 1: Exhibit desirable personal and professional appearance, attitudes, behaviors, and work habits

Level 2: Exhibit techniques to control emotional reactions to people and situations

Indicators

- 3.9.01 Conduct an interpersonal and intrapersonal inventory
- 3.9.02 Identify how individual actions impact others
- 3.9.03 Manage personal emotions, behavior and appearance to maintain professionalism
- 3.9.04 Describe and exhibit appropriate ethical behavior
- 3.9.05 Accept and use constructive feedback to improve work habits

Academic Standards

- English: Use a variety of strategies to enhance listening comprehension. (Communication A, 8-10; Communication A, 11-12)
- Social Studies: Analyze how issues may be viewed differently by various cultural groups. (People in Societies A, 11-12)

Unit: Mass Communications

Students will identify different forms of mass communication. Students will learn how to use radio, television, newspapers, magazines and internet resources such as blogs, message boards, podcasts, e-mail, social media and video sharing as communication.

Benchmark: 3.6 Information Management

Level 1: Select and use a computer and computer application for a specific purpose

Level 2: Integrate software applications and use multiple software options to create a product, document or presentation

Indicators

- 3.6.02 Conduct research using the Internet
- 3.6.03 Create and utilize documents using word processors, spreadsheets, databases and electronic mail
- 3.6.04 Conduct oral/visual presentation using presentation software
- 3.6.05 Create and post a basic web page
- 3.6.06 Utilize personal information management/productivity applications
- 3.6.08 Adhere to common security guidelines for technology

Academic Standards

- English: Prepare writing for publication that follows an appropriate format and uses a variety of techniques to enhance the final product. (Writing Process F, 11-12)
- Math: Use algebraic representations, such as tables, graphs, expressions, functions and inequalities, to model and solve problem situations. (Algebra D, 8-10)

Benchmark: 3.7 Communication Skills

Level 1: Integrate a variety of communication techniques to gather and convey information to an individual or small group

Level 2: Conduct a business meeting using decision-making techniques

Indicators

- 3.7.01 Apply techniques to participate in/facilitate a group discussion
- 3.7.02 Apply active listening strategies
- 3.7.03 Develop and deliver formal and informal presentations
- 3.7.04 Articulate ideas and impact audience through verbal and nonverbal communication
- 3.7.07 Extract relevant, valid information from materials and cite sources of information
- 3.7.08 Develop reports and documents that organize information accurately and use formatting techniques for user friendliness
- 3.7.10 Practice etiquette when using communication techniques

Academic Standards

- English: Produce functional documents that report, organize and convey information and ideas accurately, foresee readers' problems or misunderstandings and that include formatting techniques that are user friendly. (Writing Applications C, 11-12)
- Math: Use algebraic representations, such as tables, graphs, expressions, functions and inequalities, to model and solve problem situations. (Algebra D, 8-10)
- Social Studies: Evaluate the reliability and credibility of sources. (Social Studies Skills and Methods A, 9-10)

Unit: Professional Writing

Students will develop research projects and produce professional writings. Students will be able to articulate research and present it in a formal setting.

Benchmark: 3.11 Research and Analysis

Level 1: Conduct a study or survey, select descriptive statistics, create graphical displays and draw conclusions

Level 2: Conduct a problem-based study applying scientific methodology and using descriptive statistics to communicate and support predictions and conclusions

Indicators

- 3.11.01 Identify research problems and structure a statistical experiment, simulation or study related to the problem
- 3.11.02 Create a hypothesis and set the probability of acceptance based on review of valid literature
- 3.11.03 Establish and implement procedures for systematic collection, organization, and use of data
- 3.11.04 Select and apply sampling methods that appropriately represent the population to be studied
- 3.11.05 Create, interpret and use tabular and graphical displays and descriptive statistics to describe data
- 3.11.06 Compute measures of central tendency and dispersion to interpret results and draw conclusions
- 3.11.07 Describe the relationships among variables using correlations and draw conclusions
- 3.11.08 Draw conclusions based on observations and/or data analysis and disseminate information to interested parties

Academic Standards

- English: Formulate open-ended research questions suitable for inquiry and investigation and adjust questions as necessary while research is conducted. (Research A, 8-10; Research A, 11-12)
- Math: Use algebraic representations, such as tables, graphs, expressions, functions and inequalities, to model and solve problem situations. (Algebra D, 8-10)
- Science: Participate in and apply the processes of scientific investigation to create models and to design, conduct, evaluate and communicate the results of these investigations. (Scientific Inquiry A, 9-10)

Benchmark: 3.6 Information Management

Level 1: Select and use a computer and computer application for a specific purpose

Level 2: Integrate software applications and use multiple software options to create a product, document or presentation

Indicators

- 3.6.02 Conduct research using the Internet
- 3.6.03 Create and utilize documents using word processors, spreadsheets, databases and electronic mail
- 3.6.04 Conduct oral/visual presentation using presentation software
- 3.6.08 Adhere to common security guidelines for technology

Academic Standards

- English: Prepare writing for publication that follows an appropriate format and uses a variety of techniques to enhance the final product. (Writing Process F, 11-12)
- Math: Use algebraic representations, such as tables, graphs, expressions, functions and inequalities, to model and solve problem situations. (Algebra D, 8-10)

Benchmark: 3.7 Communication Skills

Level 1: Integrate a variety of communication techniques to gather and convey information to an individual or small group

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Indicators

- 3.7.03 Develop and deliver formal and informal presentations
- 3.7.04 Articulate ideas and impact audience through verbal and nonverbal communication
- 3.7.07 Extract relevant, valid information from materials and cite sources of information
- 3.7.08 Develop reports and documents that organize information accurately and use formatting techniques for user friendliness

Academic Standards

- English: Produce functional documents that report, organize and convey information and ideas accurately, foresee readers' problems or misunderstandings and that include formatting techniques that are user friendly. (Writing Applications C, 11-12)
- Math: Use algebraic representations, such as tables, graphs, expressions, functions and inequalities, to model and solve problem situations. (Algebra D, 8-10)
- Social Studies: Evaluate the reliability and credibility of sources. (Social Studies Skills and Methods A, 9-10)

Unit: Servant Leadership

Students will learn the philosophy and practice of servant leadership through listening, awareness, foresight, stewardship, growth and community building. Students will identify how servant leadership benefits organizations and their community.

Benchmark: 3.2 Sales and Customer Service

Level 1: Use customer service and sales techniques to foster positive relationships with customers and conduct sales

Level 2: Use sales techniques to close the sale of a product/service and handle complex customer issues

Indicators

- 3.2.06 Develop and conduct sales presentation

Academic Standards

- English: Use a variety of strategies to enhance listening comprehension. (Communication A, 8-10; Communication A, 11-12)
- Math: Estimate, compute and solve problems involving real numbers, including ratio, proportion and percent, and explain solutions. (Number G, 8-10)

Benchmark: 3.7 Communication Skills

Level 1: Integrate a variety of communication techniques to gather and convey information to an individual or small group

Level 2: Conduct a business meeting using decision-making techniques

Indicators

- 3.7.01 Apply techniques to participate in/facilitate a group discussion
- 3.7.02 Apply active listening strategies
- 3.7.03 Develop and deliver formal and informal presentations
- 3.7.04 Articulate ideas and impact audience through verbal and nonverbal communication
- 3.7.05 Communicate directions in an organized manner appropriate to the audience
- 3.7.06 Use consensus-building techniques, including parliamentary procedure, to make decisions and compile summary of meeting minutes, conclusions, and next steps
- 3.7.07 Extract relevant, valid information from materials and cite sources of information
- 3.7.08 Develop reports and documents that organize information accurately and use formatting techniques for user friendliness
- 3.7.10 Practice etiquette when using communication techniques

Academic Standards

- English: Produce functional documents that report, organize and convey information and ideas accurately, foresee readers' problems or misunderstandings and that include formatting techniques that are user friendly. (Writing Applications C, 11-12)
- Math: Use algebraic representations, such as tables, graphs, expressions, functions and inequalities, to model and solve problem situations. (Algebra D, 8-10)
- Social Studies: Evaluate the reliability and credibility of sources. (Social Studies Skills and Methods A, 9-10)

Benchmark: 3.8 Business Leadership

Level 1: Determine appropriate leadership style for a specific situation and apply to the situation

Level 2: Use multiple leadership concepts to change situations and enhance effectiveness in the change process

Indicators

- 3.8.05 Participate in and lead a small group with an interdependent task
- 3.8.06 Think critically and use problem-solving skills to analyze complex and diverse concepts
- 3.8.07 Use reasoning, judgment and imagination to create new possibilities in situations
- 3.8.08 Manage time with organizational tools and prioritize objectives, responsibilities and tasks
- 3.8.09 Apply conflict-resolution skills
- 3.8.10 Recognize/reward others for their efforts and contributions
- 3.8.11 Develop relationships with peer groups, support services, and professional organizations

Academic Standards

- English: Use a variety of strategies to enhance listening comprehension. (Communication A, 8-10; Communication A, 11-12)
- Math: Locate and interpret mathematical information accurately, and communicate ideas, processes and solutions in a complete and easily understood manner. (Mathematical Processes H, 8-10)
- Social Studies: Critique data and information to determine the adequacy of support for conclusions. (Social Studies Skills and Methods B, 11-12)

Benchmark: 3.9 Emotional Intelligence

Level 1: Exhibit desirable personal and professional appearance, attitudes, behaviors, and work habits

Level 2: Exhibit techniques to control emotional reactions to people and situations

Indicators

- 3.9.02 Identify how individual actions impact others
- 3.9.05 Accept and use constructive feedback to improve work habits
- 3.9.07 Recognize, respect and utilize the diversity among people and cultures
- 3.9.08 Foster positive working relationships

Academic Standards

English Standards: Use a variety of strategies to enhance listening comprehension. (Communication A, 8-10; Communication A, 11-12)

Social Studies Standards: Analyze how issues may be viewed differently by various cultural groups. (People in Societies A, 11-12)

Unit: Diversity

Students will learn the role of diversity in the workplace and how individual actions can impact others. Students will develop conflict resolution skills and foster a positive working environment.

Benchmark: 3.8 Business Leadership

Level 1: Determine appropriate leadership style for a specific situation and apply to the situation

Level 2: Use multiple leadership concepts to change situations and enhance effectiveness in the change process

Indicators

3.8.03 Identify the impact of individual differences and different situations on the practice of leadership

3.8.10 Recognize/reward others for their efforts and contributions

Academic Standards

English: Use a variety of strategies to enhance listening comprehension. (Communication A, 8-10; Communication A, 11-12)

Math: Locate and interpret mathematical information accurately, and communicate ideas, processes and solutions in a complete and easily understood manner. (Mathematical Processes H, 8-10)

Social Studies: Critique data and information to determine the adequacy of support for conclusions. (Social Studies Skills and Methods B, 11-12)

Benchmark: 3.9 Emotional Intelligence

Level 1: Exhibit desirable personal and professional appearance, attitudes, behaviors, and work habits

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3.9.03 Manage personal emotions, behavior and appearance to maintain professionalism

3.9.06 Employ appropriate coping skills to prevent/handle workplace conflicts

3.9.07 Recognize, respect and utilize the diversity among people and cultures

3.9.08 Foster positive working relationships

Academic Standards

English: Use a variety of strategies to enhance listening comprehension. (Communication A, 8-10; Communication A, 11-12)

Social Studies: Analyze how issues may be viewed differently by various cultural groups. (People in Societies A, 11-12)