

(DAY 1) ASSIGNMENT ONE-Employability Skills

Answer questions below, submit via platform/email or notebook paper (if no internet)

1. Name 10 ways of finding a job in the Charleston (includes Summerville) area.
2. You have found a potential job. Now it is time to fill out an application for those of interest. Using your phone Wi-Fi, the internet (if you have internet) family and friends, list 10 common job application mistakes and place them IN ORDER of priority with 1 being the highest and most important.
3. Now, read the illegally stated questions below that could potentially discriminate against a job candidate on job applications or during an interview. Now, REWRITE the question to follow all EEOC guidelines (see below). *** If the question should not be asked at any time, state "should not be asked"

EEOC Guidelines:

Under the laws enforced by EEOC, it is illegal to discriminate against someone (applicant or employee) because of that person's race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability or genetic information.

- | | |
|--|--|
| 1. Are you able to work Sunday mornings? | 7. Do you have any children? |
| 2. Do you have a disability? | 8. Is it your intentions to have a family? |
| 3. What year did you graduate high school? | 9. Where were your parents born? |
| 4. When did you first start working? | 10. What do you do after work hours? |
| 5. Are you Catholic? | |
| 6. Are you married? | |

(DAY 1) ASSIGNMENT TWO-Interview Skills

Answer questions and write response below, submit via platform/email or notebook paper (if no internet)

In a job interview, first impressions are vitally important.

1. Read the question below and respond in two sentences or more:

- a. Why should you be cautious on wearing cologne or perfume in a face-to-face job interview?
- b. Why should you (man or woman) not wear multiple rings, dangling ear rings, stacked bracelets, gauges, nose rings, etc. to a job interview?

You have received a job interview notification, One Staff states to do the following planning BEFORE THE INTERVIEW.

2. Answer the questions and explain in a minimum 150 word response:

- a. "Research the company" interviewing you. What does this mean?
- b. "Plan some questions." Provide two questions to ask.
- c. What "paperwork" should you take with you to the interview?
- d. Your interview outfit wrinkled; what should you do?
- e. How early should you arrive to the interview?
- f. Your car broke down on the way to the interview; what should you do?
- g. There was an accident on the way to the interview; what should you do?



(DAY 2) ASSIGNMENT ONE-Interview Etiquette

Answer questions and write response below, submit via platform/email or notebook paper (if no internet)

Read the Following Interview Etiquette Rules by Coburgbanks:

Timing-Do not be late

Do not be too early-no more than 15 mins early

Test your Route-know the way as you could get lost and then be late

Dress to Impress-Better to be overdressed than undressed

Know the interviewers name-Know who you came to meet with or you appear like you don't care

Practice your handshake-Firm Handshake, Smile, make eye contact, and don't hold on too long

Leave your cell phone in the car/or turn it off-if you forget and it rings, apologize and then turn it off

Body language-Sit up straight and look and act interested, good eye contact, Don't slouch, Don't point, lean forward, fidget, or look around.

Be Prepared-Know answers to the typical 10 interview questions (google them), ask them questions (google them)

Don't overshare information-Don't complain, discuss personal topics (family) or offer information not asked

Show gratitude-Thank them for taking their time

1. Answer the following questions and explain your answers in a minimum 100 word response:

1. You approach the receptionist to let him or her know you have arrived for the interview. What other information should you know and give this person?
2. When the interviewer approaches you and extends his or her hand, what must you do?
3. According to the article, what should you do with your cell phone?
4. Why is "body language" important in a job interview?
5. Name 5 tips for negative body language.
6. It is not a good idea to "Over-share." Name 3 tips on oversharing?
7. After an interview, you should always . . .

(DAY 2) ASSIGNMENT TWO-Communication

Answer questions and write blog below, submit via platform/email or notebook paper (if no internet)

Job Skills

Hard Skills vs. Soft Skills

Hard skills are specific, teachable abilities that can be defined and measured. Examples include writing, math, reading skills, and the ability to use software programs.

Soft skills are a combination of people skills, social skills, communication skills, character traits, and attitudes.



1. Display your effective written communication skills by writing an email thanking the employer (Mr. Whitmire) for the job interview and express again your interest in working for this company. Complete this in Word (if computer access) on Notebook paper (if no computer access)

2. Select **5 of the 11** questions and create a blog for each one you chose: Each blog has to be a minimum of 50 words each.

-Create a new post and include the question and your answer:

- a. How do you think the Internet has affected your patience and attention span?
- b. How often do you check for text messages, your Facebook account, email, etc.?
- c. Do you do these things when you shouldn't, like during class or dinner, or while crossing the street or driving?
- d. Do you ever feel like you can't stop yourself from doing these things? If so, why?
- e. If you are online doing something for a school assignment, what other Web sites do you have open in other browser windows? Why?
- f. When you are busy with something else and a friend sends you a message, do you feel you must respond immediately? What happens if you wait too long to respond? How long is "too long"?
- g. How has your use of media and technology affected your relationships? Do you spend less time on the telephone and face to face? Does talking in person sometimes feel awkward or unnatural?
- h. Do you ever long for more privacy or feel too exposed online?
- i. Do you think the Internet and contemporary technology make it harder for people to read long passages and memorize information? Do you think our culture is starting to place less value on these skills?
- j. Do you sense that your use of media and technology is changing the way you think and process information? If so, how?
- k. Do you think your use of media and technology is problematic for you in any way, or do you think concerns are overblown?

(DAY 3) ASSIGNMENT ONE-Budget

Create a budget and answer the questions below, submit via platform/email or notebook paper (if no internet)

You just accepted your first job and you'll be earning a gross income of \$30,000 per year but you have to pay 25% in taxes. You live on your own and are responsible for all your expenses. The best way to create a budget is to determine your earnings each year and then subtract out your expenses and what remains is your left over/profit. Your income is \$30,000 per year minus taxes. Create the following table in Word (if internet) or on paper (if no internet). Then answer the following questions.

Create Budget in a table (as shown below) then answer the following questions.

Use the following amounts for your expenses: Income: \$22,500 Expenses: Rent: \$9,000; Utilities: \$3,000; Car Insurance: \$1,500; Cell Phone: \$1,500; Occasional Spending: \$3,000; Savings: \$3,000; Food: \$4,500; Car Loan: \$3,000; Entertainment: \$1,500.

1. Compare your expenses to your monthly income and explain what you have found.
2. Have you spent everything you've earned?
3. Do you have money left over for additional savings?
4. What expenses could you lower to increase your savings?

Example:

Income	\$
Rent	\$
Utilities	\$
Total	\$

(DAY 3) ASSIGNMENT TWO-First Pay Check

Do the math/create the chart in Word as shown, submit via teacher platform/email or notebook paper



1. Reuben Garza just graduated from high school and has begun a five year apprenticeship as a machinist. His starting wage is \$8.25 an hour and he receives a paycheck every two weeks.

Compute his biweekly net pay using the following directions. Round all answers to the nearest cent.

- | | |
|-----------------------------|---|
| 1. Biweekly Gross Pay:..... | Multiply his hourly wage rate by the 80 hours he worked. |
| 2. Withholding Taxes: | Multiply his biweekly gross pay by each of the withholding percentages. |
| 3. Total Withholding: | Add the total of withholding amounts. |
| 4. Biweekly Net Pay: | Subtract his total withholding from his biweekly gross pay. |

Biweekly Gross Pay	\$ _____
Withholding:	
Fed Income Tax (5.0%)	\$ _____
State Income Tax (5.6%)	\$ _____
Social Security (6.20%)	\$ _____
Medicare (1.45%)	\$ _____
Union Dues (1.0%)	\$ _____
Total	\$ _____
Biweekly Gross Pay	\$ _____
Minus Total Withholding	- \$ _____
Biweekly Net Pay	\$ _____

(DAY 4) ASSIGNMENT ONE-Case Studies

Read Case Studies, type response, submit via on-line platform/email or on notebook paper (if no internet):

Case Study 1: Casey is preparing to leave for college in the fall. She lives in New York, but will be going to school in California, so she is planning on buying a car to get her there. She wants to buy something reliable, so she is deciding between a new car that will cost \$17,000 with zero miles and a navigation system and a three-year-old car with 7,000 miles and no navigation system for \$12,000. She has \$10,000 in savings that she will use for the purchase and she'll take out a loan for the remaining amount. (Minimum 75 word response)

- How much money will Casey have to borrow for each purchase?
- What are her wants?
- What are her needs?
- What is the best decision for Casey to make?
- What decision would you make and why?

Case Study 2: Tom has been saving for a new laptop for the past six months and he has \$3,000 saved. He's done his research and found a model that experts say will more than meet his needs. But new, it costs \$3,000. He also found a refurbished version of the same computer with all of the same features online for \$1,500. The refurbished laptop comes with a warranty and Tom bought a refurbished portable music player from the same company with no problems. Tom's third option is a brand new laptop that costs \$1,800 and has all of the features he needs but not all of the ones he wants. (Minimum 75 word response)

- How much money should Tom spend to buy a computer?
- What are his wants?
- What are his needs?
- What is the best decision for Tom to make?
- What decision would you make and why?

(Day 4) ASSIGNMENT TWO-Financial Advice

Create as noted below, submit on the on-line platform/email or on notebook paper (if no internet)

You write a financial advice column for a newspaper paper and the following people have asked you questions, you must answer "each" question in a minimum of 75 words each using the information you have received in prior lessons:

- My name is Louis, and I want to buy a car. I don't care if it's used, but there are so many choices. Can you walk me through what I should do and what questions I should ask?
- My name is Taylor, and I want a small pet I can keep in my room. There are lots of cool options, and I'm not sure which pet to choose. How can I decide which one is best for me?
- My name is Janice, and I want to buy a fishing boat. There are many boats for sale in my area, but I'm not sure how I should choose one. Can you help?
- My name is Jenny and I want to buy a computer, I have \$1,000 what can I buy and what is my best options?
- My name is Joe and I want to go on a trip to the mountains this summer? How do I plan and where is the best place to go?

(Day 5) ASSIGNMENT ONE-Emotional Intelligence

Create as noted below, submit on the on-line platform/email or on notebook paper (if no internet)

"Emotional intelligence has been defined, by Peter Salovey and John Mayer, as "the ability to monitor one's own and other people's emotions, to discriminate between different emotions and label them appropriately, and to use emotional information to guide thinking and behavior".

Write a page (minimum 200 words) about a time when you showed emotional intelligence at school or work by being mature, helping others, or resolving a conflict in a positive way. Include the resulting benefits of remaining positive.

(Day 5) ASSIGNMENT TWO-Credit

Read and then do math/type answers, submit via on-line platform/email or notebook paper (if no internet)

Advantages of Credit: Able to buy needed items now; Do not have to carry cash; Creates a record of purchases; More convenient than writing checks; Consolidates bills into one payment

Disadvantages of Credit: Interest (higher cost of items); May require additional fees; Financial difficulties may arise if one loses track of how much has been spent each month; Increased impulse buying may occur

Build Credit History: Establish a steady work record; Pay all bills promptly; Open a checking account and don't bounce checks; Open a savings account and make regular deposits; Apply for a local store credit card and make regular monthly payments; Apply for a small loan using your savings account as collateral; Get a co-signer on a loan and pay back the loan as agreed.

DEBT LOAD (do the math):

Never borrow more than 20% of your yearly net income

If you earn \$400 a month after taxes, then your net income in one year is: $12 \times \$400 = \$4,800$

Calculate 20% of your annual net income to find your safe debt load: $\$4,800 \times 20\% = \960

So, you should never have more than \$960 of debt outstanding.

Monthly payments shouldn't exceed 10% of your monthly net income

If your take-home pay is \$400 a month: $\$400 \times 10\% = \40

Your total monthly debt payments shouldn't total more than \$40 per month.

Note: Housing payments (i.e., mortgage payments, rent) should not be counted as part of the 10%, but other debt should be included, such as car loans, student loans and credit cards.

Answer the following questions below in detail and do the math (see above):

1. David has a monthly net income of \$1,360. His monthly expenses is rent of \$450 and a student loan of \$116 per month.

David would like to buy a new television set using a credit card. What is the largest monthly payment David can afford set so that he stays within a safe debt load of 20%?

2. Jen and Jon have a combined monthly net income of \$3,500. Their monthly expenses consist of \$675 for rent. They also have a student loan total of \$6,000 and they owe \$1,000 for a computer. **How much more debt can they take on and still be within a debt load?** Do the math

3. Tammy has a monthly net income of \$2,500. Her monthly expenses consist of \$500 for rent. She also pays car insurance of \$68 and car payment of \$167. **Are these payments within Juanita's safe debt load?** Do the math

Write a minimum 50 word response to the below Case:

Case: Ana Gonzalez is considering a loan to finance her college education. She currently owes money on several charge accounts and credit cards. **What actions would you recommend?**

(Day 6)-Write a Speech

Create as noted below, submit via on-line platform/email or on notebook paper (if no internet)

The student will write and then submit a minimum 500 word speech on one of the topics listed below.

- Talk about once in my life when I was asked to keep a secret. Did I betray that person's confidence and tell, or did I keep it confidential? Is it ethical to keep a secret if others could be harmed by not knowing?
- You are a Customer Service rep at TJ Maxx. An angry customer approaches you
- wanting to return an obviously worn sweater. How will you keep the customer happy and protect the best interests of TJ Maxx?
- I have to cross 50 miles of desert alone. These are the five items in my house that I will take with me to ensure my survival.

(Day 7) ASSIGNMENT ONE-Credit

Read definitions/type answers, submit via on-line platform/email or notebook paper (if no internet)

Annual Fee – The once-a-year cost of owning a credit card. Some credit card providers offer cards with no annual fees

Annual Percentage Rate (APR) – The yearly interest rate charged on outstanding credit card balances.

Balance – An amount of money. In personal banking, balance refers to the amount of money in a savings or checking account. In credit, balance refers to the amount of money owed.

Credit Bureau – A reporting agency that collects information on consumer credit usage. There are currently three main credit bureaus in the United States: Equifax, Experian, and TransUnion.

Credit Line – The maximum dollar amount that can be charged on a specific credit card account.

Credit Rating – A financial institution's evaluation of an individual's ability to manage debt. It's crucial to have a good credit rating if you want to borrow money or apply for a credit card or loan.

Grace Period – The period of time after a payment deadline when the borrower can pay back the borrowed money without incurring interest or a late fee.

Introductory Rate – An interest rate offered by credit card issuers in the initial stages of a loan. These rates are often set much lower than standard rates in order to attract new cardholders. Make sure you know how long the introductory rate will last and what the standard interest rate will be once the introductory period ends.

Minimum Payment – The minimum amount of money that you are required to pay on your credit card statement each month in order to keep the account in good standing.

Overdraft Protection – A banking service that allows you to link your checking account to your credit card, thereby protecting you from overdraft penalties or bounced checks in the case of insufficient funds.

Answer the following questions below in detail:

1. If John wants a credit card and they tell him the introductory interest rate is 20% APR, what does that mean?
2. Should John look for a different credit card?
3. Does this credit card John is considering have a good APR?
4. John found out that Experian reported that he has an issue with his credit, what does this mean and what is Experian?
5. John's credit rating/score is good what does this mean?
6. John finally chose a credit card and his minimum payment is due on April 1, what is a minimum payment?
7. Should Jon pay more than the minimum payment each month?
8. If he does not pay on April 1, he will get 10 day grace period, what is a grace period?
9. John decided to link his credit card to his bank but he was short money this month, his bank covered the payment so his payment did not bounce, what is this called and why should John have it?
10. John received a credit line of \$10,000 what is a credit line?

(Day 7) ASSIGNMENT TWO-Credit

Read questions then type answers, submit via on-line platform/email or notebook paper (if no internet)

Credit Cards

Credit is money borrowed to buy something now with the understanding that the money will be paid back in the future.

Credit includes loans, credit cards, lines of credit, and mortgages.

1. List and describe 3 Advantages and 3 Disadvantages to having credit.
2. What are 3 types of credit that you think you will utilize first and for what purpose?
3. Explain 5 ways you will be responsible with credit.

Credit Score

As we have talked about, your credit is made up of various pieces of information. Added together, they show your creditworthiness or how trusted you are to repay borrowed money.

1. What are the 4 main sections included in a credit report?
2. What are the 3 credit reporting agencies?
3. Where can you get a free annual credit report and how often should you check your report?
4. What is the difference between a credit report and a credit score?
5. What should you look for on your credit report?
6. What is the minimum credit score that is considered to be Very Good?
7. How can a low credit score affect my life? Explain at least 3 examples.

(Day 8) ASSIGNMENT ONE-Credit

Read Definitions then type answers and submit via on-line platform/email or notebook paper (if no internet)

Equal Credit Opportunity Act (ECOA), which prohibits credit discrimination on the basis of race, color, religion, national origin, sex, marital status, age, or because you get public assistance.

The Fair Credit Reporting Act (FCRA), is a federal law that helps to ensure the accuracy, fairness and privacy of the information in consumer credit bureau files. The law regulates the way credit reporting agencies can collect, access, use and share the data they collect in your consumer reports.

The Fair Debt Collection Practices Act (FDCPA), is a federal law that limits the behavior and actions of third-party debt collectors who are attempting to collect debts on behalf of another person or entity

The Electronic Fund Transfer Act (EFTA), is a federal law that protects consumers when they transfer funds electronically; including the use of debit cards, automated teller machines (ATMs), and automatic withdrawals from a bank account.

The Fair Credit Billing Act, is a federal law enacted to protect consumers from unfair billing practices, such as unauthorized charges, charges for unaccepted or undelivered goods and services and other disputed charges. ... The law applies to revolving charge accounts and open-end credit accounts, such as credit cards.

Answer the following questions below after reading each definition and write a paragraph as assigned (min 150 words):

1. What is the purpose of the Fair Credit Reporting Act?
2. What is the purpose of the Equal Credit Opportunity Act?
3. What is the purpose of the Fair Credit Billing Act?
4. What is the Electronic Fund Transfer Act?
5. What is the purpose of the Fair Debt Collection Practices Act?
6. Mary applied for a loan last month, her credit score is acceptable and she has a steady income, she was told by the teller at the bank she was declined because they do not give women that type of loan. Is this illegal? If so, explain what type of law this violates?
7. James was behind on a payment for a loan, a debt collector showed up at his work and demanded payment, telling the office that he was not paying his loan on time. Is this legal? If not, what law does this violate?
8. Carey Industries charges each month for services they provide, they have been charging \$10 extra dollars each month with no explanation to the consumer is this legal? If not, what law does this violate? --Explain in a 150 word paragraph why these laws are important and how they each protect the consumer.

(DAY 8) ASSIGNMENT TWO-Soft Skills

Create as noted below, submit via on-line platform/email or on notebook paper (if no internet)

Soft Skills – Leadership Skills

1. Your manager at Petco Pet Supplies is interested in advertising the store's services by using social media.

Create a social media advertisement (Minimum 150 words)

Show your leadership skills by selecting a type of social media (Instagram, Facebook, Twitter, etc) and then use images and text to entice customers to buy products.

(DAY 9)-Ethics

Read below and answer ethical dilemmas and submit via on-line platform/email or notebook paper (if no internet)

Ethics-the study of values and how we ought to live; our behavior

Values-standards or ideals which serve as guides or standards by which we live and make decisions.

Morals-practical applications of ethical principles (modes of conduct)

Ethical Questions to ask yourself:

- Does this choice lead to the greatest good for the greatest number?
- How will it make me feel about myself? If it's lousy, don't do it.
- Is it just, balanced, and fair? If it isn't, don't do it.
- If something terrible were to happen, could I defend my actions? If you can't, don't do it.
- Will this stand the test of public scrutiny? If it won't, don't do it.
- Is it the right thing to do? If it isn't, don't do it.
- Is it safe? If it isn't, don't do it.
- Is it legal? If it isn't, don't do it.
- Could the decision become habit forming? If so, don't do it.

Questions for each Case Study below:

1. What are the facts?
2. Identify and define the ethical problem.
3. Who are the stake-makers in the decision?
4. What values are at stake in the decision?
5. What values did you rely on to make your decision?
6. What consequences (if any) do you see your decision has on the others involved?
7. What options are available to resolve this dilemma?
8. Which options are the most compelling? Why?
9. How would you resolve the dilemma?
10. Could you personally live with this decision?

Using the above questions answer this ethical dilemma and explain (minimum 50 words) how you would handle this situation.

Ethical Dilemma 1:

In your computer applications class, there are several students who gather together to discuss the latest computer games. You play a couple of the games that are discussed, so you can occasionally add to the conversation. You would like to fit in more to their group, but you don't have the all the games. You can get copies of the games from one of the students who burns copies for a small price.

Using the above questions answer this ethical dilemma and explain (minimum 50 words) how you would handle this situation.

Ethical Dilemma 2:

You have an opportunity for an internship at a respected business in the community. Part of your qualifications comes from a senior project that you worked on with several other students. Through the interview process, you discover that you are given credit for a key section of the project that really impressed the company. In fact, another member of your senior team, with little input from you, did that section. How do you proceed?

Using the above questions answer this ethical dilemma and explain (minimum 50 words) how you would handle this situation.

Ethical Dilemma 3:

You are a valuable member of the student store staff. You handle many of the cash box transactions, moving the daily cash between the store and the office, where it is held overnight. You remember that you needed to have cash to reserve your spot on the senior trip today, and your wallet is empty. You have the money at home, but forgot to pick it up this morning. You can't ask your friends because they don't carry that much cash, and no one is at your house to bring it over. You know how the money is moved around through the student store, and could "borrow" the money from the cash box until tomorrow, and nobody would probably know. How do you proceed?

(DAY 10)-Ethics

Read below, answer ethical dilemmas, submit via on-line platform/email or notebook paper (if no internet)

Ethics-the study of values and how we ought to live; our behavior

Values-standards or ideals which serve as guides or standards by which we live and make decisions.

Morals-practical applications of ethical principles (modes of conduct)

Using all the material and questions provided in the above assignment answer the next three Ethical Dilemmas:

Using the Day 9 info, answer ethical dilemma (minimum 50 words) explain how you would handle this situation.

Ethical Dilemma 1

A customer (or client) asked for a product (or service) from us today. After telling him our price, he said he couldn't afford it. I know he could get it cheaper from a competitor. Should I tell him about the competitor, or let him go without getting what he needs? What should I do?

Using the Day 9 info, answer ethical dilemma (minimum 50 words) explain how you would handle this situation.

Ethical Dilemma 2

A fellow employee told me that he plans to quit the company in two months and start a new job that has been guaranteed to him. Meanwhile, my boss told me that he wasn't going to give me a new opportunity in our company because he was going to give it to my fellow employee now. What should I do?

Using the Day 9 info, answer ethical dilemma (minimum 50 words) explain how you would handle this situation.

Ethical Dilemma 3:

I receive a certain weekly report that is necessary for me to do my particular job. It is marked "Company Confidential". I was called away from my desk while I was working with the report and I left it lying out. When I came back, I found a co-worker looking at the report and making notes from its contents. Why is she doing this? How should I proceed?

(DAY 11)-Leadership

Read below, answer questions, write, submit via on-line platform/email or notebook paper (if no internet)

Leadership Skills are: communication, creative thinking, critical thinking, decision making, ethics, evaluation, organization, problem solving, self-esteem, and teamwork.

ANSWER THESE QUESTIONS:

1. How do people become leaders?
2. What individual characteristics define effective leaders?
3. What leadership roles are present in team situations?
4. How can a leader influence a team to become high-performing?

Qualities/Characteristics of a Leader:

Assume responsibility ♣ take initiative ♣ assume responsibility ♣ achievement-orientated ♣ adaptable to situations ♣ alert to social environment ♣ assertive ♣ competent ♣ cooperative ♣ courageous (risk-taker) ♣ decisive (good judgment) ♣ dedicated (committed) ♣ dependable ♣ energetic (high activity level) ♣ enthusiastic ♣ honest

Skills/Abilities of a Leader:

Communicate well ♣ listen openly to others ♣ resolve conflict A leader is ♣ broad-minded (seeks diversity) ♣ clever (intelligent) ♣ conceptually skilled (holistic view) ♣ creative (imaginative) ♣ diplomatic and tactful ♣ extraverted (outgoing) ♣ fair-minded (just) ♣ forward-looking (vision) ♣ knowledgeable about team/group tasks ♣ motivational (inspirational) ♣ organized ♣ persuasive (influential) ♣ socially skilled ♣ technically skilled ♣ well-spoken (good speaker)

Identify a person you regard as a great (effective) leader:

- This leader can be someone you know, or someone you have heard of or have read about.
- Write down 5 skills/abilities this person has (see above)
- Select the 5 qualities/characteristics this person has

Now, write a minimum 200 word essay describing why/how this person is a great leader

(DAY 12)-Leadership

Read below, answer questions, write scenarios and submit on-line platform/email or on notebook paper

The 3 types of Leadership are:

- **Democratic Leadership**-decentralize authority. It is characterized by consultation with the subordinates and their participation in the formulation of plans and policies. He encourages participation in decision-making.
- **Autocratic Leadership**-An autocratic leader centralizes power and decision-making in himself. He gives orders, assigns tasks and duties without consulting the employees. The leader takes full authority and assumes full responsibility.
- **Laissez-Faire Leadership**-Free-rein leaders avoid power and responsibility. The laissez-faire or non-interfering type of leader passes on the responsibility for decision-making to his subordinates and takes a minimum of initiative in administration. He gives no direction and allows the group to establish its own goals and work out its own problems.

Identify the types of Leadership is used in the scenarios below:

1. A new supervisor has just been put in charge of the production line. He immediately starts by telling the crew what changes need to be made. When some suggestions are made, he tells them he does not have time to consider them.
2. A new squad leader is just assigned overseas. She immediately calls her squad together for a meeting and asks for their ideas and input on an upcoming field training exercise.
3. A small department performs the same functions every day. To get information out, the supervisor sends it by email or voice mail, very rarely is a meeting called.
4. A construction crew has worked together for the last four years with very little change-over in personnel. They always vote whenever a decision has to be made on how to proceed with the project.

Now write a situation where you have experienced each type of leadership style either from a friend or a boss and explain: (Minimum 150 words)

Think of a time when you, or another leader experienced or used the authoritarian (autocratic) style of leadership

Think of a time when you, or another leader experienced or used the (democratic) style of leadership

Think of a time when you, or another leader experienced or used the laissez-faire leadership style

(DAY 13)-Resume

Create resume using Word, submit via on-line platform/email or use notebook paper (f no internet access)

Your assignment is to create a Resume. You are applying for a job you can work today, do not make up information, use accurate information that applies to you.

Your work experience should include the position you are currently working (if you have a job).

Make sure it is on one page and includes the following sections:

Personal Information:

Name, address, telephone number, and email address

Objective:

Clear definition of the position you desire

Education:

List High School, City, and State, Current GPA, and how many years you have attended so far, your major/focus, if any, and finally your anticipated graduation date (month and year)

School and Community Activities/Accomplishments:

List any Activities you are involved in School or in the Community-for example: Student Council, Honor Society, FBLA, Relay for Life. Accomplishments in or out of school: National Honor Society, A/B Honor Roll, CATE Completer, Eagle Scout, Sports, etc.

Work Experience:

List your current position first with the Name, City, and State of your employer, then a bulleted list or brief paragraph of the duties and responsibilities of your current position- List each employer separately (if you have more than one) list the most current first.

References:

List one person that will give you a personal reference, and one that will give you a work reference, be sure to include their phone number and/or email address. (This person cannot be a family member unless you work in a family business)

(DAY 14)-Review a Product

Read, create a review for each category below, submit via on-line platform/email or notebook paper

You should think about reviews you have seen on websites, possibly you have given a review for a product to let others know how you feel about the product or service whether you liked it or not.

Using the following categories: music, food, sports, fashion, or technology: You will describe the product or service, how you are familiar with it, how long you have used it, and what is so great about it.

1. You will write one positive referral for a product or service in each of the above categories
2. You will write one negative referral for a product or service in each of the above categories.

(DAY 15 & 16)-Career Technology Student Organization

Read below, create a CTSO, submit via on-line platform/email or notebook paper

Ashley Ridge has two CTSO's (Career and Technical Student Organization) on campus. They are FBLA (Future Business Leaders of America) and HOSA (Health Occupations Students of America). Ms. Radcliffe has asked you to create *a brand new CTSO* at ARHS. Maybe it will be for future Entrepreneurs, Stockbrokers and Financial Analysts, VLOG Designers for eBay, Home Builders and Developers, Game Designers and Gamers... Who knows? You have to do the following:

Decide exactly what kind of new CTSO you will form. Who will it attract? What will be the focus or specialty of the group? Remember, it cannot just be a re-named CTSO that already exists.

Now that you have decided the new type of CTSO

Name your CTSO

Write a Slogan or Tag Line for your CTSO

Draw an Organizational Chart for your CTSO

-President, Vice President, Treasurer, Board of Directors, etc.

Create an Annual Competition

-Describe who will participate, how it will be designed, where it will be held, and how it can be won.

Describe what your CTSO will do to support a charitable effort or organization

Make sure that your new CTSO is at least two complete pages in length and meets all seven requirements

(DAY 17)-Employability Skills

Define, submit via on-line platform/email or use notebook paper (f no internet access)

Employability Skills Vocabulary

Define each of the terms below and write a sentence with an example of someone displaying the employability skill

Work Ethic

Punctuality

Adaptability

Team Work

Leadership

Interpersonal

Cultural Awareness

Ethics

Self-Awareness

Knowledgeable

Self-Promotion

Initiative

Networking

Problem-Solving

Computer Literacy

Commitment

Technical Skills

Soft Skills

Professionalism

(DAY 18)-My Future

Create, submit via on-line platform/email or use notebook paper (f no internet access)

MY FUTURE

Write a minimum 500 word essay describing ten things you hope to achieve now as a teenager and then as an adult. How do you want your future to look? How will you prepare? How have you already begun to prepare? Where do you want live? Career you want to have, why you chose that career, how you hope to achieve that career. Do you plan to marry, have children? If so, how will you support your family? Will you continue to work after having children, will you stay home with your children? Who has influenced your decisions? **Share your future in an essay.**

(DAY 19)-My Opinion

Create, submit via on-line platform/email or use notebook paper (f no internet access)

MY OPINION:

Write a minimum 500 word essay explaining your opinion on this pandemic we are currently experiencing. Is there more that can be done? Is there more that should have been done? If so, explain in detail what more should have been done or if not, explain in detail what was done and how we should see improvement. If there has been improvement, how did it come about? What actions did we take that helped, what actions did we take that did not help? Give advice to the next generation that goes through something like this pandemic again, provide clear and precise feedback, so they can prepare. **Share your opinion in an essay.**