

Consumer Services: Grades 11, 12

Adopted 2009

Consumer Services Industry

1.1 Define terms related to Consumer Services Industry

1. Match terms to definitions 1.1.1
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1.2 Compare different technologies related to the consumer services industry

1. Discuss anticipated changes in technology in consumer services careers 1.2.1
 2. Interpret research by students of current and future technologies 1.2.2
 3. Identify technology used in consumer services careers (such as financial calculators, cash registers, publishing software, digital camera/video camera, adding machine, scanners, copiers, fax machine, etc.) 1.2.3
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1.3 Discuss E-commerce

1. Rate several websites based on function and usability (including but not limited to product description, appearance, navigation, account registration, and checkout) 1.3.1
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1.4 Identify the working environment in consumer services industry

1. Evaluate a location suitable to offer consumer service safely 1.4.1
 2. Incorporate a functional work environment, equipment needs and required utilities for offering consumer services 1.4.2
 3. Create a plan to implement a welcoming environment Placed on 1.4.3
 4. Assist teacher in arranging field studies to various consumer service industry sites 1.4.4
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Job Preparation

2.1 Define terms related to job preparation

1. Match terms related to job preparation 2.1.1

2.2 Identify careers related to consumer services industry

- Credit counselors, financial advisors, bankers
- Insurance Services
- Real Estate
- Funeral Services
- Customer service representatives, consumer affairs, consumer advocacy
- Employee benefits representatives
- Elder care services

1. Research career interests including employment opportunities, education, training, professional organizations, endorsements, and certifications 2.2.1
2. Develop an education/career plan 2.2.2
3. Present career research findings using current technology 2.2.3
4. Assist teacher in securing guest speaker engagements 2.2.4

2.3 Identify the components of an electronic portfolio

- Skills
- Technical abilities
- Education/career plan
- Professional awards
- Personal information
- Employment history and volunteering
- Resume
- References
- Resources
- Work samples

1. Develop an electronic portfolio 2.3.1
2. Compare/contrast traditional portfolios to electronic portfolios 2.3.2

2.4 Describe the process of obtaining employment

1. Prepare a letter of application 2.4.1
2. Complete employment application 2.4.2
3. Write a follow-up letter 2.4.3

2.5 Discuss interview protocol

1. Model appropriate dress, business etiquette and behavior 2.5.1
2. Role play job interview 2.5.2
3. Record and self-evaluate mock interviews 2.5.3

2.6 Identify skills necessary for retaining employment

1. Identify and demonstrate positive work behaviors and personal qualities needed to be employable 2.6.1
2. Demonstrate self-discipline, self-worth, positive attitude, and integrity in a work situation 2.6.2
3. Maintain appropriate dress and behavior for the job to contribute to a safe and effective workplace/jobsite 2.6.3

2.7 Explore job shadowing experiences

1. Interview professionals in the field 2.7.1
 2. Participate in a minimum of two job shadowing experiences 2.7.2
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Entrepreneurship

3.1 Define terms related to entrepreneurship

1. Match terms related to entrepreneurship 3.1.1
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3.2 Identify types of business ownership

1. Compare and contrast different business ownership 3.2.1
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3.3 Discuss entrepreneurial opportunities in Consumer Services

1. Identify career requirements, characteristics, and personality traits necessary to be a successful entrepreneur 3.3.1
 2. Complete work value assessments 3.3.2
 3. Research prominent entrepreneurs 3.3.3
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3.4 Identify the aspects that need to be considered in a professional business plan

1. Develop a business plan (for example, follow STAR events Entrepreneurship guidelines)
 - Business Description
 - Facility
 - Supplies and Equipment
 - Organizational Chart
 - Personnel Management
 - Funding for Business
 - Budget
 - Laws, Regulations, and Codes
 - Advertising and Recruitment3.4.1
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Professional Leadership

4.1 Define terms related to professional leadership

1. Match terms related to professional leadership 4.1.1
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4.2 Classify leadership qualities and roles

1. Investigate leadership styles
 - Autocratic
 - Democratic
 - Laissez-faire4.2.1
 2. Analyze community responsibilities 4.2.2
 3. Identify opportunities for volunteerism 4.2.3
 4. Plan and implement service learning projects related to consumer services 4.2.4
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4.3 Identify ethical business practices

1. Model ethical behaviors in the relationship with consumer service client/consumer 4.3.1
 2. Research laws and regulations related to business practices 4.3.2
 3. Explore resource consumption and conservation 4.3.3
 4. Examine legal and interpersonal issues of a multi-cultural workplace 4.3.4
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Consumer Information and Resources

5.1 Define terms related to consumer information and resources

1. Match terms related to consumer information and resources 5.1.1

5.2 Describe consumer product information

1. Examine features, prices, product information, styles, and performance of consumer goods using print media and electronic media 5.2.1
 2. Create a presentation using examined product information 5.2.2
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5.3 List consumer rights and responsibilities

1. Interpret consumer rights
 - Right to safetyRight to chooseRight to be informedRight to be heardRight to redress 5.3.1
 - 2. Interpret consumer responsibilities
 - To make an informed decisionTo treat merchandise with careTo follow product instructionsTo pay our debtsTo demand reliable products 5.3.2
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5.4 Outline aspects of filing and resolving consumer complaints

1. Discuss the consumers role in resolving complaints 5.4.1
 2. Identify the industries role in resolving complaints 5.4.2
 3. Demonstrate strategies used to resolve consumer complaints
 - Listen attentivelySpeak courteouslyInclude consumer in planningDiffuse consumer angerReach an acceptable agreementMaintain relationship with consumer 5.4.3
 - 4. Role play consumer issues and resolve complaints 5.4.4
 - 5. Write a letter of complaint 5.4.5
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5.5 Identify issues related to consumer advocacy

1. Examine the roles of advocacy groups at state and national levels 5.5.1
 2. Analyze the contributions of policy makers to consumer advocacy 5.5.2
 3. Investigate the effects of consumer protection laws on advocacy 5.5.3
 4. Demonstrate strategies that enable consumers to become advocates 5.5.4
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5.6 Identify potential consumer fraud

1. Create multimedia project to inform consumers about protection agencies and their rights related to fraudulent practices 5.6.1
 2. Plan ways to protect consumers from fraud, deceit or misrepresentation 5.6.2
 3. Apply strategies to reduce the risk of consumer fraud 5.6.3
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5.7 Discuss opportunity cost

1. Recommend best products, plans, or services for customer 5.7.1
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Product Research and Development

6.1 Define terms related to product research and development

1. Match terms related to product research and development 6.1.1

6.2 Summarize consumer trends and needs

1. Examine how companies determine consumer needs and follow trends 6.2.1
2. Develop and/or conduct market survey to determine consumer trends and product development needs 6.2.2
3. Relate market survey data to consumer decision making 6.2.3

6.3 Discuss the process of product development and testing

1. Identify characteristics of quality goods and services 6.3.1
2. Examine consumer products and compile product information 6.3.2
3. Conduct product testing 6.3.3
4. Evaluate product safety standards and issues 6.3.4
5. Explain product protection practices
 - copyrightsguaranteeslaws and regulationspatentsproduct registrationwarrantiescontracts 6.3.5

6.4 Explain product presentation and marketing strategies

1. Discuss types of advertisingprinttelevisionradioInternet 6.4.1
2. Outline an advertising plan to market a product 6.4.2
3. Create an oral presentation with visual materials using technology 6.4.3
4. Demonstrate a product 6.4.4
5. Design a marketing strategy for a professional business plan 6.4.5

6.5 Relate public relations to consumer services

1. Create and communicate accurate public service information to educate various audiences about consumer services 6.5.1