

Introduction to Computers

BMT-BC-2 Human Resources

Problem Solving Skills



Workplace Scenarios



Lesson Plans-Career Development

Lamar County School System Lesson Plan Template		
Teacher: S. Bostic	Subject: Career Development Activities GoGoGo Business Projects GoGoGo 2016	Business Communications Intro to Business Business Technology
Standard(s): Intro. to Business BMA-IBT-1, IBT-2,3, IBT-4, IBT-5, IBT-6 Business Technology BMA-BT 1-7 Business Communications BMA-BC 1-9	Vocabulary Career Development Activities http://www.lamarcountyschools.com/education/career-development https://www.careerdevelopment.com/career-development-articles/ http://www.fla.com	Georgia FBLA Formatting Guides for business documents
Unit 1 Business Project Employability Skills Starting your own Business Leadership Communication Listening Skills Entrepreneurship Technology Use professional oral, written, and digital communication skills to create, express, and interpret information and ideas.		
Learning Target(s): Objectives: Students will learn about themselves and what is important to them. Students will learn about how situations change their lifestyles. Students will learn about job searching and employment. Students will learn what soft skills are and why they considered "life skills". Students will learn how to communicate and brainstorm about lifestyle changes and how to resolve negative situations. Students will learn how to organize their business plans-Business Communications Students will learn how to organize their digital portfolio unit for my Career-Business Technology. Students will learn how to organize their career assignments -Intro to Business.		
<p>GoGoGo After completed work or on Fridays</p>		

Student Directions

Introduction to Business
2020 Spring

Instructions Student work

Workplace Scenarios 100 points

Sharonda Bostic Feb 27

Read each scenario and write a professional response to the situation.

Workplace Scenarios.docx
Word

WORKPLACE ETHICS SCENARIOS

Scenario #1

LaKeisha is an administrative assistant in the Human Resources Department. Her good friend Michael is applying for a job with the company and has agreed to be a reference for him. Michael asks for advice on preparing for the interview. LaKeisha has the actual interview questions asked of all applicants and considers making him a copy of the list so he can prepare.

Scenario #2

Emily works in the Quality Control Department. Once a year, her supervisor gives away the company's used computers to the local elementary school. The company does not keep records of these computer donations. Emily really needs a computer. Her supervisor asks her to deliver 12 computers to the school.

Scenario #3

Marvin is an assistant in the Building Services Department. He has just received a new work computer and is excited to try it out. His supervisor has a strict policy about computer usage (for business purposes only), but Marvin wants to learn the email software. He figures one good way to do this is to send emails to his friends and relatives until he gets the hang of it. He has finished all of his work for the day and has 30 minutes left until his shift is over. His supervisor left early.

Scenario #4

Jennie was recently hired to work as a receptionist for the front lobby. As a receptionist, she is responsible for making copies for the people in her office. Her son, Jason, comes in and needs some copies for a school project. He brought his own paper and needs 300 copies for his class. If he doesn't bring the copies with him, he will fail the project. The company copier does not require a security key, nor do they keep track of copies made by departments.

Student Work/Grade and Comments- J. Pritchett

The screenshot displays the Canvas LMS interface for a student named Jesse Pritchett. The assignment is titled "Workplace Scenarios" and is currently in a "Draft" state. The submission is dated February 27, 9:53 AM. The main content area shows four scenarios:

- Scenario 1:** In the first scenario, Michael is applying for a job. His friend LaKeisha works with HR, and has a copy of the questions asked during every interview. She is considering giving him a copy so he can prepare for the questions. This is not an ethical practice, because other candidates have not been given the asked questions and have not had the ability to prepare their answers before time.
- Scenario 2:** Emily basically works with QA. The company she works for gives away used computers to a school. Emily needs a computer, and she has been tasked with delivering this shipment of computers, knowing that the company does not keep a record of the donated computers. This could end poorly, because Emily could easily take one of the computers and not have to be punished due to the company not keeping tabs on the delivered computers.
- Scenario 3:** Marvin has received a new computer and wants to learn some of its functions. However, his employer has a strict policy on computer usage (for work purposes only). His boss has left early and his computer history is not saved. Once again, problems arise out of this because he could easily use the computer and get away with using it for non-work related things because his boss left early and his history is not saved.
- Scenario 4:** Jennie works as a receptionist. Her son needs to create copies for a school project he will fail without them. The printer does not require a code and he has brought his own paper. I find this reasonable and okay, due to the fact he has brought his own paper (and because I do this all the time at my mom's office).

The right sidebar shows the "Files" section with the submission, the "Grade" section with a score of 100/100, and a "Private comments" section. A comment box is open, containing the following text:

Jesse, this is very good reasoning, however on scenario 4, the practice of making copies is still unethical in the workplace due to the cost of ink purchased by the company. This makes for a great class discussion because most of your classmates wrote the same idea on this scenario.

Buttons for "Cancel" and "Post" are visible at the bottom of the comment box.