**Foundations of Education and Training**

# Subject Code: 350002

In this first course in the career field, students will examine the goals of education and training as well as environments in which education and training are delivered. They will identify learners’ and stakeholders’ roles, rights and responsibilities in educational systems; assess legal and ethical issues related to education; and determine careers of interest in education and training. Employability skills and state requirements for becoming an educator will also be addressed.

# Outcome 1.1 Employability Skills

Develop career awareness and employability skills (e.g., face-to-face, online) needed for gaining and maintaining employment in diverse business settings.

# Competencies

* + 1. Identify the knowledge, skills and abilities necessary to succeed in careers.
    2. Identify the scope of career opportunities and the requirements for education, training, certification, licensure and experience.
    3. Develop a career plan that reflects career interests, pathways and secondary and postsecondary options.
    4. Describe the role and function of professional organizations, industry associations and organized labor and use networking techniques to develop and maintain professional relationships.
    5. Develop strategies for self-promotion in the hiring process (e.g., filling out job applications, résumé writing, interviewing skills, portfolio development).
    6. Explain the importance of work ethic, accountability and responsibility and demonstrate associated behaviors in fulfilling personal, community and workplace roles.

1.1.8 Identify the correlation between emotions, behavior and appearance and manage those to establish and maintain professionalism.

1.1.13 Manage time, priorities and resources to achieve personal and professional goals.

# Outcome 1.2 Leadership and Communications

Process, maintain, evaluate and disseminate information in a business. Develop leadership and team building to promote collaboration.

# Competencies

* + 1. Extract relevant, valid information from materials and cite sources of information (e.g., medical reports, fitness assessment, medical test results).
    2. Deliver formal and informal presentations.
    3. Identify and use verbal, nonverbal and active listening skills to communicate effectively.
    4. Communicate information for an intended audience and purpose.
    5. Use proper grammar and expression in all aspects of communication.
    6. Use problem-solving and consensus-building techniques to draw conclusions and determine next steps.
    7. Use interpersonal skills to provide group leadership, promote collaboration and work in a team.
    8. Write professional correspondence, documents, job applications and résumés.

# Outcome 1.3 Business Ethics and Law

Analyze how professional, ethical and legal behavior contributes to continuous improvement in organizational performance and regulatory compliance.

# Competencies

1.3.3 Use ethical character traits consistent with workplace standards (e.g., honesty, personal integrity, compassion, justice).

# Outcome 1.4 Knowledge Management and Information Technology

Demonstrate current and emerging strategies and technologies used to collect, analyze, record and share information in business operations.

# Competencies

1.4.2 Select and use software applications to locate, record, analyze and present information (e.g., word processing, e-mail, spreadsheet, databases, presentation, Internet search engines).

# Outcome 1.5 Global Environment

Evaluate how beliefs, values, attitudes and behaviors influence organizational strategies and goals.

# Competencies

1.5.3 Use cultural intelligence to interact with individuals from diverse cultural settings.

# Outcome 2.1 History and Philosophy

Examine and employ education’s historical and philosophical underpinnings to benefit from best practices and lessons-learned that can be used to enhance stakeholder understanding and interaction.

# Competencies

* + 1. Determine historical aspects of education that impact the current learning environment.
    2. Compare educational models, and explain how they impact the classroom.
    3. Explain the impact of constructivism on the learning environment, instruction, learning activities and assessment.
    4. Describe the shift from instructor-led to learner-directed education.
    5. Explain the nature of learning and its relationship to emerging pedagogies.
    6. Compare theories and philosophies of education and training impacting learners with exceptionalities.
    7. Incorporate changing and emerging educational philosophies into the learning environment.
    8. Explain social development theories and their implications for education and training practices.
    9. Describe the development of modern education and training.
    10. Explain the impact of education and training on society.
    11. Describe the relationships between social stratification and educational equity and their impact on learning and achievement gaps.
    12. Explain the impact of economic, social and technological changes on education and training.
    13. Explain the evolving knowledge base of educational research and theory that guides practice.
    14. Apply educational research findings to improve learner performance.

# Outcome 2.2 Educational Systems

Understand the organization and structure of education systems, the roles of their stakeholders and the nature of their funding sources to enhance students’ contribution and role in education.

# Competencies

* + 1. Explain the goals of education and their role in shaping the education system.
    2. Describe the environments in which education and training are delivered.
    3. Describe the organizational hierarchy in education and training systems.
    4. Describe the role and responsibilities of state and federal education agencies.
    5. Explain learners’ and stakeholders’ roles, rights and responsibilities in education systems.

# Outcome 2.3 Professionalism

Model behaviors of professional educators, maintain needed licenses or certifications, and advance needed skills to exhibit a desire to contribute to professional growth and development.

# Competencies

2.3.1 Compare and contrast professional development processes guiding the preparation of educators.

* + 1. Utilize advocacy skills that can be used to shape educational policies and regulations.
    2. Adhere to the legal and ethical framework of the teaching profession, and explain the consequences of failing to do so.
    3. Determine requirements for being an Ohio educator, and explain reasons those requirements change.
    4. Develop a professional development plan for lifelong learning.
    5. Develop a personal philosophy of education.
    6. Create and maintain a professional portfolio.

# Outcome 2.5. Human Resource Considerations

Determine human resource considerations in obtaining and maintaining employment in education or training.

# Competencies

* + 1. Describe staff rights and evolving roles in educational settings.
    2. Identify sources that can be used to determine available positions in education or training.
    3. Identify how to access information about educator or trainer benefit packages.
    4. Explain the nature and impact of organized labor on education or training staff and administrators.
    5. Analyze job descriptions to determine roles and responsibilities.