**Class scenario**

**SUBJECTS:** Computer Aided Entrepreneurship/economic activity

**TOPIC: PORTFOLIO**

**SUBJECT:** ELECTRONIC BUSINESS CARD

**MAIN GOAL:** making a portfolio

**Detailed goals /operating/**

1. cognitive

**Student:**

* lists the elements and principles of making a portfolio,
* defines the concept of portfolio,
* describes the portfolio functions in the enterprise,
* creates a simplified website template,
* explains the benefits of placing a portfolio on the Internet,
* lists the situations in which it is recommended to create a portfolio,
* describes individual elements of the portfolio based on examples of the company.

1. Educational

**Student:**

* works in a team,
* anticipates the consequences of his actions,
* bears responsibility for actions taken,
* thoughts in a logical and orderly manner,
* understands, uses and reflectively processes texts, leading to the achievement of their own goals,
* solves and overcomes problems,
* uses modern information and communication technologies,
* oversees design and implementation work,
* precisely expressing his thoughts and listening to the others opinions.

**Teaching methods and means**

Basic didactic strategy is all about students interests, is helping group development and strengthens bonds within group.

**Teaching methods**:

* elements of lecture,
* exercises in group,
* project method.

**Didactic means:**

* textbook,
* personal computer with Internet connection,
* multimedia presentation,
* flipchart paper, felt tips.

**Method of work:** work in groups

**Lesson structure:**

1. Organizational actions:

2. Introduction to lesson including informing students about lesson goal:

3. Summing up problems in groups and individual:

4. Summing up lesson:

5. End of lesson.

**Przebieg lekcji**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Parts of lesson** | **Students accivities** | | **Teacher acctivities** | **Time** | **Didactical means** |
| **Assigments goals and resoults** | **Mediative assigments** |
| **Begining** |  |  | 1. Teacher is welcoming students, checking attendance. | 2' |  |
| 1. Students know the lesson structure and goals.  2. Note in notebook. | 1. Students are writing lesson topic in notebook or text editor. | 2. Teacher is preparing students to lesson by introducing them to lesson goals,  Students are given lesson topic and short introduction. Teacher informs students about time of the project. | 3' | board |
| **Introducion** | 1. Students know basic terms.  2. Students know what portfolio is  (can define the electronical business cart term), know what portfolio is used for.  3. Students can explain what good portfolio is.  4. Students know when personal or business portfolio is needed .  5. Students know rules of planning. Can define the stations of planning.  6.Note in students’ notebook if needed. | 1. Students are answering teacher questions, if not sure their use multimedial presentation to answer.  2. Students are answering the questions with their own words.  3. Students are answering the questions with their own words.  4. Students are answering the questions with their own words.  5. Students are answering the questions with their own words. Students can name IT systems. | 1. Teacher is checking students knowledge from previous lesson important for project creation.  Teacher is asking questions.  2.What portfolio is and what it is used from?  3. What are functions of electronical business card?  4. When one should make portfolio?  5. What rules of planning are?  Why are we planning?  What are phases of planning?  Teacher is implicitly giving course of discussion.  7. Teacher is talking with students about IT technologies and web design.  ***\*Note, teacher must check students very carefully, be sure that every single student understands material from previous lesson.*** | 5’  2’  2'  3'  10'  10'  32min | Multimedial board  Multimedial presentacion |
| **Main** | 1.Students know the goal of lesson  2. Four students teams.  3. Teams know the topic of business plan.  4. Made page about their product, portfolio. | 1. Students are asking questions about their project.  2. Students are forming groups.  3. Students are given topics of portfolio randomly.  4. Students are making in groups electronical business card.  5. Students are presenting their work in front of class. | 1. Teacher is explaining very carefully the goal of lesson.  Teacher is asking students to ask questions about project (is answering them)  2. Teacher ask students to divide into 4 groups.  (if needed helps creating groups)  3. Teacher is asking students to choose randomly topic of their business.  4.Teacher is asking students to make portfolio about their topic.  5. Teacher is checking an help with portfolio if needed. | 15'  2'  2'  Intermission  25’  10’  3'  5'  2'  20'  8'  End of lesson nr 2 | Multimedial presentation |
| **Ending** | 1. Teacher is giving students marks if he/she informed them that work would be marked. | 1. Student are listening to teacher, they can agre or disagre with mark. | 1. Teachers are marking students mark according to subject rules.  2.Teacher is summing up students work and thanking them for taking active part in lesson. | 5’  5’ |  |
| **HOMEWORK** | The teacher instructs students to make a presentation of their product. | | | | |

**Attachments**

At. 1

INTRODUCTION - is the content of presentation

**What is portfolio?** – A portfolio is a compilation of materials that exemplifies your beliefs, skills, qualifications, education, training and experiences. It provides insight into your personality and work ethic. It allows you to package the best evidence of your candidacy for employment such as your resume, design work, artwork, reports, lesson plans, transcripts, certifications, articles, letters, and more in a form easily accessible.

**When do you use a portfolio?** Portfolios are a great way to demonstrate the competencies you would list on a resume or talk about in an interview — they allow you to show and not just tell. During a job search, the portfolio showcases your work to potential employers. It presents evidence of your relevant skills and abilities. Portfolios are also helpful for independent contractors, consultants, or business owners who need to provide work samples to potential clients.

**Why do you need a portfolio?** Think of it like this: As a professional (regardless of your field), you are a business of one. When a company chooses to employ you, it is “purchasing” your business’ service. You can think of your professional portfolio as a marketing brochure for the services you’re selling. By showcasing your skills, abilities, and achievements, your portfolio helps your customers (your employers) and prospects (your potential future employers) understand what services you provide and why they are special—and worth the purchase price!

**Jak utworzyć portfolio:**

1. Use a critical eye when deciding what to include in your portfolio. Here, quality over quantity is key, so stray away from feeling like you need to include everything you’ve ever created. Think of yourself as a curator or storyteller narrating your artistry. You also want to attract your ideal clients, so keep this in mind when selecting your work. For instance, if you want to make a name for yourself as a photojournalist, it doesn’t make sense to place wedding photos you did as a favor to a friend in your portfolio. You’ll also want to make sure the work is fresh and up to date. Potential clients want to see new work, so constantly update and edit as you move forward in your career.
2. Make sure you mix up your presentation so the full range of your capabilities is on display. This may include using personal projects or experimental work that can help you net the type of client you’ve always dreamed of. If all of the work in your portfolio appears too similar, clients may feel that your creativity is limited and that you’re beholden to just one type of project or aesthetic.
3. Creative work can be highly personal, and it’s often difficult to separate oneself and be objective. That’s why you should solicit opinions, and not just from friends and family who may not tell you the honest truth. Mentors, former colleagues, and trusted clients can all give great insight into how your portfolio works for them. Perhaps they’ll remember a great project you’ve overlooked or encourage you to take more chances with what you’ve included. An outside eye is a great way to get a feel for how your portfolio will be received before putting it out into the world.
4. Make a website from a template using a website creation service. Many companies exist that allow you to make a website, like Wix or Weebly. They may charge you for upgrades or fancier services, but you can make a simple portfolio website on their platform for free. Squarespace is another option, though you do have to pay a monthly or annual fee.
5. Create a main page with samples of your work. This should be the first page that viewers see when they visit your website. Experiment with different ways to lay out your samples until you find the form that is the most attractive. Lay out your samples in a grid, as a slideshow, or in one long, scroll-through page. Include brief captions or descriptions of your samples. You can also include a brief tagline of who you are on the main page, but leave the bulk of the personal information for a separate About Me page.
6. Add an About Me page. This page should include a professional-looking headshot and your personal statement. You can write either in first or third person. This is a good spot to post or link to your resume and any relevant social media, such as a YouTube channel or an Instagram account (not your personal one).
7. Include a Contact page so people can reach you. You can include a form where people can send you emails or post your email address. If you don’t already have a professional email address, now’s a good time to make one.
8. Get feedback on your website before you launch it. You can ask a friend, family member, professor, or other people in your field to look over your website before you launch it. They can help you refine your website as well as catch glaring mistakes that you may have missed when you were too caught up in the little details.