### Big Ideas/Key Concepts:

Students will be getting ready for the world of work by learning about safety standards, ergonomics, OSHA, general workplace safety rules, and computer safety.

Students will improve on the following skills: written communication, verbal communication, non-verbal communication, feedback, message channels, encoding, decoding, and different types of presentations.

Students will study, take a number of surveys, and different tests to discover what their personal learning styles are.

Students will improve on their technology literature knowledge and technology skills.

Students will improve on their people skills, decision-making, time management, and problem-solving capabilities.

<table>
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<tr>
<th>Standards</th>
<th>Student Friendly “I Can” Statements</th>
<th>Resources</th>
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| 11.0 Students will perform safety examinations and maintain safety records | • I will make a 100% on a written safety test.  
• I will make a 100% on a tools and equipment test that we will be using in class. | **Preparing for Career Success** by Jerry Ryan and Roberta Ryan / Third Edition / EMC Publishing [chs. 1-6] |
| 4.0 Students will communicate effectively and comprehend oral and written communication | • I will show that I can speak to and be understood by others.  
• I can write correctly in different ways.  
• I can listen and understand what I hear.  
• I can read and understand what I read  
• I can understand how I learn best and how I can improve on my learning skills.  
• I can improve my time management personal and academic skills.  
• I can improve my learning skills in order to learn more.  
• I can visualize my short and long-term | **QBQ! The Question Behind the Question** by John G. Miller [entire book]  
**Teenagers Preparing for the Real World** by Chad Foster + DVD [entire book]  
**High School 101** by Chad Foster and Mike Hall (10 Lesson program kit) [Units 1-4,6]  
**Career Choices: A Guide for Teens and Young Adults** by Mindy Bingham and Sandy Styker [various selections]  
**Speech: Principles and Practice** by Merrill Frost [Units 4,5, and 6] |
| 1.0 Students will display attitudes necessary for achieving personal and academic success. |  | |
| 9.0 Students will perform basic PC operations and file management using appropriate software. |  | |
| 2.0 Students will demonstrate attitudes, skills, and strategies necessary for achieving |  | |

Each quarter we have guest speakers. The following is a list of speakers we have had on a
### 3.0 Students will use teamwork skills to accomplish goals, solve problems, and manage conflict within groups.

- I can study how others become successful.
- I understand how to cope with stress.
- I can use basics on how to use a computer.
- I can use all the basic programs that I will use in this class.
- I can place my work in the proper computer files and folders.
- I can learn the need to behave in the workplace.
- I need to have to succeed in the workplace.
- I can see the need to learn the differences in people.
- I can see the need to adjust my skills and ethics to other people’s skills and ethics.
- I become a better leader.
- I can see how being a member of a student organization can help me.
- I can become a better problem solver.
- I can find examples of people that have successful skills in the workplace.
- I can understand why my family is important to my career.
- I can learn to manage my time better.
- I can be a better teammate.
- I can relate my skills to different situations.

### 7.0 Students will demonstrate leadership, citizenship, and teamwork skills required for success in the school, community, and workplace.

- Students will integrate multiple roles and responsibilities in family, work, and community settings.

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**Regular basis:** Mike Keith, Chris Beck, Tony Grayson, Lisa Wysocky. The following have been guest at various times depending on scheduling: Cordia Harrington, Phil Valentine, Steve Gill, Tom Lawrence, Ralph Ringstaff, Len Serafino, and others. Wall chart about Work Ethics *The Essential 55* rules posted on the walls. Videos that will be used:
- USNA Plebe Summer Class of 2003
- Front of the Class
Quotes from the book *Front of the Class*