

**COURSE OF STUDY GUIDE**  
**LOWER CAPE MAY REGIONAL SCHOOL DISTRICT**

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**TITLE OF COURSE:** Life Skills 3 & 4

**GRADE:** 11-12

**DEPARTMENT:** Special Education

**DATE REVISED:** August 2016

- I. COURSE DESCRIPTION:** How to get the support you need for the life you want: Career Awareness, Exploration, and Preparation. This course is a prerequisite to the Structured Learning Experience Internship Program. The program is designed to help students experience real life situations in the workplace in an area that students have an interest in exploring as a possible future career.
- II. COURSE MISSION:** To transition into adult life and to achieve success in the world of work.

**III. DEPARTMENT MISSION:** To build a stronger partnership between Lower Cape May Regional High School and our community, while providing our students with hands-on experience that will help them make valuable decisions about their future.

**IV. STANDARDS:**

**CAREER READY PRACTICES**

- CRP1. Act as a responsible and contributing citizen and employee.
- CRP2. Apply appropriate academic and technical skills.
- CRP3. Attend to personal health and financial well-being.
- CRP4. Communicate clearly and effectively and with reason.
- CRP7. Employ valid and reliable research strategies.
- CRP8. Utilize critical thinking to make sense of problems and persevere in solving them.
- CRP9. Model integrity, ethical leadership and effective management.
- CRP10. Plan education and career paths aligned to personal goals.
- CRP11. Use technology to enhance productivity.
- CRP12. Work productively in teams while using cultural global competence.

**21st CENTURY LIFE AND CAREERS STRAND A: INCOME AND CAREERS**

**By the end of Grade 12, students will be able to:**

- 9.1.12.A.3 Analyze the relationship between various careers and personal earning goals.
- 9.1.12.A.4 Identify a career goal and develop a plan and timetable for achieving it, including educational/training requirements, costs, and possible debt.
- 9.1.12.A.9 Analyze how personal and cultural values impact spending and other financial decisions.

**21st CENTURY LIFE AND CAREERS STRAND C: CAREER PREPARATION**

**By the end of Grade 12, students will be able to:**

- 9.2.12.C.1 Review career goals and determine steps necessary for attainment.
- 9.2.12.C.3 Identify transferable career skills and design alternate career plans.
- 9.2.12.C.4 Analyze how economic conditions and societal influence employment trends and future Education
- 9.2.12.C.5 Research career opportunities in the United States and abroad that require knowledge of world languages and diverse cultures
- 9.2.12.C.7 Examine the professional, legal, and ethical responsibilities for both employers and employees in the global workplace.

**V. OBJECTIVES: COURSE UNITS:**

**A. Unit One - Self-Assessment**

**1. You and the World of Work**

- a. Distinguish between a job and a career.
- b. Explain the different reasons why people work.
- c. Describe how the global economy affects jobs in the U.S.
- d. Explain how technology is changing the workplace.
- e. Explain how the job outlook will affect your career plans.

**2. Getting to Know Yourself**

- a. Follow the seven steps in the decision-making process.
- b. Follow an effective strategy for choosing a career.
- c. Identify your values and describe how they affect your career choices.
- d. Identify your interests and describe how they affect your career choices.
- e. Determine whether you prefer working with data, people, or things.
- f. Identify your aptitudes and abilities and describe how they affect your career choices.
- g. Identify & match your personality & learning style to career

choices.

## **B. Unit Two - Exploring Careers**

### **1. Researching Careers**

- a. Research careers informally, using people you know and media resources.
- b. Research careers informally, using libraries, the Internet, and exploratory interviews.
- c. Explain how you can explore careers through part-time work.

### **2. Entrepreneurship**

- a. Define entrepreneurship and identify the trails of successful entrepreneurs.
- b. Explain the advantages and disadvantages of becoming an entrepreneur.
- c. Identify the four main ways of becoming a business owner.
- d. Explain the advantages and disadvantages of each major route to business ownership.
- e. Describe the different legal forms of business ownership.
- f. Identify key factors in selecting a business location.
- g. Describe the documents needed when financing a new business.

### **3. Developing an Individual Career Plan**

- a. Evaluate various career possibilities
- b. Establish a plan of action and intermediate career goals.
- c. Identify the education and training you will need.
- d. Develop an individual career plan.

## **C. Unit Three – Finding a Job**

### **1. Finding and Applying for a Job**

- a. Explain why networking is effective for developing job leads.
- b. Create and maintain a career network and contact list.
- c. Identify sources for job leads.
- d. Apply knowledge of the Internet in a job search.
- e. Outline procedures for applying for a job.

2. Interviewing
  - a. Identify methods of preparing for interviews.
  - b. Recognize how to dress for success.
  - c. Recognize the importance of displaying the proper attitude.
  - d. Answer typical and tough questions.
  - e. Identify strategies for dealing with interview stress.
  - f. Apply procedures for following up on an interview, including self-evaluation.
  - g. Recognize poor methods of accepting and rejecting employment.

#### **D. Unit Four — Joining the Workforce**

1. Beginning a New Job
  - a. Anticipate and manage the anxieties and challenges of a first day at work.
  - b. Discuss the proper ways to dress for work.
  - c. Understand company policies.
  - d. Describe typical ways that employers pay workers.
  - e. Explain benefits that employers offer workers.
  - f. Discuss the significance of employee performance reviews.
2. Workplace Ethics
  - a. Identify the qualities that employers look for in employees.
  - b. Describe ways that employees can become self-managing.
  - c. Explain why ethics is important in the workplace.
  - d. Describe ways to behave ethically in the workplace.
3. Developing a Positive Attitude
  - a. Discuss how a positive attitude and high self-esteem lead to success on the job.
  - b. Explain the value of enthusiasm at work.
  - c. Describe how to assert yourself at work.
  - d. Describe how to accept criticism at work.
  - e. Give examples of how to professionally handle workplace pressure and gossip.
  - f. Explain how to control anger on the job.

4. Workplace Health and Safety
  - a. Recognize the relationship between good health and career success.
  - b. Explain the health benefits of a balanced diet, exercise, and rest.
  - c. Describe causes and effects of stress.
  - d. Develop effective strategies for coping with stress.
  - e. Identify rules and procedures for maintaining a healthy and safe work environment.
  - f. Identify workplace conservation and environmental practices and policies.
  - g. Describe American Red Cross procedures to follow when accidents occur.
  - h. Explain how to respond appropriately to fire and weather emergencies.
  
5. Workplace and Legal Matters
  - a. Identify laws that affect the workplace.
  - b. Describe discrimination in the workplace and identify some of the laws that fight it.
  - c. Recognize sexual harassment and identify actions to take against it.
  - d. Identify types of civil law cases and explain how they get resolved.
  - e. Understand the difference between civil and criminal law.
  - f. Identify and evaluate legal services that can help you solve problems.

## E. Unit 5 – Professional Development

1. Interpersonal Relationships at Work
  - a. Recognize and develop personal traits for getting along with others in the workplace.
  - b. Develop behaviors for being a successful and effective coworker.
  - c. Understand and practice proper workplace etiquette.
  - d. Understand and practice effective methods of conflict resolution.
  - e. Appreciate and increase sensitivity to diversity in the workplace.
  
2. Teamwork and Leadership
  - a. Explain how teamwork benefits both team members and businesses.
  - b. Describe the steps involved in team planning.
  - c. Identify common obstacles to team success.
  - d. Define total quality management and discuss its effect on workers.
  - e. List the qualities of a good leader and compare leadership styles.
  - f. Describe the characteristics of an effective supervisor.
  - g. Describe procedures commonly used in leading formal meetings.

**3. Professional Communication Skills**

- a. Explain the importance of knowing purpose, audience, and subject before speaking.
- b. Identify ways of planning and organizing oral messages.
- c. Describe and demonstrate active listening, including taking notes.
- d. Describe the importance of effective speaking and listening skills in customer relations.
- e. Identify and describe basic writing skills.
- f. Describe common forms of business writing, including E-mail.
- g. Explain how to preview and skim for main ideas when reading.
- h. Explain the importance of writing and reading skills in customer relations.

**4. Thinking Skills on the Job**

- a. Recall the seven steps in the decision-making process.
- b. Clarify your purposes and values in order to make decisions.
- c. Make appropriate decisions following a chain of command.
- d. Evaluate alternatives and the consequences of decisions.
- e. List your work responsibilities in order of priority.
- f. Describe the six basic steps in the problem-solving process.
- g. Identify and clarify workplace problems.
- h. Generate alternative solutions to problems and compare their consequence
- i. Implement solutions and evaluate results.

**5. Technology in the Workplace**

- a. Explain how changing technology affects the workplace.
- b. Describe ways workers can become technologically literate.
- c. Discuss the uses of word-processing, database, spreadsheet, and desktop publishing programs.
- d. Explain business uses of the Internet.
- e. Explain basic copyright law protections.

**6. Time and Information Management**

- a. Prepare a schedule to accomplish your most important tasks.
- b. Employ common techniques to use time effectively.
- c. Organize yourself and your tasks.
- d. Develop and maintain a useful system for filing paperwork.
- e. Create and maintain computer files.

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**F. Unit 6 – Life Skills**

**1. Economics and the Consumer**

- a. Define a free enterprise system and identify producers and consumers.
- b. Describe the marketplace and explain why prices go up and down.
- c. Explain three ways that the health of the economy can be measured.
- d. Identify ways to make wise shopping decisions.
- e. Describe common kinds of consumer fraud.
- f. Identify ways to protect yourself as a consumer.

**2. Managing Your Money**

- a. Identify the steps in planning a budget.
- b. Explain how to keep records effectively.
- c. Describe strategies for staying within your budget.
- d. Identify personal changes that might affect your finances.
- e. Discuss ways to adjust to economic change.
- f. List several sources of help for financial problems.

**3. Banking and Credit**

- a. Compare common saving methods.
- b. Explain the characteristics of different retirement plans.
- c. Shop wisely for a checking account.
- d. Write a check and fill out a check register.
- e. Reconcile a checking account.
- f. Describe different types of credit.
- g. Explain the advantages and disadvantages of using credit.
- h. Explain how to compare credit costs.

**4. Buying Insurance**

- a. Define some common insurance terms.
- b. List some ways to lower insurance costs.
- c. Describe the importance of owning home insurance.
- d. Describe five types of auto insurance coverage.
- e. Explain the factors that influence auto insurance premiums.
- f. Compare and contrast basic types of health insurance coverage.
- g. Distinguish between group and individual health insurance plans.
- h. Explain the basic types of life insurance.

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**5. Taxes and Social Security**

- a. Identify five characteristics of a good tax system.
- b. Determine whether you owe income tax.
- c. Complete a federal tax return.
- d. Describe how the Social Security works.
- e. Identify four Social Security program benefits and two state social insurance benefits.
- f. Explain the main problem that is facing the Social Security system today.

**G. Unit 7 - Lifelong Learning**

**1. Adapting to Change**

- a. Identify ways to prepare yourself for the future.
- b. Describe actions and behaviors that lead to promotions.
- c. Explain why workers may want to change jobs.
- d. Describe strategies for seeking a new job or career.
- e. Describe steps to take if you lose your job.

**2. Balancing Work and Personal Life**

- a. Decide on a place to live.
  - b. Organize your living space.
  - c. Establish good housekeeping habits.
  - d. Describe ways of balancing your work life and your personal life.
  - e. Identify some strategies for meeting family responsibilities.
  - f. Identify some family-friendly employment practices.
  - g. Participate in your community as a voter and as a volunteer.
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