

Dorchester County Public Schools

CAST B

Syllabus

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x-1574

Class Title

CAST B

Grading Policy

All grading will be in accordance to the DCPS grading policy.

Formative and Summative Assessments will be assigned for every unit.

Expected Student Behaviors

In Dorchester County Public Schools all students are expected to:

1. Engage in learning activities and take school work seriously
2. Be courteous
3. Attend school regularly, on time, and prepared to learn
4. Seek alternatives to verbal or physical conflicts
5. Dress appropriately
6. Cooperate with others
7. Take responsibility for their own behavior.
8. Respect the personal, civil, and property rights of others
9. Complete assignments on time
10. Speak appropriately
11. Exhibit self-control
12. Behave ethically

Scope and Sequence Chart

CAST-B DCPS Objectives	<u>Succeeding in the World of Work, 2012 edition</u>	Corresponding textbook objectives
Unit 1-Orientation to Community and Schools Together-Phase B	Corresponding chapters in the textbook	
1.1-Develop a profile of personal characteristics based on school, work, test results, extracurricular activities and work experiences.	Ch. 5.2-Your Career Plan	Ch. 5.2-Develop a career plan and set intermediate career goals.
1.2-Apply career planning and development skills.	Ch. 5.2-Your Career Plan	Ch. 5.2-Determine the education and training you need to reach your career goals.
1.3-Develop a long range career plan.	Ch. 5.2-Your Career Plan	Ch. 5.2-Develop a career plan and set intermediate career goals.
1.4-Describe and participate in two or more career exploration/vocational activities.	Ch. 5.1-Evaluating Career Choices	Ch. 5.1-Evaluate different career possibilities. Choose a career that seems right for you.

CAST-B DCPS Objectives	<u>Succeeding in the World of Work, 2012 edition</u>	Corresponding textbook objectives
Unit 2-Career Planning	Corresponding chapters in the textbook	
2.1-Apply decision-making skills.	Ch. 16.1-Making Decisions in the Workplace Ch. 16.2-Workplace Problem Solving	Ch. 16.1-Apply the seven-step decision-making process on the job. Evaluate your alternatives. Ch. 16.2-Describe how to generate, choose, and implement solutions to problems. Evaluate solutions.
2.2-Utilize school and community resources to obtain career information.	Ch. 3.2-What to Research	Ch. 3.2-Develop key questions to ask when researching and assessing careers.

2.3-Identify occupations he/she is prepared to enter.	Ch. 5.1-Evaluating Career Choices	Ch. 5.1-Evaluate different career possibilities. Choose a career that seems right for you.
2.4-Identify potential barriers which may alter career goal attainment.	Ch. 3.2-What to Research	Ch. 3.2-Develop key questions to ask when researching and assessing careers.
2.5-Describe horizontal and vertical career possibilities related to specific occupations.	Ch. 3.1-Exploring Careers Ch. 3.2-What to Research	Ch. 3.1-Identify work experiences that can help you explore careers. Ch. 3.2-Develop key questions to ask when researching and assessing careers.
2.6-Identify steps which may be involved to obtain job advancement.	Ch. 8.2-What You Can Expect from Your Employer Ch. 9.1-Desirable Employee Qualities	Ch. 8.2-Explain the role of employee performance reviews. Ch. 9.1-Describe ways to demonstrate desirable personal qualities on the job.
2.7-Identify criteria for selecting programs, schools, and courses designed to prepare an individual for a job.	Ch. 5.2-Your Career Plan	Ch. 5.2-Determine the education and training you need to reach your career goals.

CAST-B DCPS Objectives	<u>Succeeding in the World of Work, 2012 edition</u>	Corresponding textbook objectives
Unit 3-Job Acquisition Skills	Corresponding chapters in the textbook	
3.1-Demonstrate basic desirable work habits and attitudes.	Ch. 13.1-Your Personal Traits at Work Ch. 13.2-Applying Interpersonal Skills	Ch. 13.1-Identify personal traits and interpersonal skills that will make you an effective coworker. Ch. 13.2-Summarize the rules of workplace etiquette.
3.2-Evaluate his/her performance in specific tasks.	Ch. 8.2-What You Can Expect from Your Employer	Ch. 8.2-Explain the role of employee performance reviews
3.3-Develop and apply strategies to locate a desired job.	Ch. 6.1-Exploring Sources of Job Leads	Ch. 6.1-Define networking and explain why it is an effective way to develop job

		leads. Develop a career network and contact list. Explain how to use the Internet and other resources to find career opportunities.
3.4-Utilize resources to locate a job.	Ch. 6.1-Exploring Sources of Job Leads	Ch. 6.1-Develop a career network and contact list. Explain how to use the Internet and other resources to find career opportunities.
3.5-Complete the application process for specific jobs.	Ch. 6.2-Applying for a Job	Ch. 6.2-Explain how to prepare for and complete a job application.
3.6-Participate in the job interview process.	Ch. 7.1-Preparing for the Interview Ch. 7.2-Succeeding in the Interview	Ch. 7.1-Understand how to prepare for a job interview. Develop answers to typical and tough interview questions. Ch. 7.2-Describe how to follow up after a job interview. Summarize the best methods for accepting and rejecting employment offers and handling rejection.
3.7-Describe the services of an employment agency.	Ch. 6.1-Exploring Sources of Job Leads	Ch. 6.1-Explain how to use the Internet and other resources to find career opportunities.
3.8-Practice using the technology required for job seeking and placement.	Ch. 17.2-Computer Applications	Ch. 17.2-Name computer programs commonly used in business and explain their use.

CAST-B DCPS Objectives	<u>Succeeding in the World of Work, 2012 edition</u>	Corresponding textbook objectives
Unit 4-Job Maintenance Skills		
4.1-Describe the appropriate steps to be taken when confronted with specific problems in a work setting.	Ch. 16.1-Making Decisions in the Workplace Ch. 16.2-Workplace Problem Solving	Ch. 16.1-Apply the seven-step decision-making process on the job. Ch. 16.2-Describe how to generate, choose, and

		implement solutions to problems.
4.2-Exhibit acceptable work habits, attitudes, and behaviors for a work setting.	Ch. 13.1-Your Personal Traits at Work Ch. 13.2-Applying Interpersonal Skills	Ch. 13.1-Identify personal traits and interpersonal skills that will make you an effective coworker. Describe steps to self-improvement. Ch. 13.2-Summarize the rules of workplace etiquette. Describe the process of conflict resolution.
4.3-Dress appropriately for specific work settings.	Ch. 8.1-Preparing for Your First Day on the Job Ch. 13.1-Your Personal Traits at Work	Ch. 8.1-Describe how to dress for work Ch. 13.1-Identify personal traits and interpersonal skills that will make you an effective coworker.
4.4-Exhibit punctuality and good attendance.	Ch. 13.1-Your Personal Traits at Work	Ch. 13.1-Identify personal traits and interpersonal skills that will make you an effective coworker.
4.5-Exhibit appropriate interpersonal and human relations skills.	Ch. 13.1-Your Personal Traits at Work Ch. 13.2-Applying Interpersonal Skills	Ch. 13.1-Identify personal traits and interpersonal skills that will make you an effective coworker. Ch. 13.2-Summarize the rules of workplace etiquette.
4.6-Describe and demonstrate responsible behavior appropriate to the work setting.	Ch. 13.1-Applying Interpersonal Skills	Ch. 13.1-Identify personal traits and interpersonal skills that will make you an effective coworker. Describe steps to self-improvement.

CAST-B DCPS Objectives	<u>Succeeding in the World of Work, 2012 edition</u>	Corresponding textbook objectives
Unit 5-Understanding Work Related Information	Corresponding chapters in the textbook	
5.1-Describe the function of and complete a W-2 form.	Ch. 23.1-All About Taxes	Ch. 23.1-Explain how to complete a federal tax return.

5.2-Identify resources for gaining information on employer and employee legal rights.	Ch. 12.1-Workplace Rights and Laws	Ch. 12.1-Explain how labor laws and labor unions affect the workplace.
5.3-Describe the types and impact of taxes on a paycheck.	Ch. 23.1-All About Taxes Ch. 23.2-Social Security	Ch. 23.1-Describe the U.S. tax system and the services it finances. Ch. 23.2-Identify Social Security benefits and state social insurance benefits.
5.4-Describe basic fringe benefits.	Ch. 8.2-What You Can Expect from Your Employer	Ch. 8.2-Describe common employee benefits.
5.5-Describe basic legal rights in relation to getting, holding, and leaving a job.	Ch. 12.1-Workplace Rights and Laws	Ch. 12.1-Explain how labor laws and labor unions affect the workplace.
5.6-Describe the importance of following company policies and practices.	Ch. 8.1-Preparing for Your First Day on the Job	Ch. 8.1-Explain the purposes of orientation and distinguish among the different types of orientation programs.

CAST-B DCPS Objectives	<u>Succeeding in the World of Work, 2012 edition</u>	Corresponding textbook objectives
Unit 6-Job Termination Skills	Corresponding objectives in the textbook	
6.1-Identify reasons people may change jobs (voluntary and involuntary)	Ch. 1.2-The Changing Workplace Ch. 8.2-What You Can Expect from Your Employer	Ch. 1.2-Evaluate job outlooks when making career plans. Ch. 8.2-Explain the role of employee performance reviews.
6.2-Describe procedures appropriate when terminating a job.	Ch. 13.2-Appling Interpersonal Skills	Ch. 13.2-Summarize the rules of workplace etiquette.
6.3-Describe positive/negative impact of frequent job changes on future employment.	Ch. 12.1-Workplace Rights and Laws	Ch. 12.1-Explain how labor laws and labor unions affect the workplace.
6.4-Develop a process for revising and updating his/her career plan.	Ch. 5.2-Your Career Plan	Ch. 5.2-Develop a career plan and set intermediate career goals.

6.5-Describe the impact of inappropriate behaviors, work habits, and attitudes on work performance and employment success.	Ch. 8.2-What You Can Expect from Your Employer	Ch. 8.2-Explain the role of employee performance reviews.
CAST-B DCPS Objectives	<u>Succeeding in the World of Work, 2012 edition</u>	Corresponding textbook objectives
Unit 7-Life Skills/Transitioning	Corresponding chapters in the textbook	
7.1-Describe the importance of a budget.	Ch. 20.1-Budgeting	Ch. 20.1-Identify the steps to take to prepare a budget.
7.2-Identify the major components of a budget.	Ch. 20.1-Budgeting	Ch. 20.1-Identify the steps to take to prepare a budget.
7.3-List and describe services available including financial resources.	Ch. 20.2-Financial Responsibilities	Ch. 20.1-List sources of help for financial problems.
7.4-Identify the types of housing available and factors to consider when determining which form is appropriate for the individual.	Ch. 20.1-Budgeting	Ch. 20.1-Describe strategies that will help you stay within your budget.
7.5-Identify forms of transportation available in the area and determine which form is appropriate for the individual.	Ch. 20.1-Budgeting	Ch. 20.1-Describe strategies that will help you stay within your budget.