

San Diego County Office of Education - Sweetwater Union High School District
Pacing Guide/Course Description

Course Length: 1 Semester	Classroom Instruction: 90 hours
SUHSD Course Number: 87303	Grade Level: 8
SDCOE Course Number:	SDCOE Total Hours:
CBEDS Number/Title:	Year of Implementation: 2012
Course Pre-requisites: None	Articulation (school/credits): None
CTE Industry Sector: Building Trades and Construction, Arts, Media and Entertainment	CTE Pathway(s): Media and Design Arts, Production & Managerial Arts, Information Technology, Cabinetmaking and Wood Products, Engineering and Heavy Construction, Mechanical Reconstruction,
Job Titles: Multimedia Artists and Animators, Audio and Video Equipment Technicians, Film and Video Editors, Graphic Designers, Video Game Designers, Network Systems and Data Communications Analysts, General Construction Worker, Building Maintenance Worker, Residential and Commercial Maintenance	
Credential Information: Preliminary or Clear Full-Time Designated Subjects CTE Teaching Credential in Arts, Media and Entertainment and Building Trades and Construction	
Required Textbooks: None	
Course Description: This course provides training in career planning and preparation and is designed to assist students' transition from middle school to high school. Middle school students taking this course will find it very helpful to match academic abilities, interests, and aptitudes with various occupations. Students will have the opportunity to go on a couple of field trips to witness a variety of job titles in worksite setting from the following career path categories: Arts, Media, and Entertainment, Manufacturing and Product Development, Finance and Business, Cabinetmaking and Wood Products, Engineering and Heavy Construction and Mechanical Reconstruction. Worksite visits will be based on interests and/or indicators from career assessment inventories and activities completed in class. Included throughout the course are career preparation standards, which include communications, interpersonal skills, problem solving, safety, technology, and other employment skills.	

Semester Course

Unit 1: Orientation

Unit 2: Communication Skills

Unit 3: Personal and Occupational Safety

Unit 4: Interpersonal Skills

Unit 5: Career Planning

Unit 6: Career Success Strategies

Unit 7: Occupational Knowledge and Skills

<u>Semester Course - Unit 1 – Orientation (3 hour)</u>			
Competencies	Standards	Suggested Pacing	Resources/Materials
<p>1A - Has an understanding of the course syllabus and major objectives.</p> <p>1B - Has knowledge of applicable classroom management procedures, the ROP Student Rules of Conduct and any operational guidelines.</p> <p>1C – Has knowledge of the “next steps” in the course sequence related to additional education, training, and employment.</p>	<p><u>Career Technical Education:</u> *IT/TKS/ 10.2 Understand the information technology components of major business functions (e.g., marketing, accounting, and human resources management) and their interrelationships. *AME/CPM/ 3.1 Know the personal qualifications, interests, aptitudes, knowledge, and skills necessary to succeed in careers. 3.2 Understand the scope of career opportunities and know the requirements for education, training, and licensure. 3.3 Develop a career plan that is designed to reflect career interests, pathways, and postsecondary options. 3.4 Understand the role and function of professional organizations, industry associations, and organized labor in a productive society. 3.5 Understand the past, present, and future trends that affect careers, such as technological developments and societal trends, and the resulting need for lifelong learning. <u>Core Academic:</u> *IT/C2.2W/WS/G9-10/ (1.3) Use clear research questions and suitable research methods (e.g., library, electronic, media, and personal interview) to elicit and present evidence from primary and secondary sources. (1.6) Integrate quotations and citations into a written text while maintaining the flow of ideas.</p>	<p>1A – 1 hour Syllabus and major objectives</p> <p>1B – 1 hour Classroom management procedures</p> <p>1C – 1 hour The “next steps” in the course sequence</p>	<p><u>Teacher Resources:</u> http://www.vark-learn.com http://www.cyberbee.com/copyrt.html</p> <p>Also refer to websites listed in Suggestions/Assessments section</p> <p><u>Student Resources:</u> http://www.vark-learn.com http://www.cyberbee.com/cb_copyright.swf</p>

Semester Course - Unit 2 – Communication Skills (16 hours)

Competencies	Standards	Suggested Pacing	Resources/Materials
<p>2A – Demonstrates positive verbal communication skills using appropriate vocabulary, demeanor and vocal tone in the classroom and/or worksite.</p> <p>2B – Reads and interprets written information and directions.</p> <p>2C – Demonstrates active listening skills including techniques for checking for understanding, and for obtaining clarification of directions.</p> <p>2D – Understands the importance of positive body language skills.</p>	<p><u>Career Technical Education:</u> *AME/RF/ 7.1 Understand the qualities and behaviors that constitute a positive and professional work demeanor.</p> <p><u>Core Academic:</u> *AME/C/2.1R/LRA/G8/ (3.2) Evaluate the structural elements of the plot (e.g., subplots, parallel episodes, climax), the plot's development, and the way in which conflicts are (or are not) addressed and resolved.</p> <p>*AME/C/2.1R/R/G11-12/ (2.3) Verify and clarify facts presented in other types of expository texts by using a variety of consumer, workplace, and public documents.</p>	<p>2A – 4 hours Principles of effective communication</p> <p>2B – 4 hours Written information and directions</p> <p>2C – 4 hours Listening skills including techniques for checking for understanding, and for obtaining clarification of direction</p> <p>2D – 4 hour Positive body language skills</p>	<p><u>Teacher Resources:</u> Job Finder's Guide</p> <p>Employability Skills Handbook (lesson plan examples) http://www.baldyviewrop.com/teachers_staff/lesson_plans.htm</p> <p><u>Student Resources:</u> Job Finder's Guide www.snagajob.com www.monster.com http://www.ca.gov/Jobs/</p>

Semester Course - Unit 3 – Personal and Occupational Safety (16 hours)

Competencies	Standards	Suggested Pacing	Resources/Materials
<p>3A - Demonstrates knowledge of procedures to be followed in the case of emergencies.</p> <p>3B - Demonstrates an understanding of ways to report a potential safety hazard to a supervisor.</p> <p>3C - Identifies and understands cyber ethics, cyber safety and cyber security.</p> <p>3D - Demonstrates an understanding of sexual harassment in the workplace and identifies the employee's role and responsibility.</p> <p>3E- Understands the importance of good housekeeping as a safety issue.</p> <p>3F - Demonstrates knowledge of the importance and role of CAL-OSHA</p> <p>3G - Understands the effects of substance abuse in the workplace.</p>	<p><u>Career Technical Education:</u> *AME/HS/ 6.1 Know the policies, procedures, and regulations regarding health and safety in the workplace, including employers' and employees' responsibilities. 6.2 Understand critical elements of health and safety practices related to storing, cleaning, and maintaining tools, equipment, and supplies. 6.3 Know how to take responsibility for a safe and healthy work environment. 6.4 Understand the lifestyle choices and physical preparation required to function and maintain work activities in the chosen field.</p>	<p>3A – 3 hours Emergency procedures</p> <p>3B – 3 hours Discuss ways to report a potential safety hazard to a supervisor</p> <p>3C – 3 hours Cyber ethics, cyber safety, and cyber security</p> <p>3D – 2 hours Define sexual harassment in the workplace and identify the employee's role and responsibility</p> <p>3E – 2 hour Good housekeeping as a safety issue</p> <p>3F – 2 hour Role of CAL-OSHA</p> <p>3G – 1 hour Substance abuse in the workplace</p>	<p><u>Teacher Resources:</u> Computer Lab Safety and Ethics Quiz and Key</p> <p><u>Student Resources:</u> Technology Update Newsletter Template</p> <p>Computer Lab Safety and Ethics Quiz</p>

Semester Course- Unit 4 – Interpersonal Skills (15 hours)

Competencies	Standards	Suggested Pacing	Resources/Materials
<p>4A - Demonstrates understanding of positive teamwork skills by contributing to a group effort.</p> <p>4B - Demonstrates active participation in classroom.</p> <p>4C - Identifies and practices effective problem-solving techniques.</p> <p>4D - Demonstrates appropriate attendance and punctuality practices for the classroom.</p> <p>4E - Understands the importance of flexibility and adaptability in working with others.</p> <p>4F - Demonstrates knowledge of company policies and current trends in employee compatibility screening, drug screening and background checks.</p>	<p><u>Career Technical Education:</u> *AME/RF/ 7.1 Understand the qualities and behaviors that constitute a positive and professional work demeanor. *AME/LT/ 9.1 Understand the characteristics and benefits of teamwork, leadership, and citizenship in the school, community, and workplace settings. 9.2 Understand the ways in which paraprofessional associations and competitive career development activities enhance academic skills, promote career choices, and contribute to employability. 9.3 Understand how to organize and structure work individually and in teams for effective performance and the attainment of goals.</p>	<p>4A – 3 hours Team work</p> <p>4B – 3 hours Actively participate in classroom and workplace activities</p> <p>4C – 2 hours Effective problem-solving techniques</p> <p>4D – 2 hours Attendance and punctuality practices for the classroom and worksite</p> <p>4E – 2 hours Flexibility and adaptability in working with others</p> <p>4F – 3 hours Company policies and current trends in employee compatibility screening, drug screening, and background checks</p>	<p><u>Teacher Resources:</u> Job Finder’s Guide</p> <p>Employability Skills Handbook (lesson plan examples) http://www.baldyviewrop.com/teachers_staff/lesson_plans.htm</p> <p><u>Student Resources:</u> Job Finder’s Guide www.snagajob.com www.monster.com http://www.ca.gov/Jobs/</p>

Semester Course - Unit 5 – Career Planning (25 hours)

Competencies	Standards	Suggested Pacing	Resources/Materials
<p>5A - Is able to identify skills, aptitudes, and possible career paths and relate them to career requirements.</p> <p>5B - Demonstrates knowledge of education requirements and advanced training opportunities necessary for pursuing a chosen career.</p> <p>5C - Building Trades and Construction Emphasis</p> <ol style="list-style-type: none"> Received safety instruction in the proper use of tools and equipment. Identifies and uses power tools properly commonly used in the construction industry. Demonstrates knowledge of using a portable circular saw, miter saw, power drill/drivers. Demonstrates knowledge of using radial arm and table saws. Identifies carpentry hand tools. Identifies and properly selects fasteners, hardware. Identifies, by characteristics and 	<p><u>Career Technical Education:</u> *AME/CPM/ 3.1 Know the personal qualifications, interests, aptitudes, knowledge, and skills necessary to succeed in careers. 3.2 Understand the scope of career opportunities and know the requirements for education, training, and licensure. 3.3 Develop a career plan that is designed to reflect career interests, pathways, and postsecondary options. 3.4 Understand the role and function of professional organizations, industry associations, and organized labor in a productive society. 3.5 Understand the past, present, and future trends that affect careers, such as technological developments and societal trends, and the resulting need for lifelong learning.</p> <p><u>Core Academic:</u> *AME/C/2.2W/WSA/G11-12/ (1.1) Demonstrate an understanding of the elements of discourse (e.g., purpose, speaker, audience, form) when completing narrative, expository, persuasive, or descriptive writing assignments.</p>	<p>5A – 3 hours Complete a self-assessment designed to identify skills, aptitudes, and possible career paths</p> <p>5B – 3 hours Identify education requirements and advanced training opportunities necessary for pursuing a chose career</p> <p><i>(Teachers will infuse 15 hours to course on specialized industry)</i></p> <p>Building Trades and Construction Emphasis 5C-1-2 5 hours Safety 5C-3-5 6 hours Hand and Power Tools 5C-6-7 4 hours Lumber and Framing</p> <p>Cabinetmaking 5D-1-4 5 hours Safety 5D-5-8 1 hour Wood and wood products 5D-9 3 hours Hand tools 5D-10-11 3 hours Wood joinery 5D-12-14 3 hours Finishing</p>	<p><u>Teacher Resources:</u> Job Finder’s Guide</p> <p>Employability Skills Handbook (lesson plan examples) http://www.baldyviewrop.com/teachers_staff/lesson_plans.htm</p> <p>Adobe Photoshop Adobe Illustrator</p> <p>*Tutorials: http://photoshopessentials.com/ http://simpleshotoshop.com/ http://tv.adobe.com/</p> <p><u>Student Resources:</u> Job Finder’s Guide www.snagajob.com www.monster.com http://www.ca.gov/Jobs/</p> <p>Adobe Photoshop Adobe Illustrator</p> <p>*Tutorials: http://photoshopessentials.com/ http://simpleshotoshop.com/ http://tv.adobe.com/</p>

<p>size, wood commonly used in the construction industry.</p> <p>5D - Cabinetmaking</p> <ol style="list-style-type: none"> 1. Knowledge of general shop safety 2. Hand tool safety 3. Machine tool safety 4. Safety Test 5. Lumber milling 6. Types of solid woods 7. Sheet goods 8. How to measure stock 9. Hand tool use and identification 10. Different types of joints 11. How to create by hand different joints 12. Abrasives and their uses 13. Types of finishes 14. Application of finishes <p>5E – Multimedia Production</p> <ol style="list-style-type: none"> 1. Media Production Terminology 2. Handling of media production hardware and software. 3. Computer graphic design considerations. 4. Computer-based presentations. 5. Two-dimensional computer graphic images 6. Digital acquisition hardware 7. Design Considerations 		<p>Multimedia Productions</p> <p>5E-1 3 hours Introduction to Media Arts</p> <p>5E-2 1.5 hours Handling of hardware</p> <p>5E-3 1.5 hours Introduction to software</p> <p>5E-4 1.5 hours Digital imaging</p> <p>5E-5 3 hours Introduction to basic Photoshop</p> <p>5E-6 1.5 hours Design Terminology</p> <p>5E-7 3 hours Design Skill-Image Manipulation</p> <p>5E- 8 1.5 hour Introduction to media/Video hardware</p> <p>5E-9 3 hours Introduction to Media Format & Terminology</p> <p>5F- 4 hours Technology in the chosen career</p>	<p><u>Teacher Resources:</u> Adobe Illustrator Adobe Flash</p> <p>*Textbooks: 1.Cengage Course Tech. Exploring Illustrator CS3 2. Adobe Flash CS3 Revealed by Jim Shuman</p> <p><u>Student Resources:</u> Adobe Illustrator Adobe Flash</p> <p>*Textbooks: 1.Cengage Course Tech. Exploring Illustrator CS3 2. Adobe Flash CS3 Revealed by Jim Shuman</p>
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<p>8. Introduction to Media/Video Hardware</p> <p>9. Introduction to Media Format & Terminology</p> <p>5F - Demonstrates knowledge of how technology is used in a chosen career pathway.</p>			
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<u>Semester Course - Unit 6 – Career Success Strategies (15 hours)</u>			
Competencies	Standards	Suggested Pacing	Resources/Materials
<p>6A - Demonstrates knowledge of job retention skills.</p> <p>6B - Understands and is able to explain the proper procedures for leaving a job.</p> <p>6C - Identifies opportunities for advancement.</p> <p>6D - Identifies skills necessary for a promotion.</p>	<p><u>Career Technical Education:</u> *AME/CPM/ 3.1 Know the personal qualifications, interests, aptitudes, knowledge, and skills necessary to succeed in careers.</p>	<p>6A – 3 hours Job Retention Skills</p> <p>6B- 4 hours Proper procedure for leaving a job</p> <p>6C – 4 hours Opportunities for advancement</p> <p>6D – 4 hours Skills necessary for a promotion</p>	<p><u>Teacher Resources:</u> Job Finder’s Guide</p> <p>Employability Skills Handbook (lesson plan examples) http://www.baldyviewrop.com/teachers_staff/lesson_plans.htm</p> <p><u>Student Resources:</u> Job Finder’s Guide www.snagajob.com www.monster.com http://www.ca.gov/Jobs/</p>

Semester Course - Unit 7 – Occupational Knowledge and Skill (Infused throughout the course)

Competencies	Standards	Suggested Pacing	Resources/Materials
<p>7A - Accessing and utilizing technology and information. 7B - Practicing occupational safety standards. 7C - Thinking critically and solving problems effectively. 7D - Using basic skills in reading, writing, mathematics, listening and speaking as they relate to occupation specific skills. 7E - Attaining a comprehensive understanding of all aspects of the industry the individual is preparing to enter. 7F - Applying knowledge to real world problems and situations.</p>	<p><u>Career Technical Education:</u> *AME/T/ 4.2 Understand the use of technological resources to gain access to, manipulate, and produce information, products, and services. 4.3 Understand the influence of current and emerging technology on selected segments of the economy. 4.4 Understand digital applications appropriate to specific media and projects. 4.5 Know the key technological skills appropriate for occupations.</p>	<p>7A – ongoing Technology and information</p> <p>7B – ongoing Safety standards</p> <p>7C - ongoing Critical thinking and solving problems</p> <p>7D – ongoing Basic skills in reading, writing, mathematics, listening and speaking</p> <p>7E – ongoing All aspects of industry</p> <p>7F – ongoing Real world problems and situations</p>	<p><u>Teacher Resources:</u> Job Finder’s Guide</p> <p>Employability Skills Handbook (lesson plan examples) http://www.baldyviewrop.com/teachers_staff/lesson_plans.htm</p> <p><u>Student Resources:</u> Job Finder’s Guide www.snagajob.com www.monster.com http://www.ca.gov/Jobs/</p>