

<b>Course Title: SENIOR SEMINAR B</b>	<b>Course Description</b>
<p><b>Course No.</b> 4802                      <b>Grade level:</b> 9-12</p> <p><b>Text and Resource:</b></p> <p><i>Succeeding in the World of Work, Part II; Glencoe</i></p>	<p><b>*Course Value:</b> One Semester</p> <p><b>Credit Value:</b> 1 - 5</p> <p>Pre-requisites:</p> <ul style="list-style-type: none"> <li>- Completion of Senior Seminar A.</li> <li>- This course is highly recommended for seniors who will be graduating from Court or Community School.</li> </ul>
<p align="center"><b>Course Content: Key Content Standards and Course Objectives</b></p> <ol style="list-style-type: none"> <li>1. Define diversity and describe effective ways to work with a diverse group of people.</li> <li>2. Identify the benefits of teamwork and effective characteristics of leaders. Explain the four leadership styles.</li> <li>3. Describe good speaking habits and explain their importance in the workplace. Identify common forms and styles of business writing.</li> <li>4. Identify the six basic steps of problem solving.</li> <li>5. Identify skills needed to work in a technological environment.</li> <li>6. Identify strategies for managing time and organizing work information.</li> <li>7. Identify common types of consumer fraud and ways to protect a consumer.</li> <li>8. Identify the steps to take when preparing a budget.</li> <li>9. Describe ways to adapt to changes in the economy.</li> <li>10. Identify different types of credit. Explain the advantages and disadvantages of using credit.</li> <li>11. Describe the basic types of property, health, and life insurance coverage.</li> <li>12. Describe the U.S. tax system and how the Social Security System works.</li> <li>13. Describe ways to prepare for the future.</li> <li>14. Identify ways to balance your work and personal life.</li> </ol>	<p>This course will expand the knowledge of career explorations, job readiness and prepare students for the global workplace.</p> <p>Students will explore strategies and skills needed to compete in the work place.</p> <p>This course will help students prepare for the future and develop methods to be successful.</p> <p>This course will produce student generated documents to display in a teacher directed portfolio.</p> <p>*Open entry/open exit</p>
<p align="center"><b>Methods of Study</b></p> <ol style="list-style-type: none"> <li>1. Students will complete all activities assigned.</li> <li>2. Students will participate in discussion with other class members and/or teacher.</li> </ol>	<p align="center"><b>Evaluation of Performance Standards</b></p> <ol style="list-style-type: none"> <li>1. Students will complete all assignments with a minimum of 70% accuracy.</li> <li>2. Teachers will assign a letter grade of A, B, or C depending upon student performance.</li> </ol>

SENIOR SEMINAR B  
Course Outline: 4802

**I. Textbook Assignment**

*Succeeding in the World of Work, Part II (5.0 credits)*

- Read: Chapters 13-25.
- Complete: all sections – “After You Read” – including both Review Key Concepts and Practice Academic Skills.
- Chapter Reviews: Complete all “Review Key Concepts” and “Critical Thinking” questions.
- Complete all **Portfolio Extension** activities listed below.

**II. Extension Activities** (All writing assignments should meet rubric BL. HS standards)

1. **Portfolio Extension:** Develop a list of three references that are not related to you. (See example F)
2. **Portfolio Extension:** Career Research [www.cacareerzone.org](http://www.cacareerzone.org)
  - a. Click a version of software that will work on your computer.
  - b. Click on “Get a Reality Check”.
  - c. Click on version of software and skip intro
  - d. Click on #1 – Get a Reality Check” – Print out final page for entry into your portfolio
3. **Portfolio Extension:**
  - a. Fill out a copy of a W-4 and add to your portfolio.
  - b. Fill out a copy of an I-9 and add to your portfolio.
  - c. Are you a male between the ages of 18 and 25 years of age? You must register for the Select Service System @ [www.sss.gov](http://www.sss.gov)
  - d. Print out and add to portfolio. (See example G and H)

**III. Evaluation**

- See your teacher for a unit test.
- All Writing assignments must meet the proficient level of the rubric provided by the teacher.
- All textbook work must meet 70% accuracy level for a “C” grade.