

**CAREER AND LIFE SKILLS EDUCATION  
RENTON SCHOOL DISTRICT #403  
Renton, Washington**



**CONSTRUCTION & MANUFACTURING TECHNOLOGY  
1 - 6  
*Curriculum Guide***

**Approved by the Board: June 15, 2003**

If you have special needs which require this document to be provided in an alternative format, please contact the school principal (or program director) or Kay Hermann, ADA/509 Compliance Coordinator, 425-204-2421, 300 S.W. 7<sup>th</sup> St., Renton, WA 98055-2307.

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**RENTON SCHOOL DISTRICT #403**

Renton, Washington

***A Philosophy of Education for the Renton Public Schools***

A function and duty of a free society is the education of its children, youth and basic adults.

It is the responsibility of the schools to provide each student with the opportunities necessary to develop the scholarship, skills and attitudes which will enable the student to achieve mental, physical, emotional and social maturity.

Further, each student should, as a result of the school experience, be able to make decisions and to accept responsibility for those decisions.

POLICY: 6001

ADOPTED: February 3, 1977

Renton School District No. 403

Renton, Washington

Renton School District #403 recognizes the need for every graduate to have acquired job entry skills or at least to possess a level of knowledge and skills permitting continued training after high school.

## **RENTON SCHOOL DISTRICT #403**

Renton, Washington

### ***General Instructional Goals Policy 6010***

The Renton School District fosters an educational process which helps all students achieve at their highest potential.

The Renton School District:

#### **LEARNING**

- Offers a curriculum which prepares our students for the future.
- Emphasizes that diversity contributes positively to the individual and to the community.
- Provides learning experiences matched to the needs, interests, and abilities of our diverse student population.
- Extends learning opportunities beyond the school.

#### **INSTRUCTION**

- Offers a variety of high quality instructional resources and services to students, staff, and community.
- Supports multiple instructional strategies.
- Provides resources and opportunities for continuing professional development of our staff.
- Conducts ongoing evaluations of our instructional programs.
- Maintains safe and inviting facilities that are conducive to learning.

#### **COMMUNITY**

- Creates partnerships which involve students, parents, staff and other community members and organizations.
- Promotes effective communication.
- Values and encourages development of a spirit of community service.
- Respects the rights and responsibilities of all.

As a result of the educational process in Renton, students will understand and apply:

Language skills including reading, writing and communication, with opportunities to learn world languages.

Mathematics skills including concepts, procedures, problem solving, reasoning, and mathematical language.

Science Skills including concepts, principles, and the scientific process.

Social studies skills, concepts, and processes - emphasizing history, geography, economics, international perspectives, multiculturalism, and participatory democracy.

Arts and humanities skills, concepts, and processes to create, perform, and solve problems and respond effectively.

Health and physical education skills, concepts, and processes to promote lifelong physical, mental and social well being.

In order to strengthen the above curricular areas, Renton students will understand and apply:

Thinking skills including the ability to - gather and analyze information, think logically, critically and creatively, integrate experience and knowledge in making reasoned judgments, and solve problems.

Career and life skills necessary for successful and responsible participation in family, work and community.

Technological skills to support learning, problem solving, and communication.

Skills necessary to be a lifelong learner and a contributor to the general welfare and the quality of life for all.

**EVALUATION:** The Renton School District regularly reviews, evaluates and modifies these General Instructional Goals to meet the changing needs of students, staff and community.

**CAREER AND LIFE SKILLS EDUCATION**  
RENTON SCHOOL DISTRICT #403  
Renton, Washington

***Program Goals***

**GOAL 1: PROVIDE HIGH QUALITY CAREER AND LIFE SKILLS EDUCATION PROGRAMS AND SERVICE**

**Objectives:**

- A. Assure that students completing Career and Life Skills Education programs have technical and behavioral competencies and basic skills sufficient to succeed in the workplace or higher education.
- B. Establish course and/or program transferability and articulation processes among K-12, community and technical colleges, private schools, colleges and universities, industry, apprentice-related training, and military training.
- C. Establish and regularly review standards for all Career and Life Skills Education programs.
- D. Evaluate Career and Life Skills programs based on standards, objectives, placements, job performance, costs, and community/industry acceptance.
- E. Utilize global, national, state, regional, and local data and advisory committee recommendations to identify appropriate curriculum and course offerings, program standards which meet the need of families, communities, business and industry.
- F. Provide facilities, equipment and instructional programs which meet the needs of a changing workplace.
- G. Revise or discontinue these programs that no longer meet the needs of students, business, labor, industry, and/or the community.
- H. Provide qualified instructors and administrators for Career and Life Skills Education based on relevant certification standards.
- I. Develop and utilize competency-based curricula for Career and Life Skills Education programs.

## **GOAL 2: CONTRIBUTE TO THE ECONOMIC DEVELOPMENT OF THE STATE**

### **Objectives:**

- A. Facilitate cooperation between public and private sector entities.
- B. Establish new Career and Life Skills programs based on existing and projected employment needs/demands and entrepreneurial opportunities.
- C. Work cooperatively with the public and private sectors, economic development organizations, labor, and educational institutions to provide creative, targeted programs that meet the needs of youth in economically depressed areas.
- D. Provide family life education programs which serve to strengthen families and contribute to the effectiveness of workers in managing their consumer and family roles and in their careers.
- E. Strengthen management skills for those seeking employment in worker owned and managed businesses.
- F. Create a stronger working partnership with Team Washington and other economic agencies and the associate development organizations.

## **GOAL 3: ASSURE ALL INDIVIDUALS EQUAL ACCESS TO CAREER AND LIFE SKILLS EDUCATION PROGRAMS, SERVICES, AND ACTIVITIES**

### **Objectives:**

- A. Provide Career and Life Skills programs, services, and activities that are free from racial, socio-economic, age, ethnic or sex bias, discrimination or stereotyping.
- B. Provide access to barrier-free Career and Life Skills Education programs.
- C. Actively recruit under-represented groups to all aspects of Career and Life Skills Education.
- D. Provide supportive services which promote entrance and success in Career and Life Skills programs.

#### **GOAL 4: PROVIDE/UTILIZE AN INTEGRATED STATE PLANNING PROCESS**

##### **Objectives:**

- A. Involve business, industry, agriculture, labor and other governmental and educational agencies in the planning processes at the state and local levels to ensure that establishment of delivery objectives and budget priorities.
- B. Identify instructional area/programs based on demand, placements, training needs, program costs, and follow-up.
- C. Utilize local, regional, state, national and global employment data, trends and advisory committees/organizations in identifying program offerings.

#### **GOAL 5: PROVIDE AND MARKET CAREER AND LIFE SKILLS EDUCATION**

##### **Objectives:**

- A. Increase public awareness, understanding, and acceptance of Career and Life Skills Education.
- B. Actively involve students, parents, community leaders, legislators, labor representatives, business organizations, industry, representatives, and other decision-makers from state and local arenas in Career and Life Skills Education program events and issues.

#### **GOAL 6: PROVIDE INDIVIDUALS WITH CAREER DEVELOPMENT PROGRAMS AND EXPERIENCES**

##### **Objectives:**

- A. Provide career orientation, exploration, occupational information, self-appraisal, and educational planning.
- B. Provide instruction in job search, job retention and job change skills and further education pursuits.
- C. Assure that Career and Life Skills Education programs encompass demands of today's workplace and include attitudinal, employability, leadership, basic interpersonal, and job specific skills.

## **GOAL 7: ASSURE A QUALITY STAFF DEVELOPMENT PROGRAM**

### **Objectives:**

- A. Provide appropriate channels for advisory committee recommendations in the program and policy-making process.
- B. Provide in-service training opportunities for local advisory committee members.
- C. Provide in-service training for administrators and Career and Life Skills instructors regarding the effective use of advisory committees.

## **CAREER AND LIFE SKILLS EDUCATION**

RENTON SCHOOL DISTRICT #403

Renton, Washington

### ***Program Description***

Renton School District #403 operates a comprehensive Career and Life Skills Education Program through its four comprehensive high schools and two alternative programs. The district also participates in two countywide Tech Prep consortia with local community, technical colleges as well as universities. This partnership allows students to earn college credit while still enrolled in high school programs. Secondary and post-secondary curricula are coordinated and students master and achieve skills, concepts, and technical competencies in high school that articulate with college programs. Students earn credit towards high school graduation and college technical programs at their home high schools.

The focus has changed in recent years from an emphasis on only job preparation to one of career exploration and support of core academic skill development. While skill development and employment readiness is still a primary goal, emphasis has been placed on career exploration, career pathway preparation, and post-secondary articulation.

The **Family and Consumer Science Education Program** is offered at Hazen, Lindbergh, Renton, Black River High Schools, and Sartori Education Center. The program is comprised of the following: Careers in Education; Careers with Children; Child Development; Creative Foods/Nutrition; Family Health; Health Club; Independent Living; Interior Design/Living Environments; Personal Choices; Teen Parenting/GRADS; and American Sign Language. School district and community sites provide applied work-based learning opportunities for program students.

The **Business Education Program** is offered in the District's three comprehensive high schools and two alternative high school sites. The program consists of technical business related classes sequentially arranged into a course of instruction leading to a Certificate of Proficiency or Mastery to facilitate job placement or post secondary articulation. Industry and professional certifications are also a goal for participating students. These courses are as follows: Accounting 1-4; Business Communications; Business Connections 1-2; Business Connections Work Experience 1-2; Business Law; Computer Program Design 1-2; Electronic Math Applications; Introduction to Information Technology; Information Technology 1-2; Information Technology-Project Management; Information Technology-Multimedia; Principles of Business; Web Site Development 1; and Recordkeeping. The Business Connections Work-based Learning component provides actual related job experience through workstations in the community. Several of the programs are often arranged and blocked with language arts programs to support program integration and technology use in the writing process.

A comprehensive **Work-based Learning Program** is offered in all of the facilities in the Renton School District. This program couples on-the-job experience and related classroom training to prepare students for employment during and beyond high school. The **Marketing Education Program** which offers Introduction to Marketing, Advanced Marketing, Marketing-Entrepreneurship, Marketing Education Seminar 1-2, Exploration of

Travel and Tourism and Introduction to Travel and Tourism/Hospitality, and **Diversified Occupations Programs** provide students the opportunity to combine related classroom instruction and paid work experience to earn high school credit. These programs assist and support students as they make the transition from school to work. **Volunteer experiences, Internships, Job Shadows, and Service Learning** are also strong components of this community based applied experiences.

The community also plays a vital role in other programs offered through the Renton School District. The **Athletic Trainer/Sports Medicine Programs** is reliant on clinical training stations and coordinated work experiences for students through local health and physical therapy facilities and community hospitals. This program is offered to all students in the Renton School District but operates only at Hazen High School and Sartori Education Center.

**Technology Education Programs** are offered at all three comprehensive high school facilities, and the Sartori Education Center. These programs are often integrated with the Science and Math departments to support applied learning and the development of technical skills and competencies for all students. Courses in this department are: Automotive Service Technician 1-2; Computer Aided Design and Drafting 1-6; Computer Graphics 1-8; Fundamentals of Networking Technology 1-4; Jewelry Manufacturing 1-2; Light Duty Mechanics and Related Careers 1-2; Construction Technology 1-2; Building Maintenance Technology 1-2; Power and Energy Technology 1-2; Principles of Technology/Robotics 3-4; and Video Production 1-2.

Integrated instruction has been the focus of the Career and Life Skills Education instructional team for a number of years and the results can be seen throughout the program in each of the secondary schools. Several programs have been launched and are operating very successfully in all of the secondary sites. While these programs qualify for career and technical education funding, the District has made the commitment to operate them collaboratively with a related academic instructor. These **Applied Career and Technical Education Approved Programs** are titled: Applied Communications; Applied Mathematics; Material Science Technology 1-2; and Principles of Technology.

Renton School District has made a commitment to provide career and technical education instruction and job preparation opportunities for Special Needs students in addition to mainstreaming them, when appropriate. In order to have enough students to support several offerings, the district has entered into interdistrict cooperative agreements with surrounding school districts to accept students on a space available basis. There are three such **special programs**: **Building Maintenance** operates at the Sartori Education Center; the **Career Ladders/Community Classroom** is offered at Valley Medical Center; and the **Horticulture/Landscape Design 1-2 Program** is operated at Black River High School.

**CAREER AND LIFE SKILLS EDUCATION**  
RENTON SCHOOL DISTRICT NO #403  
Renton, Washington

***Mission Statement***

The mission of Career and Life Skills Education in the Renton School District #403 is to prepare all learners for successful roles in families, careers and communities.

**THREE BELIEFS**

**A. Beliefs about individual needs**

1. All learners have unique gifts and talents and can be successful.
2. All learners must develop self-esteem and personal confidence for productive roles in society.
3. All learners need to have and attain personal and career goals, arising from a lifespan approach to personal growth and career development.

**B. Beliefs about society's expectations**

1. All learners must be prepared to become ethical, responsible and contributing world citizens.
2. All learners must adapt to change and participate in lifelong learning.
3. All learners must prepare for family roles and to balance work and family responsibilities.
4. All learners must develop essential creative/critical thinking, problem solving and communication skills.
5. All learners must value and have an appreciation for diversity in their schools, communities and workplaces.
6. All learners must recognize the impact of productive work on our economy.

**C. Beliefs about systems that care for and support learners**

1. All learners must have equitable access to a quality education.
2. All learners deserve to participate in learning systems where programs are mutually reinforcing and interdependent and where learning is related to life applications.
3. All learners must discover that school is part of a broader set of community resources they must access for learning and for achieving success in life.
4. All school programs must be developed in cooperative with family, business, labor and community representatives.
5. All staff must be accountable to ensure that all learners have the opportunity to establish and reach their goals.

**CONSTRUCTION & MANUFACTURING TECHNOLOGY 1 - 6**  
**Washington State Essential Academic Learning Requirements**

<b>CONSTRUCTION &amp; MANUFACTURING TECHNOLOGY 1 - 6</b>						
<p>This Career and Life Skills Class supports the Washington State Essential Academic Learning Requirements.</p> <p><b>COURSE OBJECTIVES:</b></p>	<b>ART</b>	<b>COMMUNICATIONS</b>	<b>MATHEMATICS</b>	<b>SCIENCE</b>	<b>WRITING</b>	<b>READING</b>
	<b>(1<sup>st</sup> Year)</b> Unit 1: Safety				X	
Unit 2: Measurement	X		X			
Unit 3: Construction Processes	X		X	X		
Unit 4: Building Trades		X	X		X	
Unit 5: Shop Management						
Unit 6: Manufacturing			X	X	X	
Unit 7: Design-Layout	X		X	X	X	X
Unit 8: Careers				X	X	X
<b>(2<sup>nd</sup> Year)</b> Unit 1: Safety				X		X
Unit 2: Measurement			X	X		
Unit 3: Advanced Cabinetry	X		X	X		
Unit 4: Blue Print Reading		X	X		X	X
Unit 5: Shop Management			X			
Unit 6: Manufacturing	X			X		X
Unit 7: Design-Layout	X	X	X	X		X
Unit 8: Careers	X				X	X
<b>(3<sup>rd</sup> Year)</b> Unit 1: Safety				X		X
Unit 2: Measurement & Shop Math			X		X	
Unit 3: Residential Construction			X	X	X	X
Unit 4: Remodeling	X	X	X	X	X	X
Unit 5: Mechanical Systems				X		X
Unit 6: Careers					X	X

## **CONSTRUCTION & MANUFACTURING TECHNOLOGY 1 - 6**

### ***History of Course Development***

These courses traditionally were called Woods or Construction Related Technology. The content was considered part of the earlier Industrial Arts curriculum. With the introduction and widespread use of computers and related technology in industry and business applications, the occupation of Carpenter and/or Mechanic has changed significantly to include a variety of processes, applications, and production designs.

In response to the growing use and development of technologies and processes in local industries the Technology Education Department began to incorporate new technologies and related concepts into the overall curriculum. During the past few years, the program has changed its principle focus from project development to processes and production simulations.

The staff and their respective advisory committee began to meet and review the program curriculum guide during the 2000-01 school year. Over the past several months, they have revised and validated instructional materials and activities to support business and industry practices and standards. This program will offer students the opportunity to develop valuable skills applicable to other academic areas, enhance future career choices, and provide a foundation for a variety of life applications.

## **CONSTRUCTION & MANUFACTURING TECHNOLOGY 1 - 6**

### ***Course Goals***

The Renton School District students in the Manufacturing Technology Program will:

- Develop an appreciation for the manufacturing and construction field by exploring and participating in a variety of vocational activities and experiences.
- Explore occupations and careers in areas related to manufacturing and construction.
- Explore a variety of career and educational pathways which include post high school articulation.
- Develop initiative, cooperation and leadership skills in group activities.
- Develop safe work practices and attitudes in manufacturing and construction areas.
- Develop skills in the use of tools, equipment and processes found in wood technology.
- Build student's self-confidence and positive attitude through success in a series of increasingly challenging experiences.

**CONSTRUCTION & MANUFACTURING TECHNOLOGY 1- 6**  
*Course Scope and Sequence*

**1<sup>st</sup> YEAR:**

**Unit 1: Safety**

- Tool Safety
- Equipment Safety
- General Shop Safety
- MSDS – Materials Safety
- Personal
  - Hygiene
  - First Aid

**Unit 2: Measurement**

- Scale
- Square – Plumb Bob
- Area & Volume
- Accuracy

**Unit 3: Construction Processes**

- Cabinet Making – Sizes
- Dado joints
- Rabbets
- Drawer Construction
- Glue – Clamp
- Dowel – Bisquits
- Laminate
- Layout – Design

**Unit 4 : Building Trades**

- Surveying
- Site layout
- Foundation – Concrete Work
- Platform Framing
- Roof – Trusses
- Siding – Exterior Finish
- Detail Work

**Unit 5: Shop Management**

- Care of Equipment
- Cleanup
- Individual Responsibilities
- Leadership

**Unit 6: Manufacturing**

- Interchanging Parts
- Tooling – Jig & Fixtures
- Sub Assembly

**Unit 7: Design – Layout**

- Project Design & Planning
- Form & Function
- Problem Solving

**Unit 8: Careers**

- Guest Speakers
- Career Exposure
- Field Trips
- Apprenticeship Opportunities
- Advanced Training Opportunities

**2<sup>nd</sup> YEAR:**

Add to Units listed above:

**Unit 1: Safety**

- Additional Training in Safety & Hygiene
  - Equipment
  - Fall Protection
  - Handling, Storage & Disposal of Hazardous Materials
  -

**Unit 2: Measurement**

- Additional Measurement systems
  - Decimal
  - Fractions
  - Metric
  -

**Unit 3: Advanced Cabinetry**

- Angles
- Dovetail Joints

**Unit 4: Blue Print Reading**

- Laminates
- Electrical Wiring
- Rough Plumbing
- Masonry & Tile
- Kitchen Design/Floor Plans

**Unit 5: Shop Management**

- Leadership

- Equipment & Supply Procurement

#### **Unit 6: Manufacturing**

- Quality Control
- Cost Analysis
- Tooling Design
- Fixture Construction

#### **Unit 7: Design – Layout**

- Additional Design Work
- Modify Existing Plans (Re-Design)

#### **Unit 8: Careers**

- Resume Writing
- Individual Career Plan
- Exploration
- Job Shadows
- Workbased Learning

### **3<sup>RD</sup> YEAR:**

#### **Unit 1: Safety**

- Additional Training in Safety & Hygiene
- Ladder & Scaffolding
- Refresher Equipment and Tool Safety

#### **Unit 2: Measurement & Shop Math**

- Material Costs
- Shop Math
- Estimating

#### **Unit 3: Residential Construction**

- Framing Techniques
- Building Codes – Inspection
- Insulation
- Interior and Exterior Finish
- Roofing

#### **Unit 4: Remodeling**

- Sequence
- Bearing Walls
- Advanced Framing
- Replacement/Windows –Doors

#### **Unit 5: Mechanical Systems**

- Plumbing
- Heating, Ventilation and Air Conditioning

- Electrical

**Unit 6: Careers**

- Post Secondary
- Apprenticeships

**CONSTRUCTION & MANUFACTURING TECHNOLOGY 1 - 6**  
***Course Evaluation/Assessment***

The following evaluation and assessments will be used in Manufacturing Technology:

- Quality & completion of work
- Student observations
- Graded student participation
- Graded student projects
- Safety Tests
- GradGo group projects

**CONSTRUCTION & MANUFACTURING TECHNOLOGY 1 - 6**  
***Course Instructional Materials***

**Basic Text:**

*Modern Woodworking*

**Supplemental Materials:**

Various safety video series – Office of Superintendent of Public Instruction  
Safety Guide – Career and Technical Education, Office of Superintendent of Public Instruction

**Magazines:**

*Woodsmith*

*Modern Woodworking*

*Wood Strokes*

*Wood*

**CONSTRUCTION & MANUFACTURING TECHNOLOGY 1 - 6**  
**Leadership and Vocational Plan**

LEADERSHIP	STUDENTS WILL:	VOCATIONAL ASPECTS	INTEGRATED INTO CURRICULUM
<p><b>Area 1: Introduction to Leadership</b>            Students will develop an understanding and demonstrate knowledge for the purpose of student leadership in Career and Life Skills Education.</p>	<ul style="list-style-type: none"> <li>*Discuss the purpose of developing personal and group leadership skills</li> <li>*Determine the skills that will help me function in family, community and work settings</li> </ul>	All instructional units	<ul style="list-style-type: none"> <li>*Participate in teaming and professional development activities</li> <li>*VICA</li> <li>*Facility and process management teams</li> </ul>
<p><b>Area 2: Personal Qualities</b>            Students will demonstrate personal qualities necessary to Function in a family, community and work setting.</p>	<ul style="list-style-type: none"> <li>*Determine the importance of values and goals</li> <li>*Identify short and long term goals</li> <li>*Write down necessary steps to carry out goal</li> <li>*Describe how personal values are reflected in work ethics</li> </ul>	<ul style="list-style-type: none"> <li>*All instructional units</li> <li>*Identify strategies for educational and career success</li> </ul>	<ul style="list-style-type: none"> <li>*Educational/career planning</li> <li>*Pathway exploration</li> <li>*Unit 1, 5 each year</li> </ul>
<p><b>Area 3: Interpersonal Skills</b>            Students will become aware of and demonstrate interpersonal skills needed to function in the field.</p>	<ul style="list-style-type: none"> <li>*Demonstrate how to work cooperatively with others</li> <li>*Provide for positive role models in actions, behaviors &amp; attitudes in a stressful situation</li> <li>*Determine whether goals is conceivable, achievable and can be measured</li> <li>*Write down necessary steps to carry out each goal. Evaluate each step</li> <li>*Manage and resolve positive stress and adversity in the workplace</li> </ul>	<ul style="list-style-type: none"> <li>*All instructional units</li> <li>*Guest speakers</li> <li>*Field trips</li> <li>*Group/leadership activities</li> </ul>	<ul style="list-style-type: none"> <li>*Same as Area #3</li> <li>*Unit 1,5 each year</li> </ul>
<p><b>Area 4: Communication Skills</b>            Students will be able to communicate effective in the community and work situations.</p>	<ul style="list-style-type: none"> <li>*Students will actively "listen" and carry out signed and oral instructions</li> <li>*Will prepare formal and informal written materials</li> </ul>	<ul style="list-style-type: none"> <li>*All instructional units</li> <li>*Occupational vocabulary, terminology and equipment nomenclature</li> </ul>	All units of instruction
<p><b>Area 5: Community</b>            Students will develop an understanding and demonstrate a knowledge of how to work effectively in the community and in a work situation.</p>	<ul style="list-style-type: none"> <li>*Recognize the values of the Manufacturing Industry</li> </ul>	<ul style="list-style-type: none"> <li>*Community connections</li> <li>*Job shadows</li> <li>*Guest speakers</li> </ul>	<ul style="list-style-type: none"> <li>*Unit 1, 8 each year</li> </ul>

<p><b>Area 6: Personal and Technology Resources</b> Students will be able to utilize personal and technological resources to make decisions in the Manufacturing workplace.</p>	<p>*Research and identify the use of technological tools</p>	<p>*Field trips *Guest speakers *Utilize technical analysis tools and equipment</p>	<p>All units</p>
<p><b>Unit 7: Group Dynamics</b> Students will demonstrate organizational skills in large and small group situations.</p>	<p>*Understand team skills *Develop group facilitation skills *Conduct an effective small group meeting</p>	<p>*Experience a variety of cooperative work experiences</p>	<p>All units</p>
<p><b>Unit 8: Employability Skills</b> Students will understand and demonstrate effective employability skills.</p>	<p>*Identify behaviors to establish successful working relationships *Identify means of dealing with conflict resolution in the workplace *Identify and demonstrate proper work ethics</p>	<p>*Guest speakers *Field trips *Job shadows *Simulations</p>	<p>All units</p>