

Syllabus

PLATO Course CASAS Competencies 0-4

Course Overview

The CASAS Competencies 0–4 were developed by aligning Plato Courseware with the strands and topics that are assessed in the CASAS integrated assessment and curriculum management system. Each unit in this course aligns to one or more strands within the CASAS Content Standards. This course focuses on basic communication, economics, consumer, and health. It has units that focus on the study of basic communication processes and explore consumer economics in detail. It also has a unit that explains different types of diseases and ways to prevent them. You will also learn to communicate formally and design and conduct presentations in an organization. In this course, you will find a variety of lessons and activities that will help improve your essential skills.

Course Goals

By the end of this course, you will be able to do the following:

- Explore communication processes and understand how context affects a communication process.
- Discover ways to receive a complete message by watching non-verbal information.
- Ask for information and provide a clear response to a request.
- Understand the characteristics of teams and study effective team participation.
- Determine if the parts of a letter are written correctly.
- Use metric or US standard linear tools to measure distances.
- Identify the difference between an item's cost and its price.
- Recognize the effect of sales tax on consumer purchases and evaluate discounts on various consumer purchases.
- Explain and provide examples of the benefits and disadvantages of using a credit card.
- Recognize important considerations when buying a house or renting an apartment.
- Correctly fill out an application for a bank account, retail credit application, and job application.
- Correctly fill in bank deposit slips and personal checks and balance a checkbook.
- Evaluate different types of personal investments and assess important considerations related to buying or leasing a car.
- Describe the purpose of insurance and identify the reasons for securing different types of insurance.
- Follow directions that include a map or floor plan.

- Solve time problems by converting between 12-hour and 24-hour clock times and by finding time zone differences.
- Correctly write an address and a return address on an envelope.
- Explore how to research, evaluate, and advocate for public health policies that influence good health and disease prevention.
- Characterize behaviors and lifestyle choices that enhance or hinder health.
- Describe the role of individuals in maintaining health throughout life.
- Describe the relationship between dietary guidelines, food groups, nutrients, and serving sizes, and interpret nutrition facts labels.
- Illustrate the benefits of physical activity, including strength, endurance, and flexibility.
- Identify the relationship between nutrition and chronic diseases such as heart disease, obesity, cancer, diabetes, hypertension, and osteoporosis.
- Explore communicable and non-communicable diseases and ways to prevent it.
- Explore different types of cells and their functions.
- Evaluate the physical, emotional, and social benefits of healthy sexual practices including abstinence.
- Describe and evaluate family-planning strategies.
- Write a letter of application in response to an advertisement, respond to items on an application, and write a complete agenda.
- Take notes at a meeting, write minutes for a meeting, participate effectively in a meeting, and prepare a meeting agenda.
- Study major and minor team roles and resolve team disagreements.
- Study how to be an effective meeting leader.
- Manage pre-delivery anxiety and learn to design a presentation.
- Understand how attitude affects the delivery of a presentation and prepare aids for delivering a presentation.
- Improve the delivery of presentation with words, voice, and body language.
- Listen for credible information in presentations.
- Study the connections between pieces of information in presentations.

General Skills

To participate in this course, you should be able to do the following:

- Complete basic operations with word processing software, such as Microsoft Word or Google Docs.
- Complete basic operations with presentation software, such as Microsoft PowerPoint or Google Docs presentation.
- Perform online research using various search engines and library databases.
- Communicate through email.

For a complete list of general skills that are required for participation in online courses, refer to the Prerequisites section of the Plato Student Orientation document, found at the beginning of this course.

Course Materials

- Notebook
- Graphing calculator, recommend TI-83 or equivalent
- Computer with Internet connection and speakers or headphones
- Microsoft Word or equivalent
- Microsoft Excel or equivalent

Course Structure

Unit 1- 0 Basic Communication

Summary

Unit 1 begins with the study of six parts of communication process and explains how context affects a communication process. By watching non-verbal information, you will learn different ways to receive a complete message. You will also send a clear message and make sure that it is received correctly. Then, you will ask for information and provide a clear response to a request. After this, you will study about the characteristics of teams and effective team participation. Finally, you will determine if the parts of a letter are written correctly.

Unit 2- 1 Consumer Economics

Summary

In Unit 2-1, you will use metric or US standard linear tools to measure distances. You will describe the difference between an item's cost and its price. You will then define the cost and price of an item, calculate the markup for a particular item, and explain how acquiring items in bulk may result in lower costs. You will also recognize the effect of sales tax on consumer purchases and evaluate discounts on various consumer purchases. Further, you will explain the advantages and disadvantages of using a credit card that includes the differences between a credit card, a charge card, and a debit card. You will also recognize important considerations when buying a house or renting an apartment, which include examining the differences between renting an apartment and buying a house. You will correctly fill out an application for a bank account and also fill in bank deposit slips and personal checks correctly. Later, you will correctly fill out a

retail credit application and a job application, and balance a checkbook. You will then evaluate different types of personal investments, discuss the reasons for selecting a particular type of investment method, and explain the concept of 401(k) and IRA. You will also describe the purpose of insurance and identify the reasons for securing different types of insurance. Finally, you will also define the term insurance and identify different types of insurance such as auto, life, health, and home.

Unit 3- 2 Consumer Economics

Summary

Unit 3-2 begins with how to follow directions that include a map or floor plan. You will solve time problems by converting between 12-hour and 24-hour clock times and by finding time zone differences. You will correctly write an address and a return address on an envelope. Lastly, you will explore how to research, evaluate, and advocate for public health policies that influence good health and disease prevention.

Unit 4- 3 Health

Summary

In Unit 4- 3, you will characterize behaviors and lifestyle choices that enhance or hinder health. You will describe the personal role of individuals in maintaining their own health throughout their lives. You will also describe the relationship between dietary guidelines, food groups, nutrients, and serving sizes, and interpret nutrition facts labels. You will then describe the benefits of physical activity, including strength, endurance, and flexibility. Further, you will identify the relationship between nutrition and chronic diseases such as heart disease, obesity, cancer, diabetes, hypertension, and osteoporosis. You will learn about communicable and non-communicable diseases and the ways to prevent them. You will have a practice test where you will cover the meaning of a disease, understand terms such as antibiotic and antiseptic, and identify the components of a human immune system and response. Later, you will learn about different types of cells and their functions. You will evaluate the physical, emotional, and social benefits of healthy sexual practices, including abstinence. Lastly, you will describe and evaluate family-planning strategies.

Unit 5- 4 Employment

Summary

In the beginning of Unit 5- 4, you will study how to correctly write a letter of application in response to an advertisement. You will correctly respond to items on an application and write a complete agenda. You will take notes at a meeting, write minutes for a

meeting, participate effectively in a meeting, and prepare a meeting agenda. After that, you will study major and minor team roles, resolve team disagreements, and learn to be an effective meeting leader. Then, you will manage pre-delivery anxiety and design a presentation. You will study how attitude affects the delivery of a presentation and prepare aids for delivering a presentation. You will also improve the delivery of your presentation with your words, voice, and body language. Lastly, you will listen for credible information in presentations, and study the connection between pieces of information in presentations.