Government and Public Administration Cluster
Naval Science I Introduction to NJROTC
Course Number 28.02200

Course Description:
The purpose of this course is to help students understand the missions, goals, and opportunities available as members of the NJROTC program. This course will also introduce students to the basic principles of leadership, which combined with the many opportunities for practical experience in the NJROTC program will prepare them for leadership roles in school and upon graduation. Students will gain an understanding of our nation, our values, traditions, heritage, respect for our laws, as well as becoming involved, responsible citizens. Minimum performance requirements of this course are in accordance with current Chief of Naval Education Training Instruction, NAVEDTRA 37128. The performance standards in this course are based on the performance standards identified in the curriculum for the United States Navy Junior Reserve Officer Training Corps. Successful completion of three courses of credit will qualify the student for advanced placement in a college ROTC program or accelerated promotion in the military service.

Course Standard 1
GPA-NSINFO-1
The following standard is included in all CTAE courses adopted for the Career Cluster/Pathways. Teachers should incorporate the elements of this standard into lesson plans during the course. The topics listed for each element of the standard may be addressed in differentiated instruction matching the content of each course. These elements may also be addressed with specific lessons from a variety of resources. This content is not to be treated as a unit or separate body of knowledge but rather integrated into class activities as applications of the concept.

Standard: Demonstrate employability skills required by business and industry.
The following elements should be integrated throughout the content of this course.

<table>
<thead>
<tr>
<th>Person-to-Person Etiquette</th>
<th>Telephone and Email Etiquette</th>
<th>Cell Phone and Internet Etiquette</th>
<th>Communicating At Work</th>
<th>Listening</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interacting with Your Boss</td>
<td>Telephone Conversations</td>
<td>Using Blogs</td>
<td>Improving Communication Skills</td>
<td>Reasons, Benefits, and Barriers</td>
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<tr>
<td>Interacting with Subordinates</td>
<td>Barriers to Phone conversations</td>
<td>Using Social Media</td>
<td>Effective Oral Communication</td>
<td>Listening Strategies</td>
</tr>
<tr>
<td>Interacting with Co-workers</td>
<td>Making and Returning Calls</td>
<td>Effective Written Communication</td>
<td>Ways We Filter What We Hear</td>
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</tr>
<tr>
<td>Interacting with Suppliers</td>
<td>Making Cold Calls</td>
<td>Effective Nonverbal Skills</td>
<td>Developing a Listening Attitude</td>
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<tr>
<td></td>
<td>Handling Conference Calls</td>
<td>Effective Word Use</td>
<td>Show You Are Listening</td>
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<tr>
<td></td>
<td>Handling Unsolicited Calls</td>
<td>Giving and Receiving Feedback</td>
<td>Asking Questions</td>
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<td></td>
<td></td>
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<td>Getting Others to Listen</td>
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</table>

<table>
<thead>
<tr>
<th>Nonverbal Communication</th>
<th>Written Communication</th>
<th>Speaking</th>
<th>Applications and Effective Résumés</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communicating Nonverbally</td>
<td>Writing Documents</td>
<td>Using Language Carefully</td>
<td>Completing a Job Application</td>
</tr>
<tr>
<td>Reading Body Language and mixed Messages</td>
<td>Constructive Criticism in Writing</td>
<td>One-on-One Conversations</td>
<td>Writing a Cover Letter</td>
</tr>
</tbody>
</table>
1.2 Demonstrate creativity by asking challenging questions and applying innovative procedures and methods.

<table>
<thead>
<tr>
<th>Teamwork and Problem Solving</th>
<th>Meeting Etiquette</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thinking Creatively</td>
<td>Preparation and Participation in Meetings</td>
</tr>
<tr>
<td>Taking Risks</td>
<td>Conducting Two-Person or Large Group Meetings</td>
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<tr>
<td>Building Team Communication</td>
<td>Inviting and Introducing Speakers</td>
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<tr>
<td></td>
<td>Facilitating Discussions and Closing</td>
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<td></td>
<td>Preparing Visual Aids</td>
</tr>
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<td></td>
<td>Virtual Meetings</td>
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</tbody>
</table>

1.3 Exhibit critical thinking and problem solving skills to locate, analyze and apply information in career planning and employment situations.

<table>
<thead>
<tr>
<th>Problem Solving</th>
<th>Customer Service</th>
<th>The Application Process</th>
<th>Interviewing Skills</th>
<th>Finding the Right Job</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transferable Job Skills</td>
<td>Gaining Trust and Interacting with Customers</td>
<td>Providing Information, Accuracy and Double Checking</td>
<td>Preparing for an Interview</td>
<td>Locating Jobs and Networking</td>
</tr>
<tr>
<td>Becoming a Problem Solver</td>
<td>Learning and Giving Customers What They Want</td>
<td>Online Application Process</td>
<td>Questions to Ask in an Interview</td>
<td>Job Shopping Online</td>
</tr>
<tr>
<td>Identifying a Problem</td>
<td>Keeping Customers Coming Back</td>
<td>Following Up After Submitting an Application</td>
<td>Things to Include in a Career Portfolio</td>
<td>Job Search Websites</td>
</tr>
<tr>
<td>Becoming a Critical Thinker</td>
<td>Seeing the Customer’s Point</td>
<td>Effective Résumés:</td>
<td>Traits Employers are Seeking</td>
<td>Participation in Job Fairs</td>
</tr>
<tr>
<td>Managing</td>
<td>Selling Yourself and the Company</td>
<td>Matching Your Talents to a Job</td>
<td>Considerations Before Taking a Job</td>
<td>Searching the Classified Ads</td>
</tr>
<tr>
<td>Handling Customer Complaints</td>
<td></td>
<td>When a Résumé Should be Used</td>
<td></td>
<td>Using Employment Agencies</td>
</tr>
<tr>
<td>Strategies for Customer Service</td>
<td></td>
<td></td>
<td></td>
<td>Landing an Internship</td>
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<td></td>
<td>Staying Motivated to Search</td>
</tr>
</tbody>
</table>

1.4 Model work readiness traits required for success in the workplace including integrity, honesty, accountability, punctuality, time management, and respect for diversity.

<table>
<thead>
<tr>
<th>Workplace Ethics</th>
<th>Personal Characteristics</th>
<th>Employer Expectations</th>
<th>Business Etiquette</th>
<th>Communicating at Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrating Good Work Ethic</td>
<td>Demonstrating a Good Attitude</td>
<td>Behaviors Employers Expect</td>
<td>Language and Behavior</td>
<td>Handling Anger</td>
</tr>
<tr>
<td>Behaving Appropriately</td>
<td>Gaining and Showing Respect</td>
<td>Objectionable Behaviors</td>
<td>Keeping Information Confidential</td>
<td>Dealing with Difficult Coworkers</td>
</tr>
<tr>
<td>Maintaining Honesty</td>
<td>Demonstrating Responsibility</td>
<td>Establishing Credibility</td>
<td>Avoiding Gossip</td>
<td>Dealing with a Difficult Boss</td>
</tr>
<tr>
<td>Playing Fair</td>
<td>Showing Dependability</td>
<td>Demonstrating Your Skills</td>
<td>Appropriate Work Email</td>
<td>Dealing with Difficult Customers</td>
</tr>
</tbody>
</table>
### Applying Ethical Language
- Showing Responsibility
- Being Courteous
- Building Work Relationships
- Cell Phone Etiquette
- Dealing with Conflict

### Being Courteous
- Gaining Coworkers’ Trust
- Persevering
- Handling Criticism
- Showing Professionalism

### Building Work Relationships
- Understanding Copyright
- Social Networking

### Cell Phone Etiquette
- Appropriate Work Texting

### Dealing with Conflict

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**1.5** Apply the appropriate skill sets to be productive in a changing, technological, diverse workplace to be able to work independently and apply team work skills.

<table>
<thead>
<tr>
<th>Expected Work Traits</th>
<th>Teamwork</th>
<th>Time Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrating Responsibility</td>
<td>Teamwork Skills</td>
<td>Managing Time</td>
</tr>
<tr>
<td>Dealing with Information Overload</td>
<td>Reasons Companies Use Teams</td>
<td>Putting First Things First</td>
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<tr>
<td>Transferable Job Skills</td>
<td>Decisions Teams Make</td>
<td>Juggling Many Priorities</td>
</tr>
<tr>
<td>Managing Change</td>
<td>Team Responsibilities</td>
<td>Overcoming Procrastination</td>
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<tr>
<td>Adopting a New Technology</td>
<td>Problems That Affect Teams</td>
<td>Organizing Workspace and Tasks</td>
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<tr>
<td>Expressing Yourself on a Team</td>
<td>Giving and Receiving Constructive Criticism</td>
<td>Finding More Time</td>
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<td></td>
<td>Staying Organized</td>
<td>Managing Projects</td>
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<td>Prioritizing Personal and Work Life</td>
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</tbody>
</table>

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**1.6** Present a professional image through appearance, behavior and language.

<table>
<thead>
<tr>
<th>On-the-Job Etiquette</th>
<th>Person-to-Person Etiquette</th>
<th>Communication Etiquette</th>
<th>Presenting Yourself</th>
</tr>
</thead>
<tbody>
<tr>
<td>Using Professional Manners</td>
<td>Meeting Business Acquaintances</td>
<td>Creating a Good Impression</td>
<td>Looking Professional</td>
</tr>
<tr>
<td>Introducing People</td>
<td>Meeting People for the First Time</td>
<td>Keeping Phone Calls Professional</td>
<td>Dressing for Success</td>
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<tr>
<td>Appropriate Dress</td>
<td>Showing Politeness</td>
<td>Proper Use of Work Email</td>
<td>Showing a Professional Attitude</td>
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<tr>
<td>Business Meal Functions</td>
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<td>Proper Use of Cell Phone</td>
<td>Using Good Posture</td>
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<tr>
<td>Behavior at Work Parties</td>
<td>Proper Use in Texting</td>
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<td>Presenting Yourself to Associates</td>
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<tr>
<td>Behavior at Conventions</td>
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<td></td>
<td>Accepting Criticism</td>
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<tr>
<td>International Etiquette</td>
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<td>Demonstrating Leadership</td>
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<tr>
<td>Cross-Cultural Etiquette</td>
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<tr>
<td>Working in a Cubicle</td>
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</tbody>
</table>

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Support of CTAE Foundation Course Standards and Georgia Standards of Excellence L9-10RST 1-10 and L9-10WHST 1-10:

Georgia Standards of Excellence ELA/Literacy standards have been written specifically for technical subjects and have been adopted as part of the official standards for all CTAE courses.

**NJROTC and Your Future**

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**Course Standard 2**

GPA-NSIINTRO-2 Introduction to the Navy Junior Reserve Officers Training Corps Program

In this unit, you will learn about the NJROTC’s history, mission, curriculum, and the benefits of belonging to the program. You will also learn about the difference between a job and a career and how to start planning now for your future career.

2.1 Explain the history and background of the NJROTC.

2.2 Describe the NJROTC’s mission, goals, and policies.
2.3 Describe the Navy Core Values.
2.4 Describe the Naval Science curriculum.
2.5 Describe NJROTC unit activities.
2.6 Explain the NJROTC program’s benefits.

**Course Standard 3**

GPA-NSIINTRO-3 Career Planning
In this unit, you will learn about the NJROTC’s history, mission, curriculum, and the benefits of belonging to the program. You will also learn about the difference between a job and a career and how to start planning now for your future career.

3.1 Describe selecting and charting a good career path.
3.2 Explain careers versus jobs.
3.3 Describe career direction-getting to know yourself.
3.4 Explain career choices.
3.5 Explain the U.S. Navy as a career option.
3.6 Explain how to develop good study habits.

**Leadership Skills**

**Course Standard 4**

GPA-NSIINTRO-4 Followership
Developing leadership in cadets is one of the primary goals of NJROTC. This unit will arm you with knowledge you need to become an effective leader. You will learn how good leaders come from the ranks of good followers, the styles, and traits of good leaders, how to motivate others, and the attitudes and emotions that make for the best leadership.

4.1 Explain the importance of good followership.
4.2 Describe the readiness factors of followers.
4.3 Explain how to build productive relationships with leaders.
4.4 Describe how to be an effective leader.

**Course Standard 5**

GPA-NSIINTRO-5 Leadership
Developing leadership in cadets is one of the primary goals of NJROTC. This unit will arm you with knowledge you need to become an effective leader. You will learn how good leaders come from the ranks of good followers, the styles, and traits of good leaders, how to motivate others, and the attitudes and emotions that make for the best leadership.

5.1 Discuss the two orientations to leadership behavior.
5.2 Define the four leadership styles.
5.3 Identify the primary factors of the leadership situation.
5.4 List the six traits of an effective leader.
5.5 Describe the personal qualities of an effective leader.
5.6 Explain the leadership opportunities in NJROTC.

**Course Standard 6**

GPA-NSIINTRO-6 Motivation
Developing leadership in cadets is one of the primary goals of NJROTC. This unit will arm you with knowledge you need to become an effective leader. You will learn how good leaders come from the ranks of good followers, the styles, and traits of good leaders, how to motivate others, and the attitudes and emotions that make for the best leadership.

6.1 Explain the hierarchy of human needs.
6.2 Describe goals and motivation.
6.3 Discuss the key elements of coaching and mentoring.
6.4 Explain how to practice leadership.
Course Standard 7
GPA-NSIINTRO-7 Relationships
Developing leadership in cadets is one of the primary goals of NJROTC. This unit will arm you with knowledge you need to become an effective leader. You will learn how good leaders come from the ranks of good followers, the styles, and traits of good leaders, how to motivate others, and the attitudes and emotions that make for the best leadership.

7.1 Describe how to build on respect.
7.2 Discuss the values of tolerance and understanding.
7.3 Identify techniques for improving group effectiveness.
7.4 Explain conflict in groups.

Course Standard 8
GPA-NSIINTRO-8 Attitudes and Emotions
Developing leadership in cadets is one of the primary goals of NJROTC. This unit will arm you with knowledge you need to become an effective leader. You will learn how good leaders come from the ranks of good followers, the styles, and traits of good leaders, how to motivate others, and the attitudes and emotions that make for the best leadership.

8.1 Explain how to interpret events and experiences.
8.2 Discuss the importance of a positive outlook on life.
8.3 Describe how perspective molds your understanding of life.
8.4 Explain how perspective molds your purposes, passions, and practices.
8.5 Explain how your actions reveal your attitudes.
8.6 Identify positive and negative attitudes.
8.7 Discuss defense mechanisms.
8.8 List strategies for expressing emotions.

Citizenship and American Government

Course Standard 9
GPA-NSIINTRO-9 Citizenship and Responsibility
Promoting good citizenship is another goal of the NJROTC program. To help you become a better citizen, this unit will teach you the rights and responsibilities of an American citizen as well as the foundations of your government. You will also learn how the defense of our nation relates to citizenship and how the military functions in our democracy.

9.1 Explain authority and laws.
9.2 Define your role as a citizen—your rights and responsibilities.
9.3 Discuss the role of government.

Course Standard 10
GPA-NSIINTRO-10 Foundations of U.S. Government
Promoting good citizenship is another goal of the NJROTC program. To help you become a better citizen, this unit will teach you the rights and responsibilities of an American citizen as well as the foundations of your government. You will also learn how the defense of our nation relates to citizenship and how the military functions in our democracy.

10.1 Discuss the Declaration of Independence.
10.2 Explain the United States Constitution.
10.3 Describe the Bill of Rights.
10.4 Review the other constitutional amendments.
Course Standard 11
GPA-NSIINTRO-11 National Defense
Promoting good citizenship is another goal of the NJROTC program. To help you become a better citizen, this unit will teach you the rights and responsibilities of an American citizen as well as the foundations of your government. You will also learn how the defense of our nation relates to citizenship and how the military functions in our democracy.
   11.1 Explain the defense structure of the United States.
   11.2 Describe the organization of the U.S. Navy.
   11.3 Discuss the roles of the U.S. Army and Air Force.

The U.S. Navy

Course Standard 12
GPA-NSIINTRO-12 Navy Ships
In this unit, you will learn the types, designations, and missions of Navy ships and aircraft. You will also learn Navy shipboard terminology, customs, and courtesies. The unit also includes the origins and development of Naval aviation.
   12.1 Explain the mission of Navy ships.
   12.2 Explain ship terminology.
   12.3 List the types of Navy ships.
   12.4 Describe shipboard customs and courtesies.

Course Standard 13
GPA-NSIINTRO-13 Naval Aviation
In this unit, you will learn the types, designations, and missions of Navy ships and aircraft. You will also learn Navy shipboard terminology, customs, and courtesies. The unit also includes the origins and development of Naval aviation.
   13.1 Explain the background of naval aviation.
   13.2 Describe naval aviation and missions.

Wellness, Fitness and First Aid

Course Standard 14
GPA-NSIINTRO-14 Choosing the Right Exercise Program for You
In this unit, you will learn how to use exercise and nutrition to maximize your physical well-being gain awareness of the dangers to wellness of alcohol and other drugs, and the principles and techniques of first aid.
   14.1 Classify exercises as aerobic, anaerobic, isometric, and isotonic.
   14.2 Compare the benefits of aerobic, anaerobic, isometric, and isotonic exercise.
   14.3 Identify the benefits of regular exercise.
   14.4 Determine the essential components of a good exercise program.

Course Standard 15
GPA-NSIINTRO-15 Evaluating Your Physical Fitness
In this unit, you will learn how to use exercise and nutrition to maximize your physical well-being gain awareness of the dangers to wellness of alcohol and other drugs, and the principles and techniques of first aid.
   15.1 Explain why stretching is important to building healthy skills.
   15.2 Describe the proper techniques for the three basic physical fitness.
   15.3 Describe the Presidential Physical Fitness Award.
   15.4 Identify the events in the Presidential Fitness Award.
Course Standard 16

GPA-NSIINTRO-16 You Are What You Eat
In this unit, you will learn how to use exercise and nutrition to maximize your physical well-being and gain awareness of the dangers to wellness of alcohol and other drugs, and the principles and techniques of first aid.

16.1 Explain how calories consumed versus calories used affects body weight.
16.2 Identify daily required food and portions.
16.3 Identify sources and benefits of fiber in diet.
16.4 Describe the importance of water.
16.5 Describe the possible effects of a diet high in fat and cholesterol.
16.6 Explain why salt, sugar, and caffeine should be used in moderation.

Course Standard 17

GPA-NSIINTRO-17 Nutrition: Nourishing Your Body
In this unit, you will learn how to use exercise and nutrition to maximize your physical well-being and gain awareness of the dangers to wellness of alcohol and other drugs, and the principles and techniques of first aid.

17.1 Explain the six nutrients your body requires.
17.2 Explain the difference between simple and complex carbohydrates.
17.3 Describe the role fat and cholesterol play in body functioning.
17.4 Compare saturated and unsaturated fats.
17.5 Describe ways to reduce cholesterol levels.
17.6 Compare the functions of vitamins, carbohydrates, fats, and proteins.
17.7 Identify food sources of vitamins and minerals.

Course Standard 18

GPA-NSIINTRO-18 Dietary Guidelines
In this unit, you will learn how to use exercise and nutrition to maximize your physical well-being and gain awareness of the dangers to wellness of alcohol and other drugs, and the principles and techniques of first aid.

18.1 Identify the nine National Academy of Sciences dietary goals.
18.2 Identify factors that affect the nutritional requirements of individuals at various life stages.
18.3 Identify signs and symptoms of anorexia nervosa and bulimia.
18.4 Examine varying viewpoints on vitamin mineral supplement usage.
18.5 Calculate your personal blueprint.

Course Standard 19

GPA-NSIINTRO-19 Controlling Fat
In this unit, you will learn how to use exercise and nutrition to maximize your physical well-being and gain awareness of the dangers to wellness of alcohol and other drugs, and the principles and techniques of first aid.

19.1 Identify the risks of obesity.
19.2 Explore tendencies that encourage fat accumulation.
19.3 Define current and desired state for healthy lifestyle.
19.4 Identify steps that can lead to lean body fat content.
19.5 Relate food intake and physical activity to weight control.

Course Standard 20

GPA-NSIINTRO-20 Taking Care of Yourself
In this unit, you will analyze the impact sanitation and hygiene have on health.

20.1 Recognize the benefits of maintaining good hygiene habits.
20.2 Explain how to keep clean in field conditions.
20.3 Explain the correlation between physical fitness and hygiene.
20.4 Identify possible results of poor sanitation.
20.5 Detail procedures of disinfecting water.
20.6 Explain how to guard against food poisoning and the spread of germs through waste.

**Course Standard 21**

**GPA-NSIINTRO-21 Understanding and Controlling**

In this unit, you will learn how to use exercise and nutrition to maximize your physical well-being gain awareness of the dangers to wellness of alcohol and other drugs, and the principles and techniques of first aid.

- 21.1 Differentiate between stress and anxiety in overall health.
- 21.2 Identify the physical and psychological effects of stress.
- 21.3 Practice prevention of stress overload including relaxation and anger management techniques.
- 21.4 Identify leadership strategies that promote healthy stress levels within a group.
- 21.5 Explore positive ways to deal with depression and anxiety.

**Course Standard 22**

**GPA-NSIINTRO-22 Drug Awareness**

In this unit, you will learn how to use exercise and nutrition to maximize your physical well-being gain awareness of the dangers to wellness of alcohol and other drugs, and the principles and techniques of first aid.

- 22.1 Identify commonly abused substances.
- 22.2 Recognize the differences among drug use, misuse, and abuse.
- 22.3 Explain reasons why people might use, misuse, or abuse alcohol or drugs.
- 22.4 Identify the risks associated with alcohol and various drugs.
- 22.5 Explain the effects of alcohol and drug use, misuse, and abuse on daily life.

**Course Standard 23**

**GPA-NSIINTRO-23 First Aid for Emergency and Nonemergency Situations**

In this unit, you will learn how to use exercise and nutrition to maximize your physical well-being gain awareness of the dangers to wellness of alcohol and other drugs, and the principles and techniques of first aid.

- 23.1 Assess first aid situations.
- 23.2 Demonstrate life-saving skills in emergencies.
- 23.3 Determine first aid procedures for a bleeding victim.
- 23.4 Give first aid treatment for shock, fractures, strains, and sprains.
- 23.5 Give first aid treatment for burns, wounds, bruises, and poisoning.
- 23.6 Give first aid treatment for heat and cold-related injuries.
- 23.7 Give first aid treatment for bites, stings, and poisonous hazards.

**Geography and Survival Skills**

**Course Standard 24**

**GPA-NSIINTRO-24 Geography, Map Skills, and Environmental Awareness**

In this unit, you will learn the fundamentals of geography, how to use a map, and how to be aware of the environment surrounding you. In addition, you will learn how to survive should you become stranded in a variety of environments.

- 24.1 Identify the components of a globe.
- 24.2 Explain the characteristics of topographic maps.
- 24.3 Use the Grid Reference System to locate points anywhere in the world.
- 24.4 Use terrain features to orient a map and determine your location.
- 24.5 Measure distance using maps.
- 24.6 Calculate direction on topographic maps.
- 24.7 Use a compass and grid to locate a position on a topographical map.
- 24.8 Apply map reading and land navigation skills to determine location.
- 24.9 Relate map-reading skills to orienteering.
Course Standard 25
GPA-NSIINTRO-25 Fundamentals of Survival
In this unit, you will learn the fundamentals of geography, how to use a map, and how to be aware of the environment surrounding you. In addition, you will learn how to survive should you become stranded in a variety of environments.

25.1 Explain the fundamentals of survival.
25.2 Describe how to survive in tropical areas.
25.3 Describe how to survive in cold areas.
25.4 Describe how to survive in water.