

Standards and Competencies for Career Management Success (Course # 5701)

| | Begin-End Yr |
|---|--------------|
| Standard 1 - Students will display attitudes necessary for achieving personal and academic success | 2009 - |
| 1.1 - Examine learning styles and adapt learning strategies to their identified styles | 2009 - |
| 1.2 - Prioritize and manage personal and academic activities using time management strategies | 2009 - |
| 1.3 - Use advanced study skills. | 2009 - |
| 1.4 - Diagram steps required to achieve identified short and long-term goals | 2009 - |
| 1.5 - Generate personal strategies for managing stress. | 2009 - |
| 1.6 - Model attitudes conducive to personal success. | 2009 - |
| Standard 2 - Students will demonstrate attitudes, skills, and strategies necessary for achieving workplace success | 2009 - |
| 2.1 - Analyze the role of values and ethics in career and workplace | 2009 - |
| 2.2 - Correlate lifestyle requirements with career decisions | 2009 - |
| 2.3 - Assess implications of diversity for communities and workplaces | 2009 - |
| 2.4 - Infer relationships between work ethics and organizational and personal job success | 2009 - |
| 2.5 - Demonstrate attitudes conducive to workplace success. | 2009 - |
| Standard 3 - Students will use teamwork skills to accomplish goals, solve problems, and manage conflict within groups | 2009 - |
| 3.1 - Analyze the role and functions of teams in the workplace. | 2009 - |
| 3.2 - Perform the functions of various roles within a team. | 2009 - |
| 3.3 - Use strategies to resolve or reduce conflicts within groups. | 2009 - |
| 3.4 - Give and receive constructive criticism. | 2009 - |
| 3.5 - Achieve solutions as members of a multicultural team | 2009 - |
| Standard 4 - Students will communicate effectively and comprehend oral and written communication | 2009 - |
| 4.1 - Demonstrate effective verbal communication. | 2009 - |
| 4.2 - Demonstrate effective written communication in various business formats | 2009 - |
| 4.3 - Demonstrate listening skills and oral comprehension. | 2009 - |
| 4.4 - Demonstrate comprehension of written communication. | 2009 - |
| Standard 5 - Students will demonstrate job-seeking skills and exhibit employability characteristics required for employability and job retention in the workplace. | 2009 - |
| 5.1 - Plan a job search strategy. | 2009 - |
| 5.2 - Exhibit positive interview behavior. | 2009 - |
| Standard 6 - Students will adapt to the requirements of specific business or industry employability and job retention in the workplace. | 2009 - |
| 6.1 - Model attitudes, actions, and behaviors required for successful performance on the job | 2009 - |
| 6.2 - Demonstrate an appropriate workplace appearance. | 2009 - |
| 6.3 - Analyze the importance of a wellness program for employees. | 2009 - |
| Standard 7 - Students will demonstrate leadership, citizenship, and teamwork skills required for success in the school, community, and workplace. | 2009 - |
| 7.1 - Cultivate positive leadership skills. | 2009 - |
| 7.2 - Participate in a student organization directly related to their program of study as an integral part of classroom instruction. | 2009 - |
| 7.3 - Assess situations and apply problem-solving and decision-making skills within the school, community, and workplace. | 2009 - |
| 7.4 - Participate as team members. | 2009 - |
| Standard 8 - Students will integrate multiple roles and responsibilities in family, work, and community settings | 2009 - |
| 8.1 - Analyze the contribution of the family to the development of its members individually, as family members, and as members of the community and workforce. | 2009 - |
| 8.2 - Analyze strategies to manage multiple individual, family, work, and community roles and responsibilities | 2009 - |
| 8.3 - Demonstrate the transfer of employability and other related skills to and workplace settings | 2009 - |
| Standard 9 - Students will perform basic PC operations and file management using appropriate software | 2009 - |
| 9.1 - Demonstrate the ability to perform basic PC operations. | 2009 - |
| 9.2 - Selects the appropriate software for a given problem or task. | 2009 - |
| 9.3 - Perform file management tasks. | 2009 - |
| Standard 10 - Students will explore career opportunities and career paths offered in the local education system | 2009 - |
| 10.1 - Explain the titles, roles, and functions of individuals engaged in the career paths offered at their local high school. | 2009 - |
| 10.2 - Investigate employment and entrepreneurial opportunities. | 2009 - |
| 10.3 - Evaluate personal characteristics required for working in the various career paths offered at their local high school. | 2009 - |
| 10.4 - Investigate post-secondary education, professional organizations, trade publications, and web sites appropriate for continuing education. | 2009 - |
| Standard 11 - Students will perform safety examinations and maintain safety records | 2009 - |
| 11.1 - Pass with 100percent accuracy a written examination relating specifically to safety issues | 2009 - |
| 11.2 - Pass with 100percent accuracy a performance examination relating specifically to tools and equipment | 2009 - |
| 11.3 - Maintain a portfolio record of written safety examinations and equipment examinations for which the student has passed a operational checkout by the instructor. | 2009 - |