Arkansas CTE

Jobs for Arkansas' Graduates: Grades 11, 12

Adopted 2002

Career Development

1.1 Define occupational interests, aptitudes, and abilities

1. Identify personal interests, aptitudes and skills 1.1.1
2. Identify careers that may be of interest 1.1.2
3. Provide information regarding individual aptitudes 1.1.3
4. Read with comprehension 1.1.4
5. Demonstrate ability to read a graph 1.1.5

1.2 Illustrate the relationship of interests, aptitudes, and abilities to appropriate occupations

1. Utilize career reference resources 1.2.1
2. Demonstrate writing skills by relating interests, aptitudes, and abilities to career choices 1.2.2
3. Demonstrate recall and retention 1.2.3
4. Use basic principles of algebra and arithmetic 1.2.4

1.3 Discuss how values change and affect job choices

1. Define values 1.3.1
2. Identify desired lifestyle, and relate to selected occupations 1.3.2
3. Discuss how people, institutions, and other external things affect values and behavior 1.3.3
4. Select a job description that aligns with various values 1.3.4
5. Give solutions to problems when conflicts in values occur 1.3.5

1.4 Identify jobs that represent all career pathways

1. Link interests to a specific career pathway 1.4.1
2. Demonstrate recall, retention, inferences, and conclusions 1.4.2
3. Manipulate employment data to compare units of measure as they relate to time and wages 1.4.3

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Relate interests, values, and skills to selected jobs

1. Interview people in various careers 1.5.1
2. Discuss individual career choices 1.5.2
3. Read for comprehension and recall 1.5.3
4. Place items in numerical order 1.5.4

1.6 Identify conditions and specifications of various jobs

1. Express career considerations 1.6.1
2. Gather information about jobs in which students are interested 1.6.2
3. Recognize commonly stated job qualifications 1.6.3
4. Gather information for an opportunity to shadow a worker in order to identify job competencies 1.6.4
5. Utilize several sources of information to investigate job competencies 1.6.5
6. Apply the information learned 1.6.6
7. Read with comprehension 1.6.7
8. Calculate and convert units of measure 1.6.8

Job Attainment

2.1 Identify the general rules when writing a resume

1. Define resume, and identify its chief functions 2.1.1
2. Identify the standard resume format and its components 2.1.2
3. Identify errors on a resume, and state why they are errors 2.1.3
4. Write a resume using standard chronological format 2.1.4
5. Read for comprehension 2.1.5
6. Practice working with time 2.1.6

2.2 Identify the components of the job search process

1. Identify sources to look for job leads 2.2.1
2. Read and understand the abbreviations in want ads 2.2.2
3. Read and interpret want ads 2.2.3
4. Read for comprehension 2.2.4
5. Practice multiplication and division 2.2.5

2.3 Explain the purposes and components of a letter of application

1. Explain the purpose of a letter of application 2.3.1
2. Identify the components in a letter of application 2.3.2
3. Compose a letter of application 2.3.3
4. Address an envelope 2.3.4
5. Read with comprehension and recall 2.3.5

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6. Solve multiplication, division and weigh problems 2.3.6

2.4 Identify proper procedures in using a telephone

1. Discuss reasons for good telephone skills when conducting a job search 2.4.1
2. Inquire about a job, and acquire an interview 2.4.2
3. Utilizing the telephone, follow up on an interview, and accept a job 2.4.3
4. Read for comprehension and recall 2.4.4
5. Use a diagram 2.4.5

2.5 Discuss reasons and procedures in completing an application

1. Understand words commonly used on an application form 2.5.1
2. Identify errors on an application, and correct them 2.5.2
3. Identify the sections of an application form 2.5.3
4. Complete an application form 2.5.4
5. Read for comprehension and recall 2.5.5
6. Practice multiplication, division, and percentages 2.5.6

2.6 Discuss reasons why employment tests are given

1. Identify types of employment tests 2.6.1
2. Complete various types of employment tests 2.6.2
3. Read for comprehension and recall 2.6.3
4. Demonstrate the ability to read a table and perform addition, subtraction, and multiplication 2.6.4

2.7 Discuss the purposes of job interviews

1. Discuss how to prepare for the interview 2.7.1
2. Discuss stages of the interview process 2.7.2
3. Identify common interviewing mistakes 2.7.3
4. Demonstrate proper body language for an interview 2.7.4
5. Answer questions frequently asked in an interview 2.7.5
6. Identify questions applicant should ask employer during the interview 2.7.6
7. Discuss ethical issues related to interviewing 2.7.7
8. Role-play an interview for a job 2.7.8
9. Identify components of a post-interview followup letter 2.7.9
10. Read for comprehension and recall 2.7.10
11. Place items in numerical order 2.7.11

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Identify what is meant by appropriate appearance

1. State why appearance is important when looking for a job 3.1.1
2. Describe appropriate dress for a job interview 3.1.2
3. State why appropriate appearance and dress are important once you have the job 3.1.3
4. Describe the types of dress appropriate for different positions 3.1.4
5. Calculate percentages, and demonstrate proficiency in adding and subtracting monetary amounts 3.1.5

3.2 Identify qualities and characteristics that employers expect of employees

1. Name qualities that employers expect from their employees 3.2.1
2. Discuss what a person can expect from an employer 3.2.2
3. Name reasons workers lose their jobs 3.2.3
4. Demonstrate retention and recall 3.2.4
5. Arrive at a verifiable rule or set of rules to handle all addition situations with signed numbers 3.2.5

3.3 Identify problems of new employees

1. Identify problems that new employees might encounter on the job 3.3.1
2. Discuss solutions to the problems that new employees might encounter on the job 3.3.2
3. Read for comprehension and recall 3.3.3
4. Practice reading a ruler and adding and subtracting fractions 3.3.4

3.4 Identify ways to manage time

1. Identify strategies for time management 3.4.1
2. Practice effective time management strategies 3.4.2
3. Determine how to improve time management 3.4.3
4. Discuss ways to utilize time to accomplish goals 3.4.4
5. Read for comprehension and recall 3.4.5
6. Read a schedule, and discuss how to perform basic time calculations 3.4.6

3.5 Identify the reasons for following directions

1. Discuss why it is important to follow directions 3.5.1
2. Follow verbal directions 3.5.2
3. Give directions using a map 3.5.3
4. Demonstrate recall and retention 3.5.4
5. Devise a method to calculate distance 3.5.5

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Identify ways to demonstrate effective human relations

1. Identify factors important for getting along with others 3.6.1
2. Identify solutions to problems on the job 3.6.2
3. Demonstrate actions and behaviors of effective human relations 3.6.3
4. Read for comprehension and recall 3.6.4
5. Practice addition, subtraction, multiplication, and division 3.6.5

3.7 Discuss appropriate techniques for leaving a job

1. Identify how an employee should resign from a job 3.7.1
2. Demonstrate the appropriate technique for resigning orally from a job 3.7.2
3. Write a letter of resignation 3.7.3
4. Read with comprehension 3.7.4
5. Practice percentages 3.7.5

Basic Competencies

4.1 Describe verbal communication

1. Name elements that complete the communication process 4.1.1
2. Diagram the communication cycle 4.1.2
3. Give reasons why listening is important on the job 4.1.3
4. Show understanding of verbal instructions 4.1.4

4.2 Describe written communication

1. Read for comprehension and recall 4.2.1
2. Make inferences, and draw conclusions 4.2.2
3. Make generalizations 4.2.3
4. Summarize a reading passage 4.2.4
5. Identify cause-and-effect relationships in a passage 4.2.5

4.3 Illustrate written communication

1. Discuss preparation and organization of materials to be used in written communication 4.3.1
2. Create a rough draft 4.3.2
3. Edit a rough draft 4.3.3
4. Write the final copy, and compare it to your rough draft 4.3.4
5. Compose a "compare-and-contrast" two-part writing 4.3.5

4.4 Illustrate verbal communication

1. Determine the purpose of public speaking 4.4.1
2. Identify speech characteristics 4.4.2
3. Identify nonverbal qualities that affect a spoken message 4.4.3

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4. Organize the message 4.4.4

4.5 Demonstrate mathematical calculations

1. Perform basic math problems involving addition, subtraction, multiplication, division, and percentages 4.5.1
2. Calculate circumference and area 4.5.2
3. Calculate angles utilizing Pythagorean theorem 4.5.3
4. Convert different units of measure 4.5.4
5. Utilize charts and graphs 4.5.5
6. Solve algebraic equations 4.5.6

Leadership & Self-Development Competencies

5.1 Describe the strengths that a team possesses when all members are actively involved

1. Demonstrate a sense of teamwork and the importance of effective communication skills 5.1.1
2. Provide students with an opportunity to share what they think being a member of a team means 5.1.2
3. Emphasize the importance of team membership skills in the world of work 5.1.3
4. Demonstrate group consensus principles 5.1.4
5. Demonstrate team membership 5.1.5
6. Demonstrate recall and retention, and apply main points and principles 5.1.6
7. Calculate addition, subtraction, multiplication, division, percentages, and decimals 5.1.7

5.2 Identify levels of team leadership

1. Demonstrate leadership skills through team competition 5.2.1
2. Determine leadership styles 5.2.2
3. Identify a leadership role model 5.2.3
4. Explore leadership activities that could be conducted through our career and technical student associations 5.2.4
5. Identify careers that require leadership skills 5.2.5
6. Illustrate team leadership 5.2.6
7. Discover qualities needed for team membership and leadership 5.2.7
8. Review the basic math operations of addition, subtraction, multiplication, and division to create a mathematical expression equal to 24 5.2.8

5.3 Demonstrate presentation techniques

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1. Develop a creative topic presentation title 5.3.1
2. Develop skills in giving an effective presentation 5.3.2

3. Develop a presentation outline 5.3.3
4. Develop a presentation media 5.3.4
5. Develop and present a personal introduction 5.3.5
6. Develop and present a topic introduction 5.3.6
7. Deliver an effective presentation 5.3.7
8. Demonstrate recall and retention 5.3.8
9. Collect, organize, and arrange information in a pictograph; create a survey, and administer it to the class; find the range, mode, median, and mean of a set of data; create a pie, bar, and line graph on a computer 5.3.9

5.4 Demonstrate the characteristics of a gracious winner and a gracious loser

1. Identify the feelings of being a winner and loser 5.4.1
2. Identify characteristics of winners 5.4.2
3. Demonstrate the steps in the win/win approach to conflict resolution 5.4.3
4. Read with comprehension 5.4.4
5. Communicate information using graphs and charts 5.4.5

5.5 Identify ways to demonstrate commitment to an organization

1. State ways of displaying commitment 5.5.1
2. Formulate solutions on demonstrating commitment 5.5.2
3. Evaluate attendance and punctuality 5.5.3
4. Demonstrate commitment to a student association 5.5.4
5. Demonstrate recall and retention 5.5.5
6. Calculate ups and downs of the stock market 5.5.6

Personal Skills

6.1 Identify the dimensions of human growth and development

1. Define maturity 6.1.1
2. Identify Maslow's Hierarchy of Needs 6.1.2
3. Read for comprehension and recall 6.1.3
4. Practice addition and multiplication 6.1.4

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6.2 Identify characteristics of a value system

1. Define values 6.2.1
2. Identify sources of values 6.2.2
3. Identify basic, general, and personal values 6.2.3
4. Identify "work" values 6.2.4
5. Read for comprehension and recall 6.2.5
6. Retrieve and manipulate data from a chart 6.2.6

6.3 Describe how decisions can be based on values and goals

1. Define goals 6.3.1
2. Identify guidelines for setting goals 6.3.2
3. Read with comprehension, and determine inferences and generalizations 6.3.3
4. Determine and express statistical data from charts and graphs 6.3.4

6.4 Identify the process of decision making

1. Define decision and decision making 6.4.1
2. Identify the key steps in a decision-making process 6.4.2
3. Identify alternatives to utilizing a decision-making process 6.4.3
4. Read with comprehension and recall 6.4.4
5. Calculate cost per unit 6.4.5

6.5 Evaluate alternatives to consequences for actions and decisions

1. Define responsibility and consequences 6.5.1
2. Develop a list of "tips" for assuming responsibilities 6.5.2
3. Read for comprehension and recall 6.5.3
4. Practice working with dollars and cents 6.5.4

6.6 Identify the characteristics of a positive attitude

1. Define attitude 6.6.1
2. List influences to a person's attitude 6.6.2
3. Identify ways a person can improve his/her attitude 6.6.3
4. Read with comprehension and to determine cause and effect 6.6.4
5. Calculate money using addition, subtraction, multiplication, and percentages 6.6.5

6.7 Identify the elements of a healthy self-concept for home, school, and work

1. Define self-concept, self-confidence, and self-esteem 6.7.1
2. List techniques that build confidence 6.7.2

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3. Read for comprehension and recall 6.7.3
4. Practice addition, subtraction, multiplication, and division of metric numbers 6.7.4