Arkansas CTE

Keystone: Grades 9, 10

Adopted 2009

Keys to Personal and Academic Success

1.1 Define terms related to the Keystone program, personal and academic success

1. Apply terminology correctly and appropriately 1.1.1

1.2 Summarize the importance of school policies

1. Design a personal plan that correlates school goals to personal goals 1.2.1
2. Evaluate personal goals in relation to community/society needs 1.2.2

1.3 Name resources for local school

1. Determine appropriate resources for specific needs: administrators, counselors, nurse, librarian 1.3.1

1.4 Describe the benefits of participation in extracurricular activities and CTSO

1. Investigate available extracurricular activities 1.4.1
2. Determine which extracurricular activity is most appropriate 1.4.2
3. Identify the Career Technical Student Organization within your school in relation to Keystone 1.4.3

1.5 Discuss the concepts of change and transition

1. Identify personal change and transitional events: Maturity, Education and Career 1.5.1
2. Develop adaptation strategies to deal with personal change and transition 1.5.2
3. Visualize yourself transitioning through school, life, career 1.5.3

1.6 Identify importance of organizational skills

1. Implement the use of personal organizational systems: agenda, date planner, hand held device, etc. 1.6.1
2. Re-organize use of time and activities to promote academic success 1.6.2

1.7 Express goals in specific format/terms

1. Produce individual short, medium, and long-term goals in relation to a career 1.7.1

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Review effective study behaviors

1. Compare the effectiveness of studying in a group vs. studying alone 1.8.1

2. Analyze different note taking strategies 1.8.2

1.9 Explain different test taking strategies

1. Examine the different possible tests: multiple choice, true false, essay, short answer, open response 1.9.1
2. Apply different strategies to the various tests 1.9.2

1.10 Describe the different learning styles

1. Complete learning style assessment 1.10.1
2. Generate a plan for utilizing personal learning style most effectively 1.10.2

1.11 Assess personal aptitudes

1. Complete aptitude assessment 1.11.1
2. Evaluate natural abilities 1.11.2
3. Strategize plan to make best use of natural ability/aptitudes 1.11.3

1.12 Explain the benefits of a positive attitude and personal motivation

1. Evaluate personal attitude and motivation 1.12.1

1.13 Assess school goals with personal goals in relation to the overall economy

1. Evaluate how success with graduation, degrees, industry certification, citizenship and employability affects society 1.13.1
2. Examine one's responsibility to society, school and self 1.13.2

Life Skills

2.1 Define terms related to life skills

1. Apply terminology correctly and appropriately 2.1.1

2.2 Identify proper communication strategies in a given situation

1. Demonstrate effective communication in social introduction 2.2.1
2. Model effective communication in interpersonal settings: workplace, school, home, peer group, community 2.2.2

2.3 Identify listening strategies

1. Demonstrate the ability to remember information 2.3.1
2. Develop the ability to listen for different purposes: active listening, empathetic listening, informative listening, enjoyment listening 2.3.2

2.4 Summarize approaches to resolving conflicts

1. Identify emotions that cause conflict 2.4.1
2. Identify bias/prejudice that cause conflict 2.4.2
3. Implement personal conflict resolution strategies: win/win, agree to disagree, avoidance, intervention 2.4.3

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2.5 Identify characteristics of effective leaders

1. Compare different types of leadership styles: Laissez-Faire, Democratic, Authoritarian, Authoritative 2.5.1
2. Demonstrate the qualities of effective leaders 2.5.2

2.6 Identify characteristics and goals of an effective team member

1. Analyze the different groups to which you belong: small group, classroom, club, school, community, family and workplace 2.6.1
2. Reflect on individual roles within groups to which you belong 2.6.2
3. Analyze employer/employee relationship 2.6.3

2.7 Identify local community service and volunteer opportunities

1. Design a personal or group volunteerism plan 2.7.1

2.8 Recognize social, cultural and religious diversity

1. Compare and contrast social interactions between cliques/social groups in a school setting 2.8.1
2. Explore characteristics that make up the differences between ethnic groups 2.8.2
3. Explore characteristics that make up the differences between geographic areas in a global economy 2.8.3
4. Identify possible conflicts that could arise from language barriers: regional dialect, slang, foreign language, connotative meaning 2.8.4
5. Identify possible conflicts that could arise from religious, age or morality barriers 2.8.5
6. Establish methods to overcome barriers and build workable relationships 2.8.6
7. Explain unity through diversity and find the useful qualities in a diverse population, workforce or class 2.8.7

Financial Management

3.1 Define terms related to financial management

1. Apply terminology correctly and appropriately 3.1.1

3.2 Discuss and compare needs vs. wants

1. Identify personal wants and needs 3.2.1
2. Identify lifestyle and long term goals 3.2.2

3.3 Discuss a monthly budget

1. Produce an itemized budget based on projected salary 3.3.1

Discuss personal money management

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1. Compare resources for financial management such as banking accounts, credit, debit, bankruptcy, upside down loan, mortgage, balloon notes, interest rates (fixed and variable) 3.4.1
2. Identify and explain combined assets and debts: dual ownership in marriage or partnership 3.4.2

Career Planning and Employability Skills

4.1 Define terminology related to career and workforce skills

1. Apply terminology in appropriate situations 4.1.1

4.2 Investigate individual abilities, skills, interests, aptitudes and values

1. Utilize Navigator, KeyTrain and/or other resources to match personal qualities with career opportunities 4.2.1
2. Assess career options using resources such as Internet, job shadowing, career publications, interest inventories, and networking 4.2.2

4.3 Develop a career exploration research project

1. Re-evaluate and present future academic/career plan for high school and postsecondary 4.3.1
2. Identify courses necessary for graduation 4.3.2
3. Relate elective options to career goals 4.3.3
4. Identify options for post secondary opportunities: Community College, Associate Degree, Apprenticeship, Internship, On-the-job training, and Testing for certification 4.3.4

4.4 Identify skills needed for employment

1. Demonstrate appropriate interview behaviors 4.4.1
2. Demonstrate ability to complete a sample employment application 4.4.2
3. Create a résumé 4.4.3
4. Exhibit necessary skills to maintain desired employment such as punctuality, teamwork, good attendance and positive work ethic 4.4.4