Arkansas CTE

Technology Based Career Orientation: Grades 7, 8

Adopted 2010

Technology Foundations

1.1 Describe the function of computer hardware components

1. Identify input, output, and storage devices 1.1.1
2. Locate the motherboard with the CPU, memory, power supply, expansion clots, ports 1.1.2
3. Compare storage devices and their uses 1.1.3

1.2 Discuss types of computers and how they relate to personal and professional use

1. Compare categories of computers based on their size, power and purpose 1.2.1
2. Identify the role of the CPU including speed and how it is measured 1.2.2
3. Explain the difference between memory and storage including RAM, ROM, and other 1.2.3

1.3 Discuss different types of software and their uses

1. Identify fundamental concepts and common uses relating to word processing, spreadsheets, databases, graphics and multimedia, and presentation software 1.3.1
2. Identify how to select appropriate applications for a particular purpose 1.3.2

1.4 Discuss file management

1. Identify elements of the operating system desktop 1.4.1
2. Manipulate the features of an operating system
Shut down, logoff and restart the computer
Start Menu and taskbar
Desktop folders and icons
Using the file manager, manage files 1.4.2

1.5 Discuss the factors that go into an individual or organizational decision on how to purchase computer equipment

1. Identify the criteria for selecting a personal computer 1.5.1
2. Identify factors that affect computer performance 1.5.2
3. Identify hardware and software considerations when purchasing a computer including 1.5.3
4. Identify how hardware and software interact 1.5.4

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5. Identify issues relating to software upgrades, such as pros and cons and methods to upgrade 1.5.5

Self-Awareness

2.1 Identify personal characteristics

1. Create a personal characteristic document utilizing word processing skills
Create and save a document
Proofread and edit (insert, cut, copy, move, undo, redo, repeat, find/replace, spell check, insert/modify pictures)
Format for printing
Preview before printing
Print, specifying common print options
Manage printing and print jobs
Identify and solve common problems associated with printing 2.1.1

2.2 Create an electronic portfolio

1. Demonstrate how to use the computer and the Internet safely, legally, and responsibly 2.2.1
2. Create a personal account in the Arkansas Works College and Career Planning System (http://arworks.arkansas.gov), enter demographic information, access/update account information, and save information to electronic portfolio 2.2.2
3. Research identity protection for all Internet access and describe ways to protect privacy and personal files 2.2.3
4. Demonstrate safe procedures for uploading and downloading files 2.2.4

2.3 Assess personal interests, skills, and values

1. Determine an interest-based career path by using the Arkansas Works College and Career Planning System to analyze highest areas of interest in the 16 career clusters 2.3.1
2. Determine a skill-based career path by using the Arkansas Works College and Career Planning System to analyze highest skill area in the 16 career clusters 2.3.2
3. Determine a values-based career path by using the Arkansas Works College and Career Planning System to analyze most important work values 2.3.3
4. Analyze the Arkansas Works College and Career Planning System Interest and 2.3.4
5. Evaluate how interests, abilities and achievement relate to attaining personal, social, academic and career goals 2.3.5

2.4 Recognize how career choices affect lifestyle

1. Utilize Real-Life Arkansas (www.real-life.arkansas.gov) to evaluate how career choices affect lifestyle 2.4.1

2.5 Discuss the importance of a positive attitude

1. Demonstrate a positive attitude towards work 2.5.1
2. Review and assess personal responsibility toward success 2.5.2

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2.6 Recognize the relationship between a career choice and their personal identity

1. Define personal identity in relation to the world of work 2.6.1
2. Demonstrate how work ethic effects outcome and reaching goals in a timely and efficient manner 2.6.2

Career Exploration

3.1 Explain and utilize database resources to research career cluster information

1. Research Career Clusters based upon personal career match using the Arkansas Works College and Career Planning System (http://arworks.arkansas.gov) 3.1.1
2. Research and evaluate career opportunities using the Occupational Outlook Handbook on-line (http://www.bls.gov/oco/) 3.1.2
3. Research and evaluate career opportunities using the O*Net (http://onetcenter.org) 3.1.3
4. Research and explore career opportunities using ArkOscar (http://www.ioscar.org/ar/) 3.1.4
5. Research and evaluate career opportunities using Career One Stop (http://acinet.org) 3.1.5
6. Evaluate on-line career research websites for practical use for all age groups (http://ace.arkansas.gov/careerclusters/careerclusters.htm) 3.1.6

3.2 Evaluate career information

1. Explore occupation based upon interests in the 16 Career Clusters using the results from the Arkansas Works College and Career Planning System (http://arworks.arkansas.gov) 3.2.1
2. Review current Labor Market Information (LMI) and employment trends (http://www.discoverarkansas.net/) 3.2.2
3. Predict employment trends in local economy using Labor Market Information (LMI) 3.2.3
4. Assess and determine the most appropriate tentative career pathway 3.2.4
5. Determine top three career choices and save to favorites in an electronic portfolio (http://arworks.arkansas.gov) 3.2.5

3.3 Explore work environment, conditions, job duties and work responsibilities

1. Examine career opportunities through
On-line career videos in personal career focus area
Job shadow using Internet based virtual shadowing job shadow
Explore job responsibilities via virtual industry tours
Explore job responsibilities via actual industry tours
Informational interviews 3.3.1
2. Explore opportunities in non-traditional careers of interest 3.3.2

Investigate resources and opportunities in Arkansas via on-line career publications and websites

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1. Review the annual publication of Arkansas Career Watch magazine on-line (http://www.discoverarkansas.net/) 3.4.1
2. Review articles from the annual Arkansas Next Publication (http://www.inarkansas.com/publications/arkansas-next) 3.4.2
3. Review articles from the Arkansas Future Focus Magazine 3.4.3
4. Utilize Arkansas Job Links to research career opportunities, labor market information and find jobs (https://www.arjoblink.arkansas.gov) 3.4.4

3.5 Exhibit knowledge of a chosen occupation through multimedia application software

1. Develop a multimedia presentation highlighting a career of interest including work environment and conditions, education and training requirements, income and benefits, skills needed, job description, and opportunities for employment
Identify effective design principles for simple presentations
Create and format a simple presentation
Insert and delete a slide
Change slide view
Modify a slide background
Apply transitions to slides
Print presentation using various output elements (speaker's notes, handouts, etc.)
Present presentation to peers 3.5.1

Develop a Career Plan

4.1 Develop a personal career portfolio

1. Create and express self through a personal career development portfolio 4.1.1
2. Assemble assessments relating education 4.1.2
3. Define qualities that are unique to each individual 4.1.3

4.2 Assess the value of education required for a personal career goal

1. Determine the cost to complete the education and training required for the personal 4.2.1
2. Determine optimum education and training plan to reach personal career goals 4.2.2
3. Predict life time earnings based upon career plans and educational attainment 4.2.3
4. Identify educational strengths and weaknesses and assess the affect on the personal education plan 4.2.4
5. Research schools based upon career interests using the Arkansas Works College and Career Planning System 4.2.5
6. Evaluate available scholarship information 4.2.6
7. Identify extended learning opportunities through student organizations internships and volunteer groups 4.2.7
8. Identify concurrent credit and articulated coursework 4.2.8
9. Identify industry certifications as they relate to personal career goals 4.2.9

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4.3 Create an education and training plan related to personal and professional career goals

1. Develop a tentative education and training plan to complete high school 4.3.1
2. Develop a tentative education and training plan for at least two years following high school 4.3.2
3. Evaluate the relationship between the career goal and high school education plan 4.3.3

4.4 Set personal, professional, and educational goals

1. Define personal, educational, financial and career short, medium and long term goals using the College and Career Planning System 4.4.1

4.5 Demonstrate the understanding of the relationship between the decision-making process and meeting future career goals

1. Apply critical thinking skills in the seven-step decision-making process to evaluate the education plan 4.5.1
2. Evaluate consequences for making poor career decisions 4.5.2
3. Comprehend the necessity to make a career plan with a back up plan 4.5.3

World of Work

5.1 Demonstrate the understanding of the changing workplace in relation to the global economy and the necessity to obtain transferable work related skills

1. Examine the affects of outsourcing in the workforce in a global economy 5.1.1
2. Utilize spreadsheet software to examine the affects
Apply basic spreadsheet features and functions to produce a spreadsheet
Create and save a spreadsheet
Retrieve, edit, format, and print a spreadsheet
Create and modify arithmetic formulas
Use common function formulas (e.g. SUM, AUTOSUM, AVERAGE, and COUNT)
Identify common errors made when using formulas and functions
Create a chart from worksheet data
Apply table autoformat
Demonstrate an understanding between absolute and relative formulas 5.1.2

5.2 Identify 21st century transferable job skills

1. Demonstrate how technology is required for a chosen career path including the education and training required to obtain a job in the career field 5.2.1
2. Examine the necessity for transferable job skills in today's workforce 5.2.2
3. Apply transferable skills job skills to a classroom project
Teamwork
Leadership
Taking responsibility
Customer service
Loyalty
Problem Solving
Communication Skills
Critical Thinking Skills
Interpersonal Skills
Technology
Time Management Skills 5.2.3

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Identify appropriate workplace ethics

1. Demonstrate pride in work and success 5.3.1

2. Demonstrate the benefits of diversity in the workplace in a collaborative learning 5.3.2

5.4 Identify employer and employee rights and responsibilities

1. Explore the relationship rights and responsibilities between employer and employee 5.4.1

Employment Skills

6.1 Assemble a personal career development portfolio

1. Design a personal career portfolio relative to the chosen career field 6.1.1
2. Upload assessment documents or results into the electronic career portfolio 6.1.2
3. Upload letters of recommendation, commendations, recognitions, awards, honors, and certifications 6.1.3

6.2 Identify employability skills needed to acquire a job

1. Generate answers to most asked interview questions 6.2.1
2. Review and practice employment interviews 6.2.2
3. Practice on-line employment applications (http://arworks.arkansas.gov) 6.2.3
4. Proofread and critique resume examples (http://arworks.arkansas.gov) 6.2.4
5. Develop a personal resume in the electronic career portfolio (http://arworks.arkansas.gov) 6.2.5
6. Construct a list of eligible references with permission to use on a resume (http://arworks.arkansas.gov) 6.2.6
7. Write and save a letter of application in an e-portfolio (http://arworks.arkansas.gov) 6.2.7
8. Demonstrate sending a secure e-portfolio to a recipient (http://arworks.arkansas.gov) 6.2.8
9. Complete an on-line employment application (http://arworks.arkansas.gov) 6.2.9
10. Use Arkansas Job Links to locate job openings in the area for personal career goal (https://www.arjoblink.arkansas.gov) 6.2.10

6.3 Utilize technology skills to design a creative and comprehensive project to showcase personal career aspirations

1. Design, create, and demonstrate a career project which aligns qualifications to personal career choice with
Brochure
Flyer 6.3.1