Arkansas CTE

Workforce Technology: Grades 11, 12

Adopted 2011

Career Awareness

1.1 Identify or confirm an interest in a particular field

1. Explore the Internet and other resources for career information and document findings 1.1.1
2. Interview community members about careers of interest and document findings 1.1.2
3. Participate in real-life activity related to the student's career interest area (i.e. job shadow, mentoring program, part-time employment, internship, entrepreneurship/self-employment situations are acceptable 1.1.3
4. Assess your skills, abilities, interests, experience, and accomplishments 1.1.4

1.2 Give examples of how math, English, science, art, music and/or foreign language are used in the chosen career area

1. Analyze and appraise how academic skills are used in the chosen career area 1.2.1

1.3 Describe how self-direction is important to the career decision making process

1. Analyze steps employed to determine career choice 1.3.1
2. Outline a multi-media presentation describing the reasons for making a particular career choice 1.3.2
3. Using lab equipment, produce a presentation describing the results of career investigation 1.3.3
4. Present a speech on a career/technology related topic 1.3.4

1.4 Identify entrepreneurial opportunities related to personal career interests

1. Summarize the obligations of an entrepreneur 1.4.1
2. Compare the risks and advantages of ownership 1.4.2
3. Give examples of franchise businesses 1.4.3

Basic Job Skills

2.1 Define terminology

1. Define the term communication 2.1.1

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2.2 Describe the communication process

2.3 Identify barriers to good communications

1. Demonstrate effective communication skills 2.3.1

2.4 Explain the difference between verbal and nonverbal communications

1. Evaluate situations for verbal and nonverbal communications 2.4.1

2.5 Describe the types of communications channels

1. Demonstrate common business communications channels (i.e. fax, e-mail) 2.5.1

2.6 Identify the need for accurate written directions to accomplish a workplace task

1. Demonstrate the ability to write accurate, concise directions for a given task 2.6.1

2.7. Identify various types of common written communications used in business

1. Format, compose, and produce various types of written communications in business (i.e. reports, resumes, memos, letters) 2.7.1
2. Evaluate written correspondence for effectiveness 2.7.2

2.8 Explain the importance of oral communication in the workplace and to work related experiences

1. Demonstrate effective oral communication in the workplace 2.8.1

2.9 Define effective listening

1. Demonstrate effective listening skills 2.9.1
2. Apply listening techniques to various situations 2.9.2

2.10 Identify appropriate communication strategies in a given situation

1. Demonstrate effective communication in various situations (i.e. face-to-face, small group, large group, formal, informal) 2.10.1
2. Demonstrate how the use of committees and the brainstorming technique can help solve problems 2.10.2
3. Demonstrate understanding of written sentences and paragraphs in work related documents (i.e. technical manuals, instructional guides, etc.) 2.10.3

2.11 Add, subtract, multiply and divide whole numbers, fractions, and decimals

1. Apply basic math skills to workplace and project activities 2.11.1

2.12 Identify interdisciplinary skills applied to project development (i.e. English, science, art, music, etc.)

1. Demonstrate use of interdisciplinary skills 2.12.1

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Career and Workplace Skills

3.1 Compare components of project development to components of the job application process

1. Prepare documents needed for the job application/project development process (i.e. resume, letter of introduction, letter of application, applications forms, follow-up letter) 3.1.1
2. Demonstrate appropriate appearance 3.1.2
3. Complete work project related interview 3.1.3

3.2 Identify an acceptable social and ethical environment

1. Contribute to the community in an ethical manner 3.2.1
2. Demonstrate ethical use of research in devising original solutions (i.e. copyright laws) 3.2.2

3.3 Describe what employers expect of employees (i.e. health, attendance)

1. Discuss anticipated problems in meeting employer's expectations 3.3.1
2. Develop and maintain healthy habits 3.3.2

3.4 Define teamwork

1. Identify roles and expectations of diverse team members 3.4.1
2. Develop a project example using teamwork concepts 3.4.2

3.5 Identify standards used in the workplace

1. Demonstrate time management 3.5.1
2. Demonstrate a positive attitude 3.5.2

3.6 Define decision-making

1. Demonstrate various strategies for the decision making process 3.6.1
2. Demonstrate the steps used in problem solving 3.6.2

3.7 Identify characteristics of effective leaders

1. Compare different types of leadership styles 3.7.1

3.8 Identify human relations skills needed by employers and employees

1. Discuss how personality and basic needs are related to work satisfaction 3.8.1
2. Discuss ways to improve job satisfaction 3.8.2
3. Plan strategies for dealing with conflict 3.8.3

Project

4.1 Identify individualized or team project

1. Describe project objectives 4.1.1
2. Demonstrate that project is beneficial 4.1.2

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3. Determine project beneficiaries or analyze how the project will address real-world problems 4.1.3
4. Evaluate the proposed outcomes of the project 4.1.4

4.2 Describe the research process

1. Determine resources needed to complete project 4.2.1
2. Schedule visits with outside resources 4.2.2
3. Choose other resources as needed 4.2.3

4.3 Explain the skills needed for collaborative work

1. Assign team responsibilities based on individual members' strengths and skills 4.3.1
2. Develop a proposed timeline 4.3.2
3. Collect and appraise the validity, reliability, and relevance of data 4.3.3
4. Demonstrate team critiquing skills 4.3.4
5. Evaluate goals and timelines 4.3.5

4.4 Describe the benefits of self-motivated learning

1. Substantiate the learning/service aspects of the project 4.4.1
2. Conclude how learning outcomes were achieved 4.4.2
3. Demonstrate project using presentation software and include statistical data in various forms 4.4.3

4.5 Describe project outcome

1. Demonstrate the learning/service aspects of the project 4.5.1
2. Evaluate project status 4.5.2