Connecticut CTE

Cooperative Work Education

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A Cooperative Work Education CW

1 Career Readiness: Assess and identify career interests, aptitudes, and options in developing a career plan. CW.A

- a Describe attitudes and ethics important to career success. CW.A.1
- b Determine personal strengths, talents, values, and interests related to various jobs and careers in order to maximize career potential. CW.A.2
- c Identify the various research tools available in the career exploration process such as computer-assisted programs, social media sites, industry tours, job shadows, career fairs, and the Internet. CW.A.3
- d Evaluate postsecondary opportunities related to career interests, including certification, licensing, apprenticeships, college, and military options. CW.A.4
- e Identify skills necessary for employment in the global workforce. CW.A.5
- f Describe the purpose of a resume and cover letter. CW.A.6
- g Analyze the steps in a job search, including the cover letter, resume, application, and participating in the interview process CW.A.7
- h Identify ways to develop and maintain professional relationships to enhance career success. CW.A.8

2 Career Acquisition: Identify skills, aptitudes, and ethics required for employment acquisition in a competitive marketplace. CW.B

- a Describe the elements of effective oral and written communication skills necessary for employment. CW.B.9
- b Identify the resources necessary to conduct a job search. CW.B.10
- c Use an established network of professionals and social media connections to assist in a job search. CW.B.11
- d Describe employability skills, including job search, job selection, and interviewing. CW.B.12
- e Examine components of a wage benefit package. CW.B.13

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3 Career Retention: Demonstrate mastery of the entry-level employment skills, competencies, and character of education essential for success in the workplace, including issues of diversity, expectations, trends, and labor regulations. CW.C

- a Describe personal qualities and self-management skills necessary for workplace success such as time management, organization, punctuality, and attendance. CW.C.14
- b Define effective communication, team-building, and leadership skills. CW.C.15
- c Describe personal health and workplace safety procedures. CW.C.16
- d Analyze biases, harassment, and discriminatory behaviors that can affect job success and advancement. CW.C.17
- e Define procedures that apply to conflict resolution skills. CW.C.18
- f Explain problem solving and critical thinking skills. CW.C.19

4 Integrated Learning and Life Skills: Demonstrate how academic knowledge and skills are applied to the workplace, personal life, and life-long learning. CW.D

- a Describe and use communication, mathematical, and technical skills to solve problems. CW.D.20
- b Describe the virtual work environment and how employee and supervisor relations would be different. CW.D.21
- c Examine how factors such as supply and demand, geographic locations, level of education, type of industry, union membership, productivity skill level, and work ethic affect/influence income from employment. CW.D.22
- d Define methods for goal-setting and achieving clearly-defined goals. CW.D.23
- e Analyze the ethical issues surrounding access, privacy, and confidentiality of information in emerging technologies. CW.D.24
- f Develop skills to give and receive constructive feedback. CW.D.25

5 Economics: Understand economic concepts that influence personal, business, and government decisions. CW.E

- a Describe how goals, resources, and structures are used within an organization. CW.E.26
- b Describe the concepts of entrepreneurship. CW.E.27
- c Compare and contrast the advantages and disadvantages of the various types of business ownership. CW.E.28
- d Explain economic principles affecting business cycles and the workforce. CW.E.29