Florida CTE

Specialized Career Instruction - Comprehensive

Demonstrate self-advocacy and self-determination skills. The student will be able to: 01.0	1 **Identify and evaluate personal needs, interests, and goals.** 01.01 2 **Describe abilities, skills, and individual needs related to disability.** 01.02 3 **Make plans based on personal and career choices.** 01.03 4 **Carry out plans and adjust to changing circumstances.** 01.04 5 **Explain legal rights as a person with a disability.** 01.05 6 **Define the term disclosure.** 01.06 7 **Identify appropriateness of disclosing disability in some situations and not others.** 01.07 8 **Evaluate the advantages and disadvantages of disclosure.** 01.08 9 **Explain how disclosure provides legal protection against discrimination.** 01.09 10 **Analyze work space, method of communication with others, and tasks.** 01.10 11 **Review the range of accommodations and choose the best one based on individual needs.** 01.11
Discuss individual interests, aptitudes, and opportunities. The student will be able to: 02.0	1 **Use a variety of resources and methods to determine career interests and abilities.** 02.01 2 **Identify and describe personal skills, interests, values, experiences, personality traits, and academic abilities.** 02.02 3 **Identify non-traditional career options.** 02.03 4 **Describe how educational level affects career choice.** 02.04 5 **Explain the importance of networking when exploring occupations.** 02.05 6 **Identify advantages of attending a career or technical center or college.** 02.06

Skip to main content

	7 Explain the importance of updating occupational skills and knowledge through training, continuing education, and life-long learning. 02.07
Review and discuss career and employment opportunities. The student will be able to: 03.0	1 Explain the importance of staying up-to-date on social, technical, and economic changes. 03.01
	2 Evaluate and compare employment opportunities that match career goals. 03.02
	3 Identify opportunities and requirements for career advancement. 03.03
	4 Identify what courses of study will be needed to reach his/her educational goal. 03.04
Determine realistic employment goals. The student will be able to: 04.0	1 Match interests and abilities with potential careers. 04.01
	2 Compare personal strengths and weaknesses, including physical and cognitive abilities, to specific job requirements. 04.02
	3 Collect information needed to determine realistic employment goals. 04.03
	4 Identify potential careers available in the community. 04.04
	5 Develop a career and education plan that includes short and long-term goals and postsecondary/career goals. 04.05
Demonstrate work-related skills. The student will be able to: 05.0	1 Demonstrate the ability to follow directions. 05.01
	2 Demonstrate appropriate behaviors related to task completion. 05.02
	3 Explain individual rights and responsibilities in the workplace. 05.03
	4 Respond appropriately to constructive criticism. 05.04
	5 Work cooperatively with others. 05.05
Demonstrate mastery of selected benchmarks from one or more job preparatory programs (not previously mastered). The student will be able to: 06.0	1 Perform tasks as they relate to specific job training performance. 06.01
	2 Demonstrate safety standards and benchmarks related to specific job training. 06.02
Describe the rights, responsibilities and be[illegible] Th to:	1 Describe his/her responsibilities as an employee. 07.01
	[illegible]xplain the benefits of employment, such as health insurance, leave time, [illegible]orker's compensation, retirement plans and Social Security. 07.02

Skip to main content

	3 Describe legal rights that apply to persons with disabilities in school, community, and workplace, including the Americans with Disabilities Act, the Rehabilitation Act, and the Fair Labor Standards Act (FLSA). 07.03
	4 Describe steps that may be taken when rights have been violated. 07.04
Manage interpersonal relationships. The student will be able to: 08.0	1 Demonstrate appropriate relationships with peers. 08.01
	2 Participate as a member of a team. 08.02
	3 Demonstrate positive work attitudes. 08.03
	4 Demonstrate characteristics of a good employee. 08.04
	5 Maintain positive relationships with co-workers. 08.05
	06. Maintain a positive relationship with a supervisor. 08.06
Demonstrate job seeking and employability skills. The student will be able to: 09.0	1 Identify resources used in a job search (e.g., newspaper, Internet, networking). 09.01
	2 Discuss the importance of drug tests and criminal background checks when identifying possible employment opportunities. 09.02
	3 Identify steps of the job application process, including arranging for references and proper documentation (e.g., green card, birth certificate, social security card). 09.03
	4 Identify procedures and documents required when applying for a job (e.g., application, W-4, I-9). 09.04
	5 Prepare a resume (electronic and traditional), letter of application, follow-up letter, acceptance/rejection letter, letter of resignation, and letter of recommendation. 09.05
	6 Demonstrate appropriate dress and grooming for employment. 09.06
Demonstrate personal productivity. The student will be able to: 10.0	1 Demonstrate self-discipline, reliability, and dependability. 10.01
	2 Act in a professional, respectful, and non-offensive manner while under pressure. 10.02
	3 Determine the best options or outcomes when faced with a challenging situation. 10.03
	4 Respond to situations and/or requests in a timely manner. 10.04
De Skip to main content **employability and work-**	**'articipate in job search activities.** 11.01

related skills appropriate to the workplace. The student will be able to: 11.0	**2** Complete an accurate job application. 11.02
	3 Demonstrate effective job interviewing skills. 11.03
	4 Demonstrate the ability to follow directions. 11.04
	5 Demonstrate time management practices. 11.05
	6 Access various modes of transportation. 11.06
Demonstrate proper and safe procedures while working with tools, equipment, systems and materials. The student will be able to: 12.0	**1** Inspect personal protective equipment (PPE) to determine if it is safe to use. 12.01
	2 Inspect tools or equipment to determine if they are safe to use. 12.02
	3 Identify technology, tools, equipment, and supplies necessary for a specific work task. 12.03
	4 Demonstrate how to keep work area tidy with equipment properly stored. 12.04
	5 Locate technology, tools, equipment, and supplies required to complete a specific work task. 12.05
	6 Use technology, tools, equipment, and supplies safely and correctly for a specific work task. 12.06
	7 Clean and maintain technology, tools, and equipment. 12.07
	8 Store technology, tools, equipment, and supplies correctly. 12.08
Demonstrate mastery of selected standards and benchmarks from one or more job preparatory programs (not previously mastered). The student will be able to: 13.0	**1** Demonstrate mastery of selected standards and benchmarks that are job specific and correspond to the chosen career. 13.01
Describe the duties and responsibilities of a successful employee. The student will be able to: 14.0	**1** Demonstrate how to handle customer inquiries/complaints. 14.01
	2 Demonstrate how to handle difficult internal and external customers. 14.02
	3 Demonstrate how to interpret policies to internal and external customers. 14.03
	4 Classify customer services according to nature and characteristics of the activity. 14.04
	)escribe ways of resolving customer problems. 14.05

Skip to main content

	6 Explain the importance of stress management and relaxation techniques as they relate to job performance. 14.06
	7 Describe workplace codes of professional/business conduct. 14.07
	8 Explain the concepts of integrity, credibility, reliability, and perseverance. 14.08
Demonstrate how to request job accommodations. The student will be able to: 15.0	1 Identify and describe the legal responsibilities of employers and employees in the work place. 15.01
	2 Identify work-related reasonable accommodations. 15.02
	3 Request necessary job accommodations from prospective employers. 15.03
	4 Employ technological tools to identify federal, state and local job accommodation resources 15.04
	5 Explain disability discrimination and harassment in the workplace. 15.05
Define key terms related to the chosen occupation. The student will be able to: 16.0	1 Identify vocabulary specific to his/her career field. 16.01
	2 Use the proper vocabulary when discussing his/her chosen career. 16.02
Demonstrate oral and written communication skills in creating, expressing, and interpreting information and ideas. The student will be able to: 17.0	1 Describe the importance of the proper use of grammar, vocabulary, and diction. 17.01
	2 Demonstrate appropriate oral and written communication techniques to communicate clearly and effectively in the workplace. 17.02
	3 Identify appropriate conversation for work related settings. 17.03
	4 Interpret verbal and nonverbal cues/behaviors that enhance communication. 17.04
	5 Describe listening, speaking, and nonverbal skills necessary to determine customer needs. 17.05
	6 Apply active listening skills to obtain and clarify information. 17.06
	7 Demonstrate the appropriate way to address people. 17.07
	8 List professional vocabulary appropriate for the work environment. 17.08
	9 Demonstrate the ability to communicate in a multicultural setting. 17.09
	10 Design, develop and deliver formal and informal presentations using appropriate media. 17.10

Skip to main content

	11	**Develop and interpret tables and charts to support written and oral communication.** 17.11
	12	**Identify and define commonly used customer service terms (e.g., complaints, internal and external customers).** 17.12
	13	**Demonstrate the placing/receiving of telephone calls in a businesslike manner.** 17.13
	14	**Demonstrate the ability to locate, understand, and interpret information from various sources (e.g., trade manuals, schedules, charts, diagrams, tables of contents, indexes, labels, Internet resources).** 17.14
Demonstrate industry related mathematical skills. The student will be able to: 18.0	1	**Compute and compare gross pay, net pay, overtime pay, and specific payroll deductions.** 18.01
	2	**Compute different methods of monetary compensation (e.g., annual salary, hourly wage, commission, piecework).** 18.02
	3	**Prepare a balanced budget based on income and expenses.** 18.03
	4	**Describe the importance of maintaining an accurate checkbook balance.** 18.04
	5	**Identify mathematical skills used by employees in various career fields.** 18.05
	6	**Demonstrate arithmetic operations to complete work tasks.** 18.06
	7	**Use data to solve problems and interpret documents.** 18.07
Demonstrate industry related science knowledge and skills based on CTE standards and benchmarks . The student will be able to: 19.0	1	**Discuss the role of creativity in constructing scientific questions, methods and explanations as it relates to the chosen career.** 19.01
Demonstrate industry related language arts knowledge and skills based on CTE standards and benchmarks. The student will be able to: 20.0	1	**Draft, revise, and edit written documents using correct grammar, punctuation, and vocabulary.** 20.01
	2	**Present information formally and informally for specific purposes and audiences.** 20.02
Demonstrate mastery of sel be more job preparatory	1	**Demonstrate mastery of selected standards and benchmarks that are job specific nd correspond to the student's chosen career.** 21.01

Skip to main content

programs (not previously mastered). The student will be able to: 21.0	
Create an employment plan. The student will be able to: 22.0	**1** Describe entrepreneurship opportunities as a career planning option. 22.01
	2 Identify the advantages and disadvantages of traditional employment with entrepreneurship. 22.02
	3 Identify career pathways within the chosen career. 22.03
	4 Utilize strategies to create employment plan. 22.04
Explain job accommodations as they relate to the workplace. The student will be able to: 23.0	**1** Define the term job accommodations. 23.01
	2 Identify basic duties that an employee must be able to perform with or without reasonable accommodations. 23.02
	3 Identify examples of tasks and the related accommodation(s) that might be needed by a person with a specific disability. 23.03
	4 Describe who is responsible for identifying an appropriate accommodation and when to request it. 23.04
	5 Describe an employee's options if an employer refuses to provide a reasonable accommodation 23.05
Demonstrate communication skills necessary for successful employment. The student will be able to: 24.0	**1** Describe the importance of the proper use of grammar, vocabulary, and diction. 24.01
	2 Demonstrate the appropriate way to address people. 24.02
	3 Identify appropriate conversation for work-related settings. 24.03
	4 Describe listening, speaking, and nonverbal skills necessary to determine customer needs. 24.04
	5 List professional vocabulary appropriate for the work environment. 24.05
	6 Demonstrate the ability to communicate in a multicultural setting. 24.06
	7 Identify and define commonly used customer service terms (e.g., complaints, internal and external customers). 24.07
	8 Demonstrate the ability to listen to, follow, and provide directions. 24.08
	9 Demonstrate the placing/receiving of telephone calls in a businesslike manner. 24.09

Skip to main content

	10 Demonstrate the ability to locate, understand, and interpret information from various sources (e.g., trade manuals, schedules, charts, diagrams, tables of contents, indexes, labels, Internet resources). 24.10
Demonstrate employability skills. The student will be able to: 25.0	1 Describe methods for handling illegal interview and application questions. 25.01
	2 Discuss state and federal labor laws regulating the workplace (e.g., Child Labor Law, sexual harassment, EEOC, ADA, FMLA). 25.02
	3 Identify positive work attitudes and behaviors (e.g., honesty, compassion, respect, responsibility, fairness, trustworthiness, caring). 25.03
	4 Identify qualities typically required for promotion (e.g., productivity, dependability, responsibility). 25.04
	5 Explain how to prepare for job separation and re-employment. 25.05
	6 Write a job description that includes the responsibilities of an entry-level position. 25.06
	7 Prepare a classified ad for an entry-level position. 25.07
	8 Create a list of interview questions for an entry-level position. 25.08
	9 Complete various employment forms (application, W-4, insurance forms). 25.09
	10 Create a resume. 25.10
Demonstrate a familiarity with information technology. The student will be able to: 26.0	1 Select and use appropriate devices, services, and applications for telecommunications. 26.01
	2 Utilize presentation software to communicate ideas to a group. 26.02
	3 Demonstrate proper work-related Internet use and security. 26.03
	4 Utilize word processing software to produce workplace documents. 26.04
	5 Utilize spreadsheet software to create meaningful workplace records. 26.05
	6 Utilize web browsers to access the World Wide Web and other computer resources. 26.06
	7 Use different types of web search engines effectively to locate information. 26.07
Demonstrate workplace safety practices. The stu to:	1 Identify technology, tools, equipment, and supplies necessary for a specific work task. 27.01
	ocate technology, tools, equipment, and supplies required to complete a specific ask. 27.02

Skip to main content

	3 Explain why workers must follow instructions and act in a way to promote safety. 27.03
	4 Demonstrate required safety procedures related to the chosen career. 27.04
Demonstrate mastery of selected standards and benchmarks from one or more job preparatory programs (not previously mastered). The student will be able to: 28.0	1 Demonstrate mastery of selected standards and benchmarks that are job specific and correspond to the chosen career. 28.01
Demonstrate an understanding of workplace organization. The student will be able to: 29.0	1 Identify his/her role in family, circle of friends, school, and other groups/committees. 29.01
	2 Illustrate the hierarchy of a company. 29.02
	3 Define vision and mission statements. 29.03
Describe the roles within teams, work units, departments, organizations, and the larger environment. The student will be able to: 30.0	1 Define teamwork. 30.01
	2 Employ teamwork in working towards a common goal. 30.02
	3 Analyze and explain how one's own actions impact the overall organization. 30.03
Explain the impact of technology on occupations related to the field of study in which the student is enrolled. The student will be able to: 31.0	1 Describe a specific company's policy for ensuring security and protection of computerized data. 31.01
	2 Demonstrate uses of equipment to process information (e.g., 10-key, electronic cash register, OCR scanner, financial calculator, computer). 31.02
Demonstrate positive human relations and leadership skills. The student will be able to: 32.0	1 Identify and demonstrate positive personality traits. 32.01
	2 Demonstrate interpersonal skills to appropriately express feelings, reactions, ideas, opinions, wants, and needs. 32.02
	3 Define and practice compassion, fairness, honesty, integrity, perseverance, courtesy, respect, responsibility, self-discipline, and trustworthiness. 32.03
	4 Role-play behaviors that will promote effective human relations. 32.04

Skip to main content

Explain the importance of health, safety, and environmental management systems in organizational performance and regulatory compliance. The student will be able to: 33.0	1 **Describe personal and jobsite safety rules and regulations that maintain safe and healthy work environments.** 33.01 2 **Explain emergency procedures to follow in response to workplace accidents.** 33.02 3 **Create a disaster and/or emergency response plan.** 33.03
Solve problems using critical thinking skills, creativity, and innovation. The student will be able to: 34.0	1 **Use critical thinking skills independently and in teams to solve problems and make decisions.** 34.01 2 **Demonstrate the use of critical thinking and interpersonal skills to resolve conflicts.** 34.02 3 **Identify and document workplace performance goals and monitor progress toward those goals.** 34.03 4 **Identify and gather information necessary for decision-making.** 34.04
Demonstrate mastery of selected standards and benchmarks from one or more job preparatory programs (not previously mastered). The student will be able to: 35.0	1 **Demonstrate mastery of selected standards and benchmarks that are job specific and correspond to the chosen career.** 35.01
Demonstrate employability skills. The student will be able to: 36.0	1 **Identify and demonstrate positive work behaviors needed to be employable.** 36.01 2 **Develop a personal career plan that includes strategies to reach personal goals and objectives.** 36.02 3 **Review licensing, certification, and industry credentialing requirements of chosen career.** 36.03 4 **Maintain a career portfolio to document knowledge, skills, and experience.** 36.04 5 **Explore and compare employment opportunities that match career goals.** 36.05 6 **Identify and exhibit traits for retaining employment.** 36.06 7 **Identify opportunities and requirements for career advancement.** 36.07 **xplain the benefits of ongoing professional development.** 36.08

Skip to main content

Use information technology tools. The student will be able to: 37.0	1	**Use personal information management (PIM) applications to increase workplace efficiency.** 37.01
	2	**Use technological tools to expedite workflow (e.g., word processing, electronic calendar, email, Internet applications).** 37.02
	3	**Use computer operations applications to manage and store information.** 37.03
	4	**Use collaborative/groupware applications to facilitate group work.** 37.04
Practice quality performance. The student will be able to: 38.0	1	**Maintain an organized work area.** 38.01
	2	**Use equipment, technology, and work strategies to improve workflow.** 38.02
	3	**Carry out written and verbal directions accurately.** 38.03
	4	**Complete work efficiently and effectively.** 38.04
	5	**Adhere to worksite regulations and practices.** 38.05
Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives. The student will be able to: 39.0	1	**Demonstrate leadership skills to accomplish goals and objectives.** 39.01
	2	**Establish and maintain effective working relationships with others in order to accomplish objectives and tasks.** 39.02
	3	**Conduct and participate in meetings to accomplish work tasks.** 39.03
	4	**Demonstrate mentoring skills to inspire and teach others.** 39.04
Describe the importance of professional ethics and legal responsibilities. The student will be able to: 40.0	1	**Evaluate and justify decisions based on ethical reasoning.** 40.01
	2	**Evaluate alternative responses to workplace situations based on ethical and legal responsibilities, and employer policies.** 40.02
	3	**Identify and explain consequences of unethical or illegal behaviors in the workplace.** 40.03
	4	**Explain written organizational policies and procedures.** 40.04
Demonstrate skills acquired through On-the-Job-Training (OJT). The student will be able to: 41.0	1	**Maintain a positive attitude towards a job.** 41.01
	2	**Demonstrate appropriate job performance skills.** 41.02
	3	**Maintain a level of productivity required by the job.** 41.03
	4	**Use evaluations to improve performance.** 41.04
		:omply with employee rules, regulations, and procedures. 41.05

Skip to main content

	6 Apply effective communication appropriate to the job. 41.06
	7 Apply problem solving strategies to real life situations. 41.07
Demonstrate mastery of selected standards and benchmarks from one or more job preparatory programs (not previously mastered). The student will be able to: 42.0	**1** Demonstrate mastery of selected standards and benchmarks that are job specific and correspond to the chosen career. 42.01