North Carolina CTE

Occupational - Preparation 1 (2006): Grades 9, 10, 11, 12

Adopted 2006

The learner will develop self-determination skills for participating in transition planning and making a successful adjustment to adult life.	1.01	**Explains the terms self-determination and self-advocacy and relates these concepts to personal rights and planning for the future.**
	1.02	**Develops the self-awareness needed to identify personal traits and attributes affecting success in the following activities of adult life: - self-concept - self-confidence - strengths and weaknesses - expression of emotions - acceptance of praise - acceptance of criticism - personal social skills - accommodations and modifications needed due to disability - positive characteristics - listening skills - problem-solving skills. **
	1.03	**Identifies the information provided through evaluations and assessments and applies the information to transition and career planning: - aptitudes - temperaments, attitudes - values - lifestyles and preferences - learning styles - functional academic skills - health and medical issues. **
	1.04	**States the major concepts and strategies in career planning: - post-secondary outcome goals - dreams and visions - active listening - strategic planning for goal achievement - interagency teams (e.g. appropriate service providers as team members) - negotiation - compromise - independence and accompanying responsibilities - decisionmaking and choice-making. **
The learner will actively participate in career development activities (e.g. awareness, exploration, and planning) to determine a career goal.	2.01	**Defines terms related to vocational training (e.g. apprenticeships, cooperative education, job shadowing, on-the-job training, internships).**
	2.02	**Identifies major benefits of employment along with specific advantages and disadvantages of certain careers.**
	2.03	**Identifies various sources of occupational information and strategies for accessing information.**
	2.04	**Develops an awareness of things to be considered when making a career pathway choice: - occupational interests - job possibilities in areas of interests - required training or education - salary ranges **

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		- working conditions - job requirements - employee and environment match.
	2.05	Participates successfully in multiple school-based activities to complete the 300-hour requirement for the Occupational Course of Study by graduation: - vocational assessment activities - school factories - school-based enterprises - hands-on vocational training in Career-Technical Education courses - job fairs - Vocational Rehabilitation work adjustment training - Job Clubs.
The learner will develop the job-seeking skills necessary to secure employment in the chosen career pathway.	3.01	Defines terms in various employment and career related areas: - job applications - job interviews - orientation and training - salary and benefits - career advancement.
	3.02	Identifies and describes job search strategies: - job listings - Employment Security Commission - employment agencies - family and friend network - Vocational Rehabilitation counselor - Career Guidance Counselor - Internet - Yellow pages - want Ads - help wanted signs - teachers - Direct Application.
	3.03	Understands the process for obtaining and completing job applications: - steps for requesting an application - parts of an application - required information - optional information - timeliness - neatness, legibility, and accuracy - submission of an application (traditionally and electronically).
The learner will develop the work behaviors, habits, and skills in the area of personal management needed to obtain, maintain, and advance in chosen career pathway.	4.01	Develop a work ethic based on understanding the importance of work: - work personality - rewards of working - contributions to society - expectations of the world of work.
	4.02	Identifies personal hygiene and grooming skills appropriate for chosen career path and their importance to successful employment: - grooming products and their usage - work wardrobe - seasonal wear - hair care - dental care - body care - skin care.
The learner will develop the work behaviors, habits, and skills in the area of job performance needed to obtain, maintain, and advance in chosen career pathway.	5.01	States the need for abiding by rules, procedures, and regulations in the workplace and identifies rules common to a variety of occupations.
	5.02	Explains basic safety rules applicable to a variety of workplace situations: - basic safety guidelines - use of safety equipment - notification of safety issues - warning signs - use of hand and power tools - use of equipment - Lifting.
	5.03	States the purpose and responsibilities of the Environmental Protection Agency.
	4	Acquires knowledge of environmental-related issues: poisons and appropriate usage/disposal cleaners and appropriate

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		usage/disposal - combustibles and appropriate usage/disposal - trash disposal - hazardous materials and appropriate usage - recycling
The learner will develop the interpersonal relationship skills needed for success in the workplace.	6.01	Defines the terms friend, co-worker, supervisor, and customer.
	6.02	Recognizes the importance and desirable characteristics of workplace friends.
	6.03	Describes appropriate social amenities, social routines, conversational topics, and language for a variety of workplace situations: - introductions - greetings - farewells - compliments - apologies - requests - breaktime - same sex conversations - opposite sex conversations - questions/comments from coworkers and supervisors - humorous situations - requests for permission - interruptions - casual conversation - work-related conversation.
	6.04	Identifies appropriate body language, body space, voice tone, volume, and attitude during social interactions in the workplace: - introductions (e.g. shaking hands, voice tone, body posture, eye contact, etc.) - conversation - customer interactions - coworker interactions.
	6.05	Explains methods of demonstrating cooperation, camaraderie, cheerfulness, and empathy in the workplace: - attitude - conversation - gestures - tokens of helpfulness - expressions of concern/sympathy - recognition of special occasions - written greetings/condolences - company sponsored recreation and social events.