Ohio CTE

Career-Based Intervention Curriculum Guide (2023): Grades 7-12

Postsecondary and Career Preparation	1	Identify the knowledge, skills, and abilities necessary to succeed in careers. 1.1.1
	2	Identify the scope of career opportunities and the requirements for education, training, certification, licensure, and experience. 1.1.2
	3	Develop a career plan that reflects career interests, pathways, and secondary and postsecondary options. 1.1.3
	5	Develop strategies for self-promotion in the hiring process (e.g., filling out job applications, resumé writing, interviewing skills, portfolio development). 1.1.5
Creativity, Innovation, Motivation	1	Apply problem-solving and critical-thinking skills to work-related issues when making decisions and formulating solutions. 1.1.7
	4	Use negotiation and conflict-resolution skills to reach solutions. 1.2.4
	8	Identify the strengths, weaknesses and characteristics of leadership styles that influence internal and external workplace relationships. 1.2.8
Workplace Behaviors (soft skills)	6	Explain the importance of work ethic, accountability and responsibility and demonstrate associated behaviors in fulfilling personal, community and workplace roles. 1.1.6
	8	Identify the correlation between emotions, behavior and appearance and manage those to establish and maintain professionalism. 1.1.8
Workplace Technologies (hard skills)	9	Identify advantages and disadvantages involving digital and/or electronic communications. 1.2.9
	5	Access and implement safety compliance measures (e.g., quality assurance information, safety data sheets (SDSs), product safety data sheets (PSDSs), United States Environmental Protection Agency (EPA), United States Occupational Safety and Health Administration (OSHA)) that contribute to the continuous improvement of the organization. 1.3.5

Skip to main content

	7 Identify the labor and practice laws that affect employment and the consequences of noncompliance for both employee and employer (e.g., harassment, labor, employment, employment interview, testing, minor labor laws, Americans with Disabilities Act, Fair Labor Standards Acts, Equal Employment Opportunity Commission (EEOC), human trafficking) and interpret personal safety rights according to the employee Right-to-Know Plan. 1.3.7
	1 Use office equipment to communicate (e.g., phone, radio equipment, fax machine, scanner, public address systems). 1.4.1
	2 Select and use software applications to locate, record, analyze and present information (e.g., word processing, e-mail, spreadsheet, databases, presentation, Internet search engines). 1.4.2
	3 Verify compliance with security rules, regulations and codes (e.g., property, privacy, access, accuracy issues, client, and patient record confidentiality) pertaining to technology specific to the industry pathway. 1.4.3
Culture & Communication	**9** Give and receive constructive feedback to improve work habits. 1.1.9
	10 Adapt personal coping skills to adjust to taxing workplace demands. 1.1.10
	11 Recognize different cultural beliefs and practices in the workplace and demonstrate respect for them. 1.1.11
	3 Identify and use verbal, nonverbal and active listening skills to communicate effectively. 1.2.3
	3 Use cultural intelligence to interact with individuals from diverse cultural settings. 1.5.3
Financial Independence	**12** Describe classifications of employee benefits, rights, deductions and compensations. 1.6.12
	4 Identify alternative actions to take when goals are not met (e.g., changing goals, changing strategies, efficiencies). 1.8.4
	1 Create, analyze and interpret financial documents (e.g., budgets, income statements). 1.9.1
	2 Identify tax obligations. 1.9.2
	8 Identify income sources and expenditures. 1.9.8
	9 Compare and contrast different banking services available through financial institutions. 1.9.9

Skip to main content

Workplace Fundamentals & Personal Wellness

2 **Follow protocols and practices necessary to maintain a clean, safe, and healthy work environment.** 1.3.2

3 **Use ethical character traits consistent with workplace standards (e.g., honesty, personal integrity, compassion, justice).** 1.3.3

9 **Identify potential conflicts of interest (e.g., personal gain, project bidding) between personal, organizational, and professional ethical standards.** 1.3.9

9 **Explain how the performance of an employee, a department and an organization are assessed.** 1.6.9

1 **Identify how the roles of sales, advertising and public relations contribute to a company's brand.** 1.10.1