

# Grade 11

Adopted 2006

## Career Awareness and Preparation

- A.** Relate careers to individual interests, abilities, and aptitudes. 13.1.11.A
- 
- B.** Analyze career options based on personal interests, abilities, aptitudes, achievements and goals. 13.1.11.B
- 
- C.** Analyze how the changing roles of individuals in the workplace relate to new opportunities within career choices. 13.1.11.C
- 
- D.** Evaluate school-based opportunities for career awareness/preparation, such as, but not limited to:
  - Career days
  - Career portfolio
  - Community service
  - Cooperative education
  - Graduation/senior project
  - Internship
  - Job shadowing
  - Part-time employment
  - Registered apprenticeship
  - School-based enterprise 13.1.11.D
- 
- E.** Justify the selection of a career. 13.1.11.E
- 
- F.** Analyze the relationship between career choices and career preparation opportunities, such as, but not limited to:
  - Associate degree
  - Baccalaureate degree
  - Certificate/licensure
  - Entrepreneurship
  - Immediate part/full time employment
  - Industry training
  - Military training
  - Professional degree
  - Registered apprenticeship
  - Tech Prep
  - Vocational rehabilitation centers 13.1.11.F
- 
- G.** Assess the implementation of the individualized career plan through the ongoing development of the career portfolio. 13.1.11.G
- 
- H.** Review personal high school plan against current personal career goals and select post-secondary opportunities based upon personal career interests. 13.1.11.H

## Career Acquisition (Getting a Job)

- A.** Apply effective speaking and listening skills used in a job interview. 13.2.11.A
- 
- B.** Apply research skills in searching for a job.
  - CareerLinks
  - Internet (i.e. O\*NET)
  - Networking
  - Newspapers
  - Professional associations
  - Resource books (that is Occupational Outlook Handbook, PA Career Guide) 13.2.11.B

---

**C.** Develop and assemble, for career portfolio placement, career acquisition documents, such as, but not limited to:

- Job application
- Letter of appreciation following an interview
- Letter of introduction
- Postsecondary education/training applications
- Request for letter of recommendation
- Resume

 13.2.11.C

---

**D.** Analyze, revise, and apply an individualized career portfolio to chosen career path. 13.2.11.D

---

**E.** Demonstrate, in the career acquisition process, the application of essential workplace skills/knowledge, such as, but not limited to:

- Commitment
- Communication
- Dependability
- Health/safety
- Laws and regulations (that is Americans With Disabilities Act, child labor laws, Fair Labor Standards Act, OSHA, Material Safety Data Sheets)
- Personal initiative
- Self-advocacy
- Scheduling/time management
- Team building
- Technical literacy
- Technology

 13.2.11.E

---

## Career Retention and Advancement

**A.** Evaluate personal attitudes and work habits that support career retention and advancement. 13.3.11.A

---

**B.** Evaluate team member roles to describe and illustrate active listening techniques:

- Clarifying
- Encouraging
- Reflecting
- Restating
- Summarizing

 13.3.11.B

---

**C.** Evaluate conflict resolution skills as they relate to the workplace:

- Constructive criticism
- Group dynamics
- Managing/leadership
- Mediation
- Negotiation
- Problem solving

 13.3.11.C

---

**D.** Develop a personal budget based on career choice, such as, but not limited to:

- Charitable contributions
- Fixed/variable expenses
- Gross pay
- Net pay
- Other income
- Savings
- Taxes

 13.3.11.D

---

**E.** Evaluate time management strategies and their application to both personal and work situations. 13.3.11.E

---

**F.** Evaluate strategies for career retention and advancement in response to the changing global workplace. 13.3.11.F

---

**G.** Evaluate the impact of lifelong learning on career retention and advancement. 13.3.11.G

---

## Entrepreneurship

**A.** Analyze entrepreneurship as it relates to personal career goals and corporate opportunities. 13.4.11.A

---

**B.** Analyze entrepreneurship as it relates to personal character traits. 13.4.11.B

- 
- C. Develop a business plan for an entrepreneurial concept of personal interest and identify available resources, such as, but not limited to:**
- Community based organizations (that is chambers of commerce, trade/technical associations, Industrial Resource Centers)**
  - Financial institutions**
  - School-based career centers**
  - Small Business**
  - Administration services (that is SCORE, Small Business Development Centers, Entrepreneurial Development Centers)**
  - Venture capital**
- 13.4.11.C