

Career Investigations (9068)

Exploring Career Plan Options and Possible Destinations

- A** Compare the concepts of work, job, and career. **I.A**
- B** Describe education and career terms. **I.B**
- C** Explore the 17 career clusters. **I.C**
- D** Explore career pathways and occupations of interest. **I.D**
- E** Investigate a career of interest. **I.E**
- F** Identify opportunities for education/training to prepare for a career. **I.F**
- G** Explain the cost of education and/or training. **I.G**

Discovering More about Yourself

- A** Identify personal assets. **II.A**
- B** Examine personal assets in light of one's responsibilities as a family member, student, or community member. **II.B**
- C** Complete a career interest assessment. **II.C**
- D** Relate your skills, interests, talents, and values to a career. **II.D**

Developing an Academic and Career Plan

- A** Identify short-term and long-term goals. **III.A**
- B** Research options associated with courses in your school division and regional center related to career interests. **III.B**
- C** Review a decision-making process to course options. **III.C**
- D** Review the student Academic and Career Plan Portfolio. **III.D**
- E** Draft an Academic and Career Plan. **III.E**

Communicating on the Job

- A** Describe self-advocacy strategies. (optional) **IV.A**
- B** Communicate verbally and nonverbally in a professional manner. (Optional) **IV.B**
- C** Demonstrate telephone etiquette.(Optional) **IV.C**

D Compose written professional communication (e.g., emails, letters).
(Optional) [IV.D](#)

E Describe the importance of active listening skills. (Optional) [IV.E](#)

F Troubleshoot workplace problems, issues, or conflicts to find a solution.
(Optional) [IV.F](#)

G Describe the importance of inviting and responding to constructive feedback.
(Optional) [IV.G](#)

H Provide constructive praise and criticism. (Optional) [IV.H](#)

I Respond to praise or criticism. (Optional) [IV.I](#)

J Demonstrate public speaking skills (e.g., large group, small group).
(Optional) [IV.J](#)

K Describe the privacy issues related to online communication media. [IV.K](#)

L Identify privacy policies and issues related to employees using or misusing online communication media. [IV.L](#)
