

Career Readiness Student Performance

2012 – 2013

Arkansas Department of Career Education
Model Framework

Course Title: Career Ready 101 Online ONLINE COURSE
Career Cluster: All

Secondary – Career Guidance	
Course Number	493910
CIP Number	<i>(Program area responsibility to insert CIP code(s)/titles)</i>
Grade Level	11-12
Standard Length	Semester
Credits	.5
Counts Toward 38 Required Units	Yes
Counts Toward 22 Required Graduation Units	Yes
CTSO	Support Course
Certification	Any Licensure
Facility Requirements	http://arkansasfacilities.arkansas.gov/SchoolFacManual.aspx
Industry Certifications	Arkansas Career Readiness Certificate (Student Certification)

Course Title: Career Ready 101 Online

Career Readiness Student Performance

Purpose

Career Readiness is the development of skills and knowledge necessary to be successful in any selected career pathway and program of study regardless of postsecondary plans. Career Readiness is fundamental for all subsequent career planning and preparation. The theory is to plan for something with a career focus and prepare for all careers with the skills employers desire.

The major goal of Career Ready 101 Online is to engage students in their own future success as a digital learner. Students will have the knowledge to take advantage of learning opportunities while adapting to changing trends in local, national, and global workforce economy.

Career Ready 101 Online course description

Career Ready 101 Online is a one-semester .5 credit course that can count toward completer status for any Career and Technical Education Program of Study. It is designed to provide the student with the necessary skills to evaluate the foundational skill needed in a chosen career based upon job profiles. This course is a substitute for College and Career Readiness Course Code 493880 and Career Readiness Course Code 493900.

The major goal of Career Read 101 Online is to engage students to develop characteristics and skills employers most desire. Students will evaluate and master basic career readiness transferable skills in preparation for employment including financial literacy, career exploration, resume writing, interviewing, and soft skills. This curriculum will prepare students for the WorkKeys assessments to earn the Arkansas Career Readiness Certificate. This is an integrated approach to college and career readiness using digital learning as a means to certification, employability, and continuing education tailored to meet the needs of participating students.

Special Notes

Act 1280, The Digital Learning Opportunities Act of 2013. An act to provide expansion of digital learning opportunities for all Arkansas public school students as a supplementary method of instruction.

ACT 743, The Arkansas College and Career Readiness Act of 2011. An act to create the Arkansas college and career readiness planning program act; to lower educational costs, shorten a student's time to degree completion, and increase the overall success rate of Arkansas students by reducing the need for remediation; to ensure that students have the career readiness skills to compete in the global economy;

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Arkansas Career Readiness Certificate Program (CRC) Policy and Procedures for Proctoring the ACT WorkKeys assessments to the Arkansas Department of Career Education's Career Technical Education (CTE) High School Students

Eligible High School Career Ready 101 Participants Shall:

- Reserve Career Ready 101 usage for students in the 9th - 12th grades only.
- Request a Career Ready 101 administrator account to be set up through the Office of Curriculum and Career Development at the Arkansas Department of Career Education
- Provide the least hardship possible for students eligible for the WorkKeys assessments—including setting up an ACT WorkKeys realm
- Recommend awarding Career Readiness Certificates to the high school students in a recognition ceremony

The Distance Learning Instructor shall:

- Attend ACT Career Ready 101 and ACT WorkKeys CRC process training annually for professional development
- Facilitate learning using the Career Ready 101 curriculum and manage classes, pre-assessments, lessons, and post-assessments
- Provide sufficient and timely opportunities in Career Ready 101 curriculum and WorkKeys assessments
- Submit questions to the Arkansas Department of Career Education, Workforce Training Office
- Contact ACT Career Ready 101 support for technical assistance questions
- Assist students in the completion of the on-line Arkansas Job Link (AJL) for job seekers - <http://dws.arkansas.gov/JobSeekers/index.htm>
- Complete and send the Arkansas Career Readiness Certificate Program Referral Form for High School Students to the Dept of Career Education, Curriculum and Career Development Office.
- Arrange WorkKeys assessments dates and times with a WorkKeys administrator prior to April 1st each year.
- Submit a printout of the student Career Ready 101 scores to verify satisfactory scores in all three areas of Reading, Mathematics, and Locating Information, verification of Social Security Numbers and the referral form to the WorkKeys administrator prior to securing an assessment time for students.

The Distance Learning School Facilitator shall:

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To be eligible for ACT WorkKeys Students must:

- Devote adequate time and energy to learning the Career Ready 101 instruction to prepare for the WorkKeys assessments
- Be 17 years of age or older before taking the WorkKeys assessments
- Present a valid Social Security Number (SSN) to the referring instructor prior to taking the ACT WorkKeys assessments
- Successfully complete Career Ready 101 post-test at level 4 or higher in Reading, Mathematics, and Locating Information
- Complete an Arkansas Job Link (AJL) on-line application to be entered in into the job seeker status upon high school graduation <http://dws.arkansas.gov/JobSeekers/index.htm>
- Be referred by an approved Career Ready 101 Instructor/facilitator.

Setting up an ACT WorkKeys Realm at the ACE approved High School

- WorkKeys realms must be set up at the high school level when:
 - The number of students assessing rises above 20 students per semester
 - The distance to a two-year college is greater than 20 miles
- The high school administrator/instructor will submit an application request to the Dept of Career Education, Office of Workforce Training with contact information for a WorkKeys administrator and proctor
- The Office of Workforce Training will review/approve application and submit to the ADWS, CRC Office for approval and submit to ACT.
- The high school administrator will remit payment to ACT for the realm to be set up.
- The high school WorkKeys administrator and proctor will review all policies and procedures

NOTE: Adult Education Centers approved by the Governor' Workforce Cabinet and CRC Steering Committee may not proctor WorkKeys assessments to students who are still enrolled in high school.

Arkansas Job Link Profile

As part of the Career Ready 101 curriculum, students must complete a Job Seeker Profile located at www.arjoblink.arkansas.gov. Select "Create A Job Seeker Account." The student will be asked to enter a valid Social Security Number. After entering a Social Security Number, the student will be asked to enter the information presented in the following images:

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Home
Find a Job
Find Employees
Resources
Contact
FAQ/Help

New Account Creation for Job Seeker

* indicates a required field

* indicates a required field

* Username

* Password

Confirm Password

Email Address

Confirm Email Address

* Security Question

* Answer

* First Name

Middle Name

* Last Name

* Address

Address Line 2

* City

* State

* ZIP/Postal Code

* Country

International State/Province/Country

Phone Ext.

Alternate Phone Ext.

Fax

* Date Of Birth

Entry Form, Part 1

How did you hear about our services? (Check all that apply.)

Word of mouth

Brochure/Flyer

Internet

Other

If Other, please specify

Please Note

Your cooperation in answering the following questions is requested but not required. A refusal to provide this information will not affect your eligibility for services or your eligibility for veterans' priority of service.

Ethnic Hispanic/Latino

Race (Please check all that apply)

White or Caucasian

Asian or Asian American

Black or African American

Hawaiian or Other Pacific Islander

American Indian or Alaska Native

More than one race

Not Self Identified

Gender

Female

Male

Not Self Identified

N/A

Entry Form, Part 2

* Have you served on Active Duty with the Armed Forces of the United States?

Yes

No

N/A

Are you the spouse of a veteran?

Disability

Individual with Disability (For this question, disability means a physical or mental impairment that substantially limits one or more of the major life activities of an individual.)

Yes

No

Not Self Identified

N/A

Category of Disability

Employment Status

Employed

Employed, but with notice of termination or military separation

Not Employed

N/A

Number of weeks not employed

Interstate Worker

State Unemployment Insurance claims (UI) program

Referred by Worker Profiling and Reemployment Services (WPRS)

Entry Form, Part 3

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**Arkansas Department of Career Education
Student Performance Standards**

Course Title: Career Ready 101 Online
Course Number: 493910
Course Credit: .5

Career Ready 101 Standards

Career Ready 101 Performance Indicators: At the completion of this course the student will be able to . . .

- 1.0 Assess WorkKeys skills
 - 1.1 Apply reading for information skills and strategies
 - 1.2 Apply locating information skills and strategies
 - 1.3 Apply workplace mathematical skills
- 2.0 Develop job search skills
 - 2.1 Explore sources of employment opportunities and develop a job search strategy
 - 2.2 Develop a resume that accurately and effectively presents your abilities and strengths
 - 2.3 Prepare job application documents and complete steps of the application process
 - 2.4 Identify possible interviewer and interviewee questions and prepare possible answers
- 3.0 Develop appropriate work habits
 - 3.1 Identify and apply appropriate workplace ethical behavior and language
 - 3.2 Identify and apply personal characteristics appropriate for and expected in the workplace
 - 3.3 Identify employer expectations for employees in the workplace
- 4.0 Develop effective communication skills
 - 4.1 Identify appropriate workplace communication skills and apply to workplace situations
 - 4.2 Develop speaking skills used in various workplace situations
 - 4.3 Develop effective listening skills
 - 4.4 Identify personal characteristics that present a positive image of yourself to co-workers
 - 4.5 Identify non-verbal components and apply to interpreting workplace communications
- 5.0 Identify and develop workplace effectiveness skills

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- 5.1 Identify the components of time management and develop strategies to manage time in the workplace
- 5.2 Develop problem solving skills and apply to workplace situations
- 5.3 Develop positive customer service skills
- 5.4 Identify characteristics of effective teams and develop skills to become an effective team member

- 6.0 Identify and develop appropriate business etiquette skills
 - 6.1 Identify appropriate on the job etiquette and apply to workplace situations
 - 6.2 Develop person-to-person etiquette and apply to communications with various individuals encountered in the workplace
 - 6.3 Develop appropriate telephone and e-mail etiquette
 - 6.4 Identify various meeting environments and apply appropriate etiquette

- 7.0 Develop personal financial awareness and literacy skills
 - 7.1 Develop skills to manage checking and savings accounts
 - 7.2 Create and manage a personal budget
 - 7.3 Identify types of credit and loans and manage your credit
 - 7.4 Evaluate the types of Insurance and their purposes
 - 7.5 Identify personal financial planning and investing basics

- 8.0 Develop an electronic career portfolio using various employment documents and resources
 - 8.1 Utilize the Kuder electronic portfolio tool or other electronic portfolio tool
 - 8.2 Create career goals
 - 8.3 Determining the best job based on personal preferences

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Career Readiness Indicators, Objectives, and Recommended Applications/Activities			
Standard 1.0 Assess WorkKeys skills			
Performance Indicator 1.1 Apply reading for information strategies and skills	Recommended Application/Activity	Date Completed	Notes
1.1.1 Apply basic reading comprehension skills to follow directions and main ideas.	<ul style="list-style-type: none"> • Locating information and making connections • Word meanings • Finding information and details • Following directions • Using headings and titles • Making connections • Topics & main ideas 		
1.1.2 Apply contextual understanding of detail, procedures and cause and effect.	<ul style="list-style-type: none"> • Reading in context for details • Words in context • Word part clues • Information in paragraphs • Reading for details • Making inferences • Reading procedures • Cause and effects 		
1.1.3 Interpret information and apply instructions from reading technical jargon.	<ul style="list-style-type: none"> • Reading technical jargon with multiple meanings • Technical terms and jargon • Interpreting information • Understanding acronyms • Multiple word meanings • Applying instructions 		

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<p>1.1.4 Find complex principles with implied details.</p>	<ul style="list-style-type: none"> • Reading complex information • Implied details • Understanding jargon • Meaning from context • Complex information • Main principles • Author's reasons 		
<p>1.1.5 Apply principals from legal documents and draw conclusions.</p>	<ul style="list-style-type: none"> • Reading and understanding legal documents • Word definitions • Legal documents • Applying principles • Drawing conclusions 		
<p>Performance Indicator 1.2 Apply locating information strategies and skills</p>	<p style="text-align: center;">Recommended Application/Activity</p>	<p style="text-align: center;">Date Completed</p>	<p style="text-align: center;">Notes</p>
<p>1.2.1 Analyze information by locating and disaggregating it in various graphs, charts and diagrams.</p>	<ul style="list-style-type: none"> • Basic graphs, maps, charts and diagrams • Pie charts • Bar graphs • Line graphs • Tables and forms • Maps and plans • Diagrams • Gauges and dials 		
<p>1.2.2 Use locating information strategies in complex documents to extract and determine trends.</p>	<ul style="list-style-type: none"> • Extract data and identify trends in multiple documents • Complex graphics • Finding details • Multiple documents • Extracting data • Identifying trends 		
<p>1.2.3 Mastering data relationships Analyze criterion data to draw conclusions and relationships.</p>	<ul style="list-style-type: none"> • Drawing conclusions • Using criteria • Data relationships 		

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Performance Indicator 1.3 Apply workplace mathematical skills	Recommended Application / Activity	Date Completed	Notes
1.3.1 Apply mathematical calculations proportionately in diagrams.	<ul style="list-style-type: none"> • Practice mathematical proportions • Money, time and quantity • Fractions and decimals • Percentages • Measurement • Averages • Proportions and ratios • Diagrams and graphics 		
1.3.2 Apply measurement to find production rates and best deals.	<ul style="list-style-type: none"> • Draw conclusions from mathematical equations • Fractions and decimals • Percentages • Measurement • Perimeter and area • Production rates • Best deals 		
1.3.3 Analyze mathematical situations and use problem solving strategies to draw conclusions.	<ul style="list-style-type: none"> • Master solving complex problems • Problem solving • Multiple step problems • Fractions and decimals • Percentages • Area and volume • Rates • Best deals 		
1.3.4 Synthesize multiple step processes with multiple unknowns to troubleshoot problems to find best deals.	<ul style="list-style-type: none"> • Non-linear functions with multiple steps • Multiple steps • Volume and areas • Ratios and proportions • Best deals • Multiple unknowns 		

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	<ul style="list-style-type: none"> • Troubleshooting • Non-linear functions 		
Standard 2.0 Develop Job Search Skills			
Performance Indicator 2.1 Explore sources of employment opportunities and develop a job search strategy	Recommended Application / Activity	Date Completed	Notes
2.1.1 Identify sources of job listings and locate appropriate jobs	<ul style="list-style-type: none"> • Locating jobs • Networking • Job Shopping On Line • Building a Job Search Website • Getting Results at Job Fairs • Using Employment Agencies • Searching the Classified Ads 		
2.1.2 Develop a job search strategy	<ul style="list-style-type: none"> • Creating Your Own Position • Landing and Internship • Staying Motivated to search 		
Performance Indicator 2.2 Develop a resume that accurately and effectively presents your abilities and strengths	Recommended Application / Activity	Date Completed	Notes
2.2.1 Identify and locate components to include on an effective resume	<ul style="list-style-type: none"> • Things to Include in a Resume • Locating Needed Information 		
2.2.2 Develop a well-organized resume using effective language in presenting yourself	<ul style="list-style-type: none"> • Selling Yourself in a Resume • Terms to Use in Resume • Matching Talents to Employers • Describing Your Job Strengths • Organizing Your Resume • Writing an Electronic Resume • Dressing Up Your Resume • Using a Resume Successfully • 		

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Performance Indicator 2.3 Prepare job application materials and complete steps of the application process	Recommended Application / Activity	Date Completed	Notes
2.3.1 Complete a job application using appropriate and accurate job information	<ul style="list-style-type: none"> • Completing a job application • Types of Information for an Application • Reasons Companies Use Applications • Developing Job-Related Information • Assuring Accuracy of Information 		
2.3.2 Prepare other application documents	<ul style="list-style-type: none"> • Writing a Cover Letter • Applying On Line • Applying in Person 		
2.3.3 Complete the job application process	<ul style="list-style-type: none"> • Following Up on Your Application • Double Check Your Application 		
Performance Indicator 2.4 Identify possible interviewer and interviewee questions and prepare possible answers	Recommended Application / Activity	Date Completed	Notes
2.4.1 Prepare for an interview by developing possible questions you will be asked as well and possible questions you should ask as well as developing possible answers to these questions	<ul style="list-style-type: none"> • Preparing for an Interview • Getting an interview Off to a Good Start • Questions Interviewers Ask • Questions Interviewers Should Not Ask • Questions You Should Ask 		
2.4.2 Develop skills to project a positive image based on expectations of interviewer and employer	<ul style="list-style-type: none"> • Things to Include in a Career Portfolio • Interviewing Mistakes • Benefits to Ask About • Traits Employers Consider • Tips to Consider Before Taking a Job 		
Standard 3.0 Develop appropriate work habits			
Performance Indicator 3.1 Identify and apply appropriate workplace ethical behavior and language	Recommended Application / Activity	Date Completed	Notes
3.1.1 Demonstrate good work ethic and appropriate workplace behavior	<ul style="list-style-type: none"> • Demonstrating Good Work Ethic • Behaving Appropriately 		

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	<ul style="list-style-type: none"> • Showing Honesty • Playing Fair • Using Ethical Language 		
3.1.2 Demonstrate responsible behavior and respect for others	<ul style="list-style-type: none"> • Showing Responsibility • Eliminating Harassment and Intimidation • Respecting Diversity • Developing the Habit of Truthfulness • Leaving a Job Ethically 		
Performance Indicator 3.2 Identify and apply personal characteristics appropriate for and expected in the workplace	Recommended Application / Activity	Date Completed	Notes
3.2.1 Develop characteristics of a responsible, dependable worker	<ul style="list-style-type: none"> • Demonstrate a Good Attitude • Gaining and Showing Respect • Demonstrating Responsibility • Demonstrating Courtesy • Showing Pride in Your Work 		
3.2.2 Develop skills in handling co-workers with professionalism	<ul style="list-style-type: none"> • Gaining Co-Workers Trust • Persevering • Handling Criticism • Showing Professionalism 		
Performance Indicator 3.3 Identify employer expectations for employees in the workplace	Recommended Application / Activity	Date Completed	Notes
3.3.1 Identify behaviors and skills employers expect	<ul style="list-style-type: none"> • Behaviors Employers Expect • Behaviors Employers Find Objectionable • Job Success • Transferable Job Skills • Establishing Credibility • Demonstrating Your Skills 		
3.3.2 Identify desirable skills in handling the work environment	<ul style="list-style-type: none"> • Surviving a Bad Work Environment • Managing Change • Building Work Relationships 		

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	<ul style="list-style-type: none"> • Advancing Your Career 		
Standard 4.0 Develop effective communication skills			
Performance Indicator 4.1 Identify appropriate workplace communication skills and apply to workplace situations	Recommended Application/Activity	Date Completed	Notes
4.1.1 Identify different categories of workplace communication and develop effective communication skills for each category	<ul style="list-style-type: none"> • Improving communication skills • Effective oral communication • Effective written communication • Effective nonverbal communication • Effective word use 		
4.1.2 Develop communication skills for dealing with difficult workplace situations	<ul style="list-style-type: none"> • Giving and receiving effective feedback • Handling anger • Dealing with difficult co-workers • Dealing with a difficult boss • Dealing with difficult customers 		
Performance Indicator 4.2 Develop speaking skills used in various workplace situations	Recommended Application / Activity	Date Completed	Notes
4.2.1 Identify different speaking categories in the workplace and develop effective skills for each category	<ul style="list-style-type: none"> • Using Language Carefully • Showing Confidence • One-on-One Conversations • Small Group Communication • Large Group Communication 		
4.2.2 Develop skills in making speeches	<ul style="list-style-type: none"> • Making Speeches • Involving the Audience • Answering Questions • Visual and Media Aids 		
4.2.3 Identify errors in communication and develop skills to alleviate these errors	<ul style="list-style-type: none"> • Errors in Communication 		

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Performance Indicator 4.3 Develop effective listening skills	Recommended Application / Activity		
4.3.1 Identify benefits and barriers of listening	<ul style="list-style-type: none"> • Reasons for Listening • Benefits of Listening • Barriers to Listening 		
4.3.2 Develop listening strategies to become an active listener	<ul style="list-style-type: none"> • Listening Strategies • Ways We Filter What We Hear • Developing a Listening Attitude • Show You Are Listening • Asking Questions • Obtaining Feedback • Getting Others to Listen 		
Performance Indicator 4.4 Identify personal characteristics that present a positive image to co-workers	Recommended Application / Activity	Date Completed	Notes
4.4.1 Identify components of your appearance and how they project an image of you	<ul style="list-style-type: none"> • Presenting Yourself: Voice • Presenting Yourself: Appearance • Presenting Yourself: Posture • Presenting Yourself: Attitude 		
4.4.2 Identify other personal characteristics that affect your image	<ul style="list-style-type: none"> • Presenting Yourself to Associates • Presenting Written Documents • Presenting Yourself: Conflict • Giving Constructive Criticism • Receiving Criticism • Demonstrating Leadership 		
Performance Indicator 4.5 Identify non-verbal components and apply to interpreting workplace communications	Recommended Application / Activity	Date Completed	Notes
4.5.1 Identify types of non-verbal communication found in the workplace and apply strategies to interpreting non-verbal messages	<ul style="list-style-type: none"> • Communicating Non-Verbally • Positive Non-Verbal Techniques • Harmful Non-Verbal Behaviors • Reading Body Language 		

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	<ul style="list-style-type: none"> • Read Mixed Messages 		
4.5.2 Develop effective non-verbal communication skills	<ul style="list-style-type: none"> • Matching Your Verbals to Non-Verbals • Improving Non-Verbal Listening • Giving Non-Verbal Feedback • Showing confidence Non-Verbally • Showing Assertiveness 		
Standard 5.0 Identify and develop workplace effectiveness skills			
Performance Indicator 5.1 Identify the components of time management and develop strategies to manage time in the workplace	Recommended Application / Activity	Date Completed	Notes
5.1.1 Develop skills to prioritize work tasks	<ul style="list-style-type: none"> • Managing Time • Putting First Things First • Juggling Many Priorities • Overcoming Procrastination • Dealing with Information Overload 		
5.1.2 Develop personal organization skills	<ul style="list-style-type: none"> • Organizing Workspace and Tasks • Staying Organized • Finding More Time • Managing Projects • Balancing Personal and Work Priorities 		
Performance Indicator 5.2 Develop problem solving skills and apply to workplace situations	Recommended Application / Activity	Date Completed	Notes
5.2.1 Develop problem solving and critical thinking skills	<ul style="list-style-type: none"> • Becoming a Problem Solver • Identifying a Problem • Becoming a Critical Thinker • Thinking Creatively • Characteristics of an Effective Risk Taker • Holding Yourself Accountable 		

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5.2.2 Develop skills to manage change	<ul style="list-style-type: none"> Managing Change Removing Your Barriers to Change Making Change Serve You Personally Dealing with Ongoing Change 		
Performance Indicator 5.3 Develop positive customer service skills	Recommended Application / Activity	Date Completed	Notes
5.3.1 Develop skills to gain customer trust and to interact effectively with customers	<ul style="list-style-type: none"> Gaining Customer Trust Interacting with Customers Finding Out What Customers Want Giving Customers What They Want 		
5.3.2 Develop skills to keep customer satisfied	<ul style="list-style-type: none"> Keep Customers Coming Back Seeing the Customer's Point of View Selling Yourself and the Company 		
5.3.3 Develop skills to handle customer complaints	<ul style="list-style-type: none"> Handling a Customer's Complaints Providing Customer Service by Telephone Providing Customer Service by Internet 		
Performance Indicator 5.4 Identify characteristics of effective teams and develop skills to become an effective team member	Recommended Application / Activity	Date Completed	Notes
5.4.1 Identify teamwork skills and problems affecting teams	<ul style="list-style-type: none"> Teamwork Skills Reasons Companies Use Teams Types of Decisions Teams Make Team Responsibilities Problems That Affect Teams 		
5.4.2 Develop skills to become an effective team member	<ul style="list-style-type: none"> Building Strong Team Communications Giving constructive Criticism Receiving Criticism Team Problem Solving 		
Standard 6.0 Identify and develop appropriate business etiquette skills			
6.1 Identify appropriate on the job etiquette and apply to workplace situations	Recommended Application / Activity	Date Completed	Notes

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6.1.1 Identify and develop good manners including making introductions	<ul style="list-style-type: none"> Using Good Manners Introducing People 		
6.1.2 Identify appropriate language and business attire	<ul style="list-style-type: none"> Language and Behavior Business Casual Dress 		
6.1.3 Develop appropriate etiquette when interacting with others at various functions	<ul style="list-style-type: none"> Business Meal Functions Behavior at Business Parties Behavior at Conventions 		
6.1.4 Develop appropriate etiquette when dealing with others from various cultures	<ul style="list-style-type: none"> International Etiquette Cross-Cultural Etiquette Working in a Cubicle 		
6.2 Develop person-to-person etiquette and apply to communications with individuals encountered in the workplace	Recommended Application / Activity	Date Completed	Notes
6.2.1 Develop appropriate skills in meeting new people	<ul style="list-style-type: none"> Meeting Business Acquaintances Meeting People for the First Time Showing Courtesy and Politeness 		
6.2.2 Develop appropriate etiquette for interacting with individuals in the workplace	<ul style="list-style-type: none"> Interacting with Your Boss Interacting with Subordinates Interacting with Co-Workers Interacting with Suppliers Ending a Lingering Visit Handling Confidential Information Avoiding Gossip 		
6.3 Develop appropriate telephone and e-mail etiquette	Recommended Application / Activity	Date Completed	Notes
6.3.1 Identify and develop appropriate telephone etiquette	<ul style="list-style-type: none"> Creating a Good Impression by Telephone Better Telephone Conversations Barriers to telephone Conversations Making and Returning Calls Answering Calls and Taking Messages Making Cold Calls 		

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	<ul style="list-style-type: none"> • Handling Conference Calls • Cellular Phone Etiquette 		
6.3.2 Develop skills in appropriately handling work e-mail	<ul style="list-style-type: none"> • Appropriate Work E-Mail • Mistakes of Work E-Mail 		
6.4 Identify various meeting environments and apply appropriate etiquette	Recommended Application / Activity	Date Completed	Notes
6.4.1 Develop skills in handling large meetings	<ul style="list-style-type: none"> • Handling Pre-Meeting Details • Leading a Large Meeting • Introducing Speakers • Facilitating Discussions • Closing a Large Meeting 		
6.4.2 Develop skills in handling, preparing for, and participating in a small meeting	<ul style="list-style-type: none"> • Two-Person meeting • Participating in Meetings • Inviting Speakers • Preparing Meeting Visuals • Attending a Videoconference 		
Standard 7.0 Develop personal financial awareness and literacy skills			
7.1 Develop skills to manage checking and savings accounts	Recommended Application / Activity	Date Completed	Notes
7.1.1 Identify types of checking and savings accounts	<ul style="list-style-type: none"> • Introduction to Checking and Savings Accounts • Checking Account Basics 		
7.1.2 Develop skills in managing checking and savings accounts	<ul style="list-style-type: none"> • Managing a Checking Account • Managing a Savings Account • Online Banking 		
7.2 Create and manage a personal budget	Recommended Application / Activity	Date Completed	Notes
7.2.1 Create a budget based on household income	<ul style="list-style-type: none"> • Introduction to Budgeting • Calculating a Household Income • Creating a Budget 		

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7.2.2 Develop skills to manage a personal budget	<ul style="list-style-type: none"> Managing Your Budget Spending and Saving 		
7.3 Identify types of credit and loans and manage your credit	Recommended Application / Activity	Date Completed	Notes
7.3.1 Evaluate types of credit and loans based on their purpose	<ul style="list-style-type: none"> Introduction to Credit Cards and Loans Credit Basics Understanding Credit Cards Understanding Loans 		
7.3.2 Develop skills to manage your credit	<ul style="list-style-type: none"> Managing Your Credit Repairing Your Credit 		
7.4 Evaluate types of insurance and their purposes	Recommended Application / Activity	Date Completed	Notes
7.4.1 Identify types of insurance	<ul style="list-style-type: none"> Introduction to Insurance Automobile Insurance Homeowner's and Renter's Insurance Health Insurance Life Insurance 		
7.4.2 Evaluate importance and benefits of the types of insurance			
7.5 Identify personal financial planning and investing basics	Recommended Application / Activity	Date Completed	Notes
7.5.1 Develop a personal financial plan	<ul style="list-style-type: none"> Introduction to Financial Planning Creating a Financial Plan Understanding Savings Accounts 		
7.5.2 Identify investment strategies and retirement plans	<ul style="list-style-type: none"> Investing Basics Understanding Investments Saving and Investing for Retirement 		
Standard 8.0 Develop and electronic career portfolio using various employment documents and resources			
8.1 Utilize the Kuder electronic portfolio tool or other electronic portfolio tool	Recommended Application / Activity	Date Completed	Notes
8.1.1 Create an electronic personal portfolio	<ul style="list-style-type: none"> 		

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8.1.2 Prepare documents to upload to your electronic portfolio	•		
8.2 Create career goals based on current abilities and interests	Recommended Application / Activity	Date Completed	Notes
8.2.1 Complete interest and abilities inventories	•		
8.2.2 Prepare career goals based on inventory results	•		
8.4 Determine the best job based on personal preferences	Recommended Application / Activity	Date Completed	Notes
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