

==== Curriculum Standards and Indicators

ACADEMIC FOUNDATIONS FOR CAREERS

Occupational Communications

A. Understand the importance of effective communication skills in the workplace.

1. Use written communication skills in the workplace
2. Use oral communication skills in the workplace

Occupational Mathematical Computations

B. Understand the importance of effective mathematical computation skills in the workplace.

1. Perform appropriate mathematical calculations in work-related situations.

APPLIED TECHNOLOGY

A. Understand the uses and limitations of technological tools for achieving personal and workplace needs.

1. Select appropriate technology to produce desired results
2. Apply technology to accomplish workplace objectives
3. Prevent or solve technology problems.

CAREER DEVELOPMENT AND EMPLOYMENT

A. Understand the process for researching and selecting career opportunities

1. Analyze the relationship between educational achievement and career planning.
2. Analyze the need for positive attitudes toward work and learning.
3. Locate, evaluate, and interpret career information.
4. Determine how societal needs and functions influence the nature and structure of work.

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B. Understand the process for career decision-making.

1. Apply problem solving skills to make decisions.
2. Examine the interrelationship of life roles as related to career planning.
3. Apply skills in personal career planning.

C. Understand the components required for a career portfolio.

1. Apply skills to seek, obtain, maintain, and change jobs.

ENTREPRENEURSHIP AND BUSINESS ECONOMICS

A. Understand the economic principles and concepts fundamental to entrepreneurship/small-business ownership

1. Discuss basic concepts of entrepreneurship/small business ownership
2. Examine cost-profit relationships
3. Discuss economic indicators/trends
4. Recognize international business concepts

B. Understand fundamental business concepts that affect business decision making

1. Discuss fundamental business concepts
2. Discuss core business activities

C. Understand concepts and processes associated with successful entrepreneurial performance

1. Discuss the Discovery stage of entrepreneurship
2. Discuss the Concept Development stage of entrepreneurship
3. Discuss the Resourcing stage of entrepreneurship
4. Discuss the Actualization stage of entrepreneurship
5. Discuss the Harvesting stage of entrepreneurship

D. Understand the personal traits/behaviors associated with successful entrepreneurial performance

1. Conduct Personal Assessment

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2. Manage Personal Traits

ETHICS AND SOCIAL RESPONSIBILITY

Ethical Behavior

A. Understand and apply ethical behavior in the workplace.

1. Explain the importance of workplace ethics.
2. Apply ethical factors when making decisions.

Laws and Regulations

B. Understand laws and regulations that apply to employment.

1. Explain legal issues affecting business.
2. Explain local, state and federal laws and regulations affecting the workplace.

Social Responsibility

C. Understand the responsibility business has to society.

1. Describe social demands that affect business.
2. Describe environmental concerns that affect business.

LEADERSHIP AND TEAMWORK

Developing Knowledge of Self and Others

A. Understand that knowledge of self and others is the foundation of leadership.

1. Evaluate personal self-image.
2. Evaluate personal behaviors.
3. Use knowledge of others to improve one's leadership skills.

Defining Leadership

B. Understand how characteristics, relationships and context interact in leadership roles.

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1. Analyze the characteristics of leaders.
2. Analyze the complex relationship between the leader and the follower.
3. Evaluate the role of context in the process of leadership.

Developing Leadership Skills and Practices

C. Understand the functions of effective leadership.

1. Communicate effectively in pairs, small groups, teams, and large groups.
2. Analyze and refine decision-making skills.
3. Evaluate the relationship between personal vision and the group vision.

Practicing Leadership

D. Understand how leadership can be demonstrated at the workplace.

1. Analyze leadership at the workplace
2. Practice leadership through CTSO activities.

Adapted from "Linking Leadership and Instruction: A Leadership Development Curriculum for Virginia Public Schools." Virginia Board of Education, August, 2003.

SAFETY AND HEALTH

Safety

A. Understand the importance of safety in the workplace.

1. Recognize the role of hazards in the workplace.
2. Implement a plan for workplace safety.
3. Examine the role of laws and regulations for workplace safety.
4. Apply safety procedures in the workplace.

Health

B. Understand the importance of healthy living for career success.

1. Define factors leading to a healthy and active life

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2. Utilize health maintenance strategies.

TECHNICAL KNOWLEDGE AND SKILLS

Career Competency

A. Understand the skills required for success in a specific career.

1. Demonstrate job skills as listed on the training plan or Instructional Management Plan.
2. Demonstrate an understanding of the company's mission and goals.
3. Demonstrate behavior which meets the ethical, legal, and cultural expectations of a specific career.
4. Maintain records related to employment