

Curriculum Standards and Indicators

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.
 - A101 Perform job skills at a high level of industry standard.
 - A102 Explain requirements for top level rankings on employee evaluations.
 - A103 Exhibit workplace safety practices.
 - A104 Identify problems and develop solutions.
 - A105 Apply relevant math and communications arts skills at the workplace.
 - A106 Identify opportunities to continue learning and advance at the workplace.

2. Demonstrate an understanding of the company's mission and goals.
 - A201 Explain the company's vision and its mission statement.
 - A202 Describe the specific goals and objectives for the company
 - A203 Describe the products and services offered by the company.
 - A204 Identify the authority, rights and responsibilities of both employees and employers at the company.

3. Demonstrate behavior which meets the ethical, legal, and cultural expectations of a specific career.
 - A301 Follow established policies for the workplace.
 - A302 Exhibit behavior which supports workplace diversity.
 - A303 Demonstrate acceptable work habits and conduct at the workplace.
 - A304 Demonstrate appropriate dress and grooming for the workplace.
 - A305 Demonstrate teamwork.
 - A306 Recognize and report signs of substance abuse.
 - A307 Accept and act upon direction and criticisms.
 - A308 Displays loyalty to the company and the workplace.
 - A309 Work professionally and respectfully with co-workers, supervisors, and customers

==== Curriculum Standards and Indicators

4. Maintain records related to employment.
 - A401 Prepare a list of specific job tasks to be performed at your workplace.
 - A402 Maintain a record of employment hours and wages earned.
 - A403 Complete required employment records such as W4, contact information, and other forms required at the workplace.
 - A404 Explain pay procedures, deductions, net pay, and electronic funds transfer.
 - A405 Complete training agreements and other forms required for participation in cooperative education.

Curriculum Standards and Indicators

Technical Knowledge and Skills – TKS A1

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| Topic | Career Competency |
| Performance Indicator | A. Understand the skills required for success in a specific career. |
| Standard | 1. Demonstrate job skills as listed on the training plan or Instructional Management Plan. |
| SCANS | Systems 16, 19; Basic Skills 1-6; Thinking Skills 8,9; Personal Qualities 16 |
| Show-Me Standards | 1.10; 2.6; 3.5; 4.5; CA3; MA1 |
| Objectives | <p>A101 Perform job skills at a high level of industry standard.</p> <p>A102 Explain requirements for top level rankings on employee evaluations.</p> <p>A103 Exhibit workplace safety practices.</p> <p>A104 Identify problems and develop solutions.</p> <p>A105 Apply relevant math and communications arts skills at the workplace.</p> <p>A106 Identify opportunities to continue learning and advance at the workplace.</p> |
| Sample Activities | <p>Prepare a list of specific job duties at your workplace. Submit the list to your supervisor for review and then to your teacher.</p> <p>Conduct an interview with your supervisor about the employee evaluation system. Ask about entry level expectations, how to advance on the rating scale, and how feedback and assistance for your improvement will be provided. Submit a brief paragraph to your teacher describing what you found out.</p> <p>Prepare a sample of mathematical calculations performed at your workplace. Have the class complete and calculations and review them for accuracy.</p> <p>Make a list of required and voluntary training available through your workplace. Describe how this training prepares better workers and the link of training and advancement. Share this information with the class and submit the written report to your teacher.</p> |

Curriculum Standards and Indicators

Safety and Health – SH A2

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| Topic | Career Competency |
| Performance Indicator | A. Understand the skills required for success in a specific career. |
| Standard | 2. Demonstrate an understanding of the company's mission and goals. |
| SCANS | Information 7; Systems 15; Thinking Skills 11 |
| Show-Me Standards | 1,8I 2,5I 4,8; SS6 |
| Objectives | <p>A201 Explain the company's vision and its mission statement.</p> <p>A202 Describe the specific goals and objectives for the company</p> <p>A203 Describe the products and services offered by the company.</p> <p>A204 Identify the authority, rights and responsibilities of both employees and employers at the company.</p> |
| Sample Activities | <p>Compare your company's published mission statement with those of two other companies in the same field. How are they the same and how are they different? What advantage does your company have over the others? Write a paragraph describing the comparison.</p> <p>Prepare a presentation outline on the products and/or services your company offers. Include the features and benefits, target market, and sample promotion efforts.</p> <p>Review the annual report for your company. Summarize the report in a class presentation.</p> <p>Prepare an organizational chart for your company. Indicate the specific job responsibilities for each position on the chart. Post the chart in the classroom. Compare charts and responsibilities in a class discussion.</p> |

Curriculum Standards and Indicators

Safety and Health – SH A3

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| Topic | Career Competency |
| Performance Indicator | A. Understand the skills required for success in a specific career. |
| Standard | 3. Demonstrate behavior which meets the ethical, legal, and cultural expectations of a specific career. |
| SCANS | Interpersonal 9, 11, 14; Thinking Skills 8, 12; Personal Qualities 13-17 |
| Show-Me Standards | 1.5; 2.3; 2.6; 3.6; 4.4; CA6; SS6 |
| Objectives | <p>A301 Follow established policies for the workplace.</p> <p>A302 Exhibit behavior which supports workplace diversity.</p> <p>A303 Demonstrate acceptable work habits and conduct at the workplace.</p> <p>A304 Demonstrate appropriate dress and grooming for the workplace.</p> <p>A305 Demonstrate teamwork.</p> <p>A306 Recognize and report signs of substance abuse.</p> <p>A307 Accept and act upon direction and criticisms.</p> <p>A308 Displays loyalty to the company and the workplace.</p> <p>A309 Work professionally and respectfully with co-workers, supervisors, and customers</p> |
| Sample Activities | <p>Complete an employee evaluation form for yourself. Keep the form in your materials to compare with the actual evaluation you receive from your supervisor. Use both evaluations to improve your job performance.</p> <p>Prepare a role play situation which demonstrates the right way and wrong way to offer criticism to employees. Conduct the role play in class.</p> <p>Read the company policy on workplace diversity. Interview your supervisor about expectations, desired behaviors, and specific areas that have been problems in the past or potential problems. Summarize your findings in a brief written report to your teacher.</p> |

Curriculum Standards and Indicators

Safety and Health – SH A4

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| Topic | Career Competency |
| Performance Indicator | A. Understand the skills required for success in a specific career. |
| Standard | 4. Maintain records related to employment. |
| SCANS | Thinking Skills 3, 4, 9; Personal Qualities 13 |
| Show-Me Standards | 1.4; 1.8; 2.5 |
| Objectives | <p>A401 Prepare a list of specific job tasks to be performed at your workplace.</p> <p>A402 Maintain a record of employment hours and wages earned.</p> <p>A403 Complete required employment records such as W4, contact information, and other forms required at the workplace.</p> <p>A404 Explain pay procedures, deductions, net pay, and electronic funds transfer.</p> <p>A405 Complete training agreements and other forms required for participation in cooperative education.</p> |
| Sample Activities | <p>Develop a spreadsheet to keep track of your hours worked and wages earned. Submit your spreadsheet report to your teacher on request.</p> <p>Maintain a file with copies of your training agreement and training plan or instructional management plan, and other documents important for your participation in cooperative education.</p> <p>Prepare a list of your specific job tasks, task you anticipate learning over the year, and tasks you would like to learn at your workplace. Submit your list to your teacher. Update your list periodically with new information.</p> <p>Present the pay procedures at your workplace to the class. In a discussion compare the different procedures, the reasons for the procedures, and benefits/disadvantages of each.</p> |

==== **Curriculum Standards and Indicators**

TECHNICAL KNOWLEDGE AND SKILLS RESOURCES

The resources to support this unit will come primarily from the student's workplace. Company policy manuals, reports, human relations department information, interviews, and employee handbooks will provide much of the needed information. Other company resources available on-line may be of value. Each student's materials will be different. Sharing them in a class setting will be beneficial to all students.