

§127.14. Career Preparation I (Two [to Three] Credits), Adopted 2015.

(a) General requirements. This course is recommended for students in Grades 11 and 12. Students shall be awarded two credits for successful completion of this course.

(b) Introduction.

(1) Career and technical education instruction provides content aligned with challenging academic standards and relevant technical knowledge and skills for students to further their education and succeed in current or emerging professions.

(2) Career development is a lifelong pursuit of answers to the questions: Who am I? Why am I here?

What am I meant to do with my life? It is vital that students have a clear sense of direction for

their career choice. Career planning is a critical step and is essential to success.

(3) Career Preparation I provides opportunities for students to participate in a work-based learning

experience that combines classroom instruction with business and industry employment

experiences. The goal is to prepare students with a variety of skills for a changing workplace.

Career preparation is relevant and rigorous, supports student attainment of academic standards, and effectively prepares students for college and career success.

(4) Students are encouraged to participate in extended learning experiences such as career and

technical student organizations and other leadership or extracurricular organizations.

(5) Statements that contain the word "including" reference content that must be mastered, while those containing the phrase "such as" are intended as possible illustrative examples.

(c) Knowledge and skills.

(1) The student demonstrates professional employability skills to gain an entry-level position. The student is expected to:

(A) identify employment opportunities;

(B) demonstrate the application of essential workplace knowledge and skills;

(C) develop a resume;

(D) demonstrate proper interview techniques in various situations; and

(E) create and complete appropriate documents such as electronic portfolio, employment

application, letter of intent, I-9 form, W-4 form, and thank you letters.

(2) The student develops skills for success in the workplace. The student is expected to:

(A) identify and model appropriate grooming and appearance for the workplace;

(B) demonstrate dependability, punctuality, and initiative;

(C) research positive interpersonal skills, including respect for diversity;  
(D) model appropriate business and personal etiquette in the workplace;  
(E) exhibit productive work habits, ethical practices, and a positive attitude;  
(F) demonstrate the ability to work with other employees to support the organization and complete assigned tasks;

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(G) identify how to prioritize work to fulfill responsibilities and meet deadlines;  
(H) evaluate the relationship of good physical and mental health to job success and personal achievement;

(I) demonstrate effective methods to secure, maintain, and terminate employment; and

(J) develop soft skills in a working environment.

(3) The student discusses work ethics, employer expectations, interactions with diverse populations,

and communication skills in the workplace. The student is expected to:

(A) illustrate how personal integrity affects human relations on the job;

(B) research characteristics of successful working relationships such as teamwork, conflict

resolution, self-control, and ability to accept criticism;

(C) discuss and analyze employer expectations;

(D) demonstrate respect for the rights of others;

(E) develop listening skills;

(F) apply effective listening skills used in the workplace;

(G) identify ethical standards; and

(H) comply with organizational policies and procedures.

(4) The student applies academic skills to the workplace. The student is expected to:

(A) apply mathematical skills to business transactions;

(B) develop a personal budget based on a career choice;

(C) interpret data from tables, charts, and graphs to estimate and find solutions to problems;

and

(D) organize, write, and compile workplace business documents.

(5) The student applies the ethical code of conduct and legal responsibilities within the workplace.

The student is expected to:

(A) research and compare published workplace policies and procedures;

(B) demonstrate responsible and ethical behavior;

(C) summarize provisions of the Fair Labor Standards Act;

(D) describe the consequences of "breach of confidentiality"; and

(E) research and describe laws related to different careers.

(6) The student applies the use of self-development techniques and interpersonal skills. The student is expected to:

(A) identify and practice effective interpersonal and team-building skills with coworkers, managers, and customers; and

(B) develop effective leadership skills through participation in activities such as career and technical student organizations.

(7) The student applies concepts and skills related to safety in the workplace. The student is expected to:

(A) identify and apply safe working practices related to the workplace;

(B) demonstrate knowledge of personal and occupational safety practices in the workplace;

(C) offer solutions related to unsafe work practices and attitudes;

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(D) explain Occupational Safety and Health Administration regulations in the workplace; and

(E) determine health and wellness practices that influence job performance.

(8) The student evaluates personal attitudes and work habits that support career retention and

advancement. The student is expected to:

(A) analyze the future employment outlook in the occupational area;

(B) describe entrepreneurial opportunities in the occupational area;

(C) compare rewards and demands for various levels of employment in a variety of careers;

(D) evaluate strategies for career retention and advancement in response to the changing

global workplace;

(E) summarize the rights and responsibilities of employers and employees; and

(F) determine effective money-management and financial-planning techniques.

(9) The student identifies skills and attributes necessary for professional

advancement. The student is

expected to:

(A) evaluate and compare employment options, including salaries and benefits;

(B) determine how interests, abilities, personal priorities, and family

responsibilities affect

career choices; and

(C) determine continuing education opportunities that enhance career advancement and

promote lifelong learning.