

Putting Career Education & Work Standards into Practice: CEW 101

Key Topics, Level 6-8

13.1.8 Career Awareness and Preparation

- Completing Self Assessments (interest, aptitudes, personality, etc.) (A,B)
- Reviewing career options, based on assessments (A,B)
- Linking traditional and nontraditional careers to the workplace (C)
- Explaining connection between training programs and job opportunities (D)
- Analyzing economic factors impacting employment opportunities (e.g. competition, geographic location, global influences, job growth/openings) (E)
- Analyzing the impact of school subjects, extracurricular activities and community involvement on career planning (F)
- Reviewing and revising the 9th -12th grade course selection plan (F,G,H)
- Creating a Career Action Plan (G)
- Selecting personal electives and extracurricular activities that match career interests and academic strengths (H)

13.2.8 Career Acquisition

- Naming speaking and listening skills needed for a job interview (A)
- Using various research resources in a job search (online and print resources) (B)
- Developing career acquisition documents (e.g. job application, letter of introduction, resume, letters of recommendation) (C)
- Creating an individualized career portfolio (D)
- Explaining essential workplace skills in getting a job (e.g. communication, dependability, health & safety regulations, scheduling, technology, team building, etc.) (E)

13.3.8 Career Retention and Advancement

- Determining personal attitudes, work habits for keeping a job and advancing (A)
- Understanding the importance of teamwork and each member's role (B)
- Learning/Practicing conflict resolution skills (e.g. group dynamics, negotiation, problem-solving, constructive criticism) (C)
- Understanding budgets and pay statements (D)
- Learning/Practicing Time Management Strategies for home and work (E)
- Relating impact on jobs and employment by changes to workplace law (e.g. Americans with Disabilities Act) (F)
- Identifying lifelong learning opportunities and their impact on keeping a job and being advanced to new positions (G)

13.4.8 Entrepreneurship

- Comparing and contrasting entrepreneurship and traditional employment (A)
- Discovering impact of entrepreneurial character traits on career opportunities (B)
- Relating and describing the basic components of a business plan (C)