


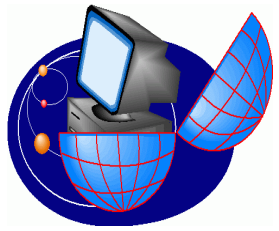
Basic Skills

- Can Read
- Can Write
- Perform Math Functions
- Listens Effectively
- Speaks Clearly



Thinking Skills

- Can Think Creatively
- Uses Decision Making Skills
- Thinking Leads to Problem Solving
- Knows How to Learn
- Applies Knowledge to New Situations



Technology

- Selects /Applies Technology
- Maintains Equipment
- Designs and Creates To Meet Needs



Interpersonal Skills

- Teaches Others
- Serves Clients
- Exercises Leadership
- Negotiates/Communicates
- Works as a Member of a Team
- Works with Diversity

**Career Development and Occupational Studies
Standard 3A
Universal Foundation Skills**




Systems

- Improves & Designs Systems
- Monitors & Corrects Performances
- Understands How Systems Perform Related to Goals, Resources and Organizational Function



Managing Information

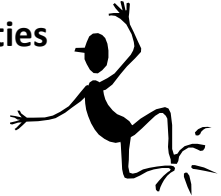
- Acquires and Evaluates Information
- Organizes/Maintains Information
- Interprets/Communicates Information
- Uses Computers to Enter, Modify, Retrieve and Store Data



Managing Resources

Understands how to use:

- Materials
- Facilities
- Time
- Money
- Human Resources
- Networking



Personal Qualities

Demonstrates:

- Responsibility
- Ability to Plan
- Ability to Take Independent Action
- Integrity/Honesty
- Self-determination and ability to self-evaluate knowledge, skills and abilities

1. Career Development: Commencement Level

STANDARD

Students will be knowledgeable about the world of work, explore careers and relate personal skills, aptitudes, and abilities to future career decisions.

Performance Indicators

Complete Career Plan to permit entry into career of interest

Analyze job skills and relate to your skills

This is evident when students

Develop resumes, letters of application

Design a plan containing steps to attain goal

Research a job including job requirements

2. Integrated Learning: Commencement Level

STANDARD

Students will demonstrate how academic knowledge and skills are applied in the workplace and other settings.

Performance Indicators

Use academic skills/knowledge in an occupational context

Demonstrate application of skills in school learning, work and personal lives

This is evident when students

Read job descriptions to identify application of academic and technical skills and job outlook

Use effective skills in a simulated job interview

Complete an internship and do presentation on skills required