

Florida Department of Education
CURRICULUM FRAMEWORK

Program Title: Work Experience
Program Type: Practical Arts
Occupational Area: Diversified Education

Secondary
Program Number: 8301600
 CIP Number: 1098.8640CP
 Grade Level: 7-12, 30, 31
 Length: Multiple credits
 Certification: COOR WK EX @7
 ANY FIELD/BACHELORS OR
 HIGHER CERT/TC WK EXP E G
 CTSO: CECF/BPA
 CO-OP METHOD: Yes
 Facility Code: 221

I. **MAJOR CONCEPTS/CONTENT:** The purpose of this program is to provide support for at-risk students. This support shall be provided through instruction in the methods of acquiring the necessary human relations skills, work ethic, and common knowledge required for successful employment and for selection of a career plan that will guide the transition from school-to-work. Concurrently, the student is to be engaged in paid, supervised part-time employment as a means of gaining experience in a bona-fide work environment in compliance with the Child Labor Law established by the U.S. Department of Labor for the Work Experience and Career Exploration Program (WECEP).*

Opportunities are to be provided for the student to obtain competencies and recognition through successful work experience and to satisfactorily complete a high school education.

A student may not enroll in a Work Experience class without concurrent enrollment in Work Experience-OJT (8301650). Also, a student may not enroll in Work Experience-OJT (8301650) without previous or concurrent enrollment in a Work Experience class. The student must be paid for work performed and must be directly supervised. Supervised on-the-job activities may be continued as a summer learning experience without classroom instruction for students who previously participated successfully in the in-school and on-the-job instructional activities.

Listed below are the courses that comprise this program when offered at the secondary level:

8301610	Work Experience 1
8301620	Work Experience 2
8301630	Work Experience 3
8301640	Work Experience 4
8301650	Work Experience OJT

A beginning Work Experience student will be placed in the 8301610-Work Experience 1 course.

- II. **LABORATORY ACTIVITIES:** In-school laboratory activities are an integral part of this program. Equipment and supplies should be provided to enhance hands-on experiences for the students. Also, those laboratory activities provided through on-the-job training are an integral part of this program. Employment experiences are provided through placement on a job by the teacher-coordinator. The student should acquire competencies through a variety of paid learning experiences. The supervised experience is to be governed by a training agreement signed by parent/guardian, employer, teacher/coordinator, and student. No student should participate in the OJT portion of the program until this signed document is received by the teacher/coordinator. The teacher/coordinator and student will cooperatively prepare a job skills form which will include generic and specific job competencies and generic and specific safety competencies to be evaluated by the employer each grading period.

It is highly recommended that for every 20 students (or portion thereof) enrolled in Work Experience-OJT, the teacher/coordinator be given a minimum of one hour of OJT-coordination release time per day for the purposes of visiting students on the job and managing the cooperative method of instruction.

The teacher/coordinator should visit each training site for the purpose of observation a minimum of once each grading period, preferably while the student is actually working. A second contact each grading period for the purpose of evaluating the student's progress in attaining the competencies listed on the job skills form is highly recommended.

- III. **SPECIAL NOTE:** Cooperative Education Clubs of Florida/Business Professionals of America (CECF/BPA) is the appropriate career and technical student organization for providing leadership training and reinforcing specific career and technical skills. Career and technical student organizations, when provided, shall be an integral part of the career and technical instructional program, and the activities of such organizations are defined as part of the curriculum in accordance with Rule 6A-6.065 (8), FAC.

Each student enrolled in the Work Experience 1, 2, 3, or 4 courses may earn one credit. A minimum of 1 credit for on-the-job employment experiences may be earned for each year the student is enrolled in Work Experience-OJT. In accordance with Rule 6A-10.040, FAC, the minimum basic-skills grade levels required for adult vocational students to complete this program are: Mathematics 9.0, Language 9.0, Reading 9.0. These grade-level numbers correspond to grade-equivalent scores obtained on one of the state-designated basic-skills examinations. If a student does not meet the basic-skills level required for completion of the program, remediation should be provided concurrently through Vocational Preparatory Instruction (VPI). Please refer to the Rule for exemptions.

When a secondary student with a disability is enrolled in a career and technical class with modifications to the curriculum framework, the

particular outcomes and student performance standards that the student must master to earn credit must be specified on an individual basis. The job or jobs for which the student is being trained should be reflected in the student's desired postschool outcome statement on the Transition Individual Educational Plan (Transition IEP).

SCANS Competencies: Instructional strategies for this program should include methods that require students to identify, organize, and use resources appropriately; to work with each other cooperatively and productively; to acquire and use information; to understand social, organizational, and technological systems; and to work with a variety of tools and equipment. Instructional strategies must also incorporate methods to improve students' personal qualities, higher-order and critical thinking skills, and problem solving, technical, and literacy skills.

The following criteria are to be used in the development of admission procedures for each student prior to entry into the program:

01. The student has a truancy problem.
02. The student needs to work in order to continue his/her education.
03. The student is economically disadvantaged.
04. The student is academically disadvantaged.
05. The student has a negative attitude toward work, school, and/or society.
06. The student has a poor self-concept.
07. The student feels alienated.
08. The student lacks self-discipline.
09. The student has a limited attention span.
10. The student is overage in grade level.
11. The student has trouble relating to classwork.
12. The student has a lack of interest in school.
13. The student needs to be supervised at the work location.
14. Other (specify) _____.

An individual guidance plan identifying admission criteria should be developed for each student prior to entry into the program, and should include the Work Experience course number, school year, and date of entry. Job counseling sessions between the teacher/coordinator and each student should be documented for each grading period. Flexible scheduling can be implemented, as agreed upon by the teacher/coordinator and guidance personnel, when such scheduling is found to be needed to meet the student's needs.

IV. **INTENDED OUTCOMES:** After successfully completing this program, the student will be able to:

- 01.0 Define, demonstrate, and assess job seeking and employability skills.
- 02.0 Define, identify, and analyze safety issues related to the workplace.
- 03.0 Define, demonstrate, and analyze proficiency in applying communication skills.

- 04.0 Define, demonstrate, and analyze proficiency in applying mathematical skills.
- 05.0 Define, demonstrate, and maintain personal hygiene and health.
- 06.0 Define, demonstrate, and manage personal finances.
- 07.0 Define, demonstrate, and evaluate leadership skills.
- 08.0 Define, demonstrate, and assess techniques to maintain professionalism.
- 09.0 Define, demonstrate, and assess cognitive skills.
- 10.0 Define, demonstrate, and assess interpersonal and intrapersonal skills.
- 11.0 Define, demonstrate, and assess proficiency in applying technical skills.
- 12.0 Define, demonstrate, and evaluate understanding of economic and entrepreneurial principles.
- 13.0 Define, demonstrate, and assess importance of determining career options.
- 14.0 Perform designated job skills.
- 15.0 Demonstrate compliance with work ethics.
- 16.0 Perform designated recordkeeping skills.

*The Federal Child Labor Regulation 3 allows WECEP 14 and 15 year old students to work during the school day, between 7 AM and 7 PM, for a maximum of 23 hours per week, in any occupation permitted by Florida Child Labor Law, the Fair Labor Standards Act (FLSA)), and/or in any occupation for which a variance (Student Learner Exemption Agreement) has been obtained from the Department of Labor and Employment Security.

Work Experience 1: 01.01 to 01.24; 02.01 to 02.15; 03.01 to 03.11; 04.01 to 04.14; 05.01 to 05.05; 06.01 to 06.05; 07.01 to 07.07; 08.01 to 08.07; 09.01 to 09.08; 10.01 to 10.14; 11.01 to 11.05; 13.01 to 13.07.

Work Experience 2: 01.25 to 01.31; 02.16 to 02.20; 03.12 to 03.23; 04.15 to 04.19; 05.06 to 05.10; 06.06 to 06.13; 07.08 to 07.12; 08.08 to 08.13; 09.09 to 09.13; 10.15 to 10.17; 11.06 to 11.08; 12.01 to 12.11; 13.08 to 13.13.

Work Experience 3: 01.32 to 01.34; 02.21 to 02.23; 03.24 to 03.31; 04.20 to 04.25; 05.11 to 05.15; 06.14 to 06.21; 07.13 to 07.16; 08.14 to 08.19; 09.14 to 09.16; 10.18 to 10.21; 11.09 to 11.12; 12.12 to 12.16; 13.14 to 13.18.

Work Experience 4: 02.24 and 02.25; 03.32 to 03.40; 04.26 to 04.36; 05.16 and 05.17; 06.22 to 06.27; 07.17 to 07.19; 08.20; 09.17 to 09.19; 10.22 and 10.23; 11.13 to 11.16; 12.17 to 12.21; 13.19 to 13.24.

Work Experience OJT: 14.01 to 14.15; 15.01 to 15.07; 16.01 and 16.02.

**Florida Department of Education
STUDENT PERFORMANCE STANDARDS**

Program Title: Work Experience
Secondary Number: 8301600

01.0 DEFINE, DEMONSTRATE, AND ASSESS JOB SEEKING AND EMPLOYABILITY SKILLS--
The student will be able to:

- 01.01 Explain relationship between academic and occupational skills and achievement in the world of work. LA.A.1.4.2, LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.1.4.3, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, LA.D.1.4.2
- 01.02 Identify skills that are transferable from one occupation to another. LA.A.1.4.3, LA.A.2.4.5, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.1.4.1, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 01.03 Express the differences between school and the workplace. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 01.04 Explain importance of a social security number. LA.A.1.4.3, LA.A.2.4.1, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, MA.A.1.4.3
- 01.05 Identify documentation needed prior to seeking employment. LA.A.1.4.1, LA.A.1.4.2, LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 01.06 List documents an employer is required to have completed by an employee for payroll and employment eligibility purposes. LA.A.1.4.1, LA.A.1.4.2, LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 01.07 List restrictions and guidelines regulating the workplace for minors (e.g., Child Labor Law). LA.A.1.4.1, LA.A.1.4.2, LA.A.1.4.3, LA.A.2.4.1, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 01.08 Research job opportunities using a variety of employment sources. LA.A.1.4.1, LA.A.1.4.2, LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 01.09 Discuss importance of drug tests and criminal background checks in identifying possible training stations. LA.A.1.4.1, LA.A.1.4.2, LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.2.4.1, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 01.10 Arrange for personal references. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3,

- LA.B.2.4.4, LA.C.1.4.1, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3,
LA.C.3.4.4, LA.C.3.4.5
- 01.11 Prepare a neat, legible resume. LA.A.1.4.3, LA.B.1.4.1,
LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3,
LA.B.2.4.4
- 01.12 Prepare a job application letter based on information in a job ad.
LA.A.1.4.1, LA.A.1.4.2, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3,
LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4
- 01.13 Read and accurately complete a variety of job application forms.
LA.A.1.4.1, LA.A.1.4.2, LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2,
LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4
- 01.14 Demonstrate methods for handling illegal interview and application
questions. LA.A.1.4.3, LA.A.2.4.7, LA.B.1.4.1, LA.B.1.4.2,
LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4,
LA.C.1.4.1, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4,
LA.C.3.4.5
- 01.15 Participate in a job interview role-play situation. LA.C.1.4.1,
LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 01.16 Demonstrate appropriate interview dress, grooming, and demeanor.
LA.C.2.4.2, LA.C.3.4.4
- 01.17 Conduct a job-interview follow-up. LA.A.1.4.3, LA.B.1.4.1,
LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3,
LA.B.2.4.4, LA.C.1.4.3, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3,
LA.C.3.4.4, LA.C.3.4.5
- 01.18 List procedures to follow when accepting an employment offer.
LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1,
LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2,
LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 01.19 Describe appropriate methods for resigning from a position.
LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1,
LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.1.4.1, LA.C.3.4.1,
LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 01.20 Interpret reasons for termination. LA.A.1.4.2, LA.A.1.4.3,
LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2,
LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3,
LA.C.3.4.4, LA.C.3.4.5
- 01.21 Prepare a letter of resignation. LA.A.1.4.3, LA.B.1.4.1,
LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3,
LA.B.2.4.4
- 01.22 Illustrate an understanding of the appropriate techniques to use
when changing jobs. LA.A.1.4.3, LA.A.2.4.4, LA.A.2.4.7,
LA.A.2.4.8, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1,
LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2,
LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 01.23 Demonstrate how and when to request a raise. LA.A.1.4.3,
LA.A.2.4.8, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4,
LA.C.3.4.5
- 01.24 Identify opportunities for job advancement. LA.A.1.4.3,
LA.A.2.4.8, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1,
LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2,
LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 01.25 Describe implications of racial, ethnic, regional, educational,
social, and age differences. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2,
LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4,

- LA.C.1.4.4, LA.C.2.4.1, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3,
LA.C.3.4.4, LA.C.3.4.5, LA.D.1.4.2, SS.B.2.4.1,
- 01.26 Demonstrate attitudes and behaviors that eliminate stereotyping and gender bias, and promote cultural diversity. LA.C.1.4.4, SS.A.2.4.3
- 01.27 Demonstrate a strong work ethic and a positive attitude both personally and professionally. LA.C.1.4.2, LA.C.1.4.3
- 01.28 Relate the importance of quality control in job performance. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.1.4.3, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 01.29 Recognize the importance of the efficient use of materials and space on the job. MA.B.1.4.1, MA.B.1.4.3, MA.C.1.4.1
- 01.30 Demonstrate an understanding of ethical business practices. LA.A.1.4.1, LA.A.1.4.2, LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, SS.C.1.4.4
- 01.31 Explain the importance of confidentiality in the workplace concerning any written, oral, or technically transmitted information relating to personnel, customers, and/or materials. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, LA.D.2.4.2, SS.B.2.4.1
- 01.32 Create and maintain an employability portfolio demonstrating awareness of personal abilities, interests, and skills as they relate to seeking employment. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4
- 01.33 Participate in a job shadowing experience. LA.A.1.4.3, LA.C.1.4.1, LA.C.2.4.1, LA.C.3.4.2
- 01.34 Obtain letters of reference.
- 02.0 DEFINE, IDENTIFY, AND ANALYZE SAFETY ISSUES RELATED TO THE WORKPLACE--
The student will be able to:
- 02.01 Explain how a lack of knowledge and skill can cause accidents and health hazards in the workplace. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, LA.D.2.4.2, HE.A.1.4.4
- 02.02 Identify safety signs and symbols. LA.A.1.4.1, LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, HE.C.2.4.3
- 02.03 Discuss importance of accepting responsibility for safety of self and others. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, HE.C.2.4.5
- 02.04 List ways anger, worry, drugs, alcohol, fatigue, and illness can cause accidents. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, HE.C.2.4.5
- 02.05 Define the meaning of "drug-free workplace." LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2,

- LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, HE.C.1.4.5
- 02.05 Explain how dress may affect safety on the job. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 02.07 Describe actions that various agencies take to prevent accidents on the job. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, HE.C.2.4.6, HE.C.2.4.5
- 02.08 Identify techniques to maintain a safe work environment. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, HE.B.1.4.5
- 02.09 Demonstrate proper lifting and carrying techniques. HE.B.1.4.5, HE.B.2.4.1, HE.C.1.4.5
- 02.10 Explain basic first-aid techniques. LA.A.1.4.3, LA.A.2.4.1, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 02.11 Identify emergency procedures. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 02.12 Identify methods to safely handle hazardous materials. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 02.13 Explain fire safety methods. LA.A.1.4.3, LA.A.2.4.1, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 02.14 Describe types of hazards found in the workplace. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 02.15 Describe types of personal protective equipment. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 02.16 Describe and explain rules and laws designed to promote safety and health. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 02.17 Demonstrate an understanding of environmental problems that impact health and safety. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, HE.C.1.4.2
- 02.18 Demonstrate an understanding of the primary regulatory agencies that govern the environment, health, and safety. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2,

- LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, HE.C.2.4.6, HE.A.1.4.7
- 02.19 Describe types of industrial recycling/waste minimization activities. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 02.20 Explain impact of noise level on the workplace. LA.A.1.4.3, LA.A.2.4.1, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 02.21 Define Occupational Safety and Health Administration (OSHA), Workers' Compensation, and ergonomics. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 02.22 List and explain the three priorities in an emergency (airway, breathing, circulation). LA.A.1.4.1, LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 02.23 Explain the types of damage done by fires, earthquakes, hurricanes, and tornadoes. LA.A.1.4.3, LA.A.2.4.1, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 02.24 Create a map designating emergency exits and evacuation routes for a business.
- 02.25 Explain the importance of CPR and emergency first aid training. LA.A.1.4.3, LA.A.2.4.1, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 03.0 DEFINE, DEMONSTRATE, AND ANALYZE PROFICIENCY IN APPLYING COMMUNICATION SKILLS--The student will be able to:
- 03.01 Participate in large and small group discussions. LA.C.1.4.1, LA.C.1.4.2, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 03.02 Participate in group and committee discussions to reach group consensus. LA.C.1.4.1, LA.C.1.4.2, LA.C.1.4.3, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 03.03 Identify and interpret abbreviations used in help-wanted ads. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 03.04 Identify parts of a business letter. LA.A.1.4.1, LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 03.05 Identify possible styles of a business letter. LA.A.1.4.1, LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5

- 03.06 Identify abbreviations of state names. LA.A.1.4.1, LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 03.07 Identify methods of communicating with supervisors, co-workers, and customers. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.1.4.2, LA.C.1.4.3, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 03.08 Identify and demonstrate techniques for placing, answering, placing on hold, and directing telephone calls. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, LA.D.1.4.1, LA.D.1.4.2, LA.D.1.4.3
- 03.09 Identify and demonstrate procedures for recording and relaying accurate messages. LA.A.1.4.1, LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 03.10 Explain the uses of a floor plan or a map. LA.C.1.4.1, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 03.11 Identify performances necessary to merit promotions and pay raises. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 03.12 Create a graph and a chart using personal or business related information. LA.A.1.4.1, LA.A.1.4.3, LA.A.2.4.1, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4
- 03.13 Create and interpret a label. LA.A.1.4.2, LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, MA.B.3.4.1
- 03.14 Using a bus or train schedule, plan a trip. LA.A.1.4.1, LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4
- 03.15 Compare different types of trade journals. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.1.4.3, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 03.16 Debate the possible advantages a written message may have over a spoken one. LA.A.1.4.2, LA.A.1.4.4, LA.A.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 03.17 Compare and contrast different forms of written business communication as utilized in the workplace. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 03.18 Write, edit, and revise a communication that could be used in the workplace so that it presents the information in a clear, correct, concise, complete, consistent, and courteous manner. LA.A.1.4.3, LA.A.2.4.1, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, MA.A.1.4.3
- 03.19 Describe uses and importance of a sales slip. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2,

- LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 03.20 Create a sales slip. LA.A.1.4.2, LA.C.1.4.3, LA.D.1.4.2
- 03.21 Describe an invoice and its purpose. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 03.22 Create an invoice. LA.A.2.4.1, MA.A.1.4.3
- 03.23 Explain how sales slips and invoices help companies keep track of inventory. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.2.4.2, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 03.24 Demonstrate ability to listen using strategies that improve understandings and performances on the job. LA.C.2.4.2, LA.C.1.4.3, LA.C.3.4.4
- 03.25 Demonstrate and interpret several examples of body language. LA.A.1.4.3, LA.C.1.4.1, LA.C.1.4.3, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 03.26 Comprehend and give oral instructions in a business-like manner. LA.C.2.4.1, LA.C.1.4.1, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 03.27 Demonstrate ability to listen to different group members' ideas and ask questions. LA.A.2.4.1, LA.A.2.4.2, LA.A.2.4.4
- 03.28 Explain the purpose and importance of a business vision/mission statement. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 03.29 Define company image. LA.A.1.4.3, LA.A.2.4.1, LA.A.2.4.2, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 03.30 Explain concept of positioning. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 03.31 Define customer service and explain its importance. LA.A.1.4.3, LA.A.2.4.4, LA.A.2.4.6, LA.A.2.4.7, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 03.32 Analyze magazine, newspaper, web, TV, and radio advertisements for effectiveness. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 03.33 Design an effective magazine, newspaper, web, TV, or radio advertisement. LA.A.1.4.3, LA.A.2.4.1, LA.A.2.4.2, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4
- 03.34 Determine the purpose of a business report. LA.A.2.4.1, LA.B.1.4.2
- 03.35 Collect information from various sources and arrange the information in a logical order. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4

- 03.36 Make an outline of a business report. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4
- 03.37 Write a business report. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4
- 03.38 Present a business report orally to a group. LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 03.39 Demonstrate strong communication skills including oral, written, listening, and computer skills, as well as the ability to interpret and communicate job-related information. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 03.40 Demonstrate communication skills involved in negotiating a reasonable compromise and consensus. LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5

04.0 DEFINE, DEMONSTRATE, AND ANALYZE PROFICIENCY IN APPLYING MATHEMATICAL SKILLS--The student will be able to:

- 04.01 Compute weekly and annual wages. MA.A.2.4.2
- 04.02 Compute wages when overtime is worked. MA.A.2.4.2
- 04.03 Determine wages for jobs when piecework or tips are involved. MA.A.2.4.2
- 04.04 Compute annual salary. MA.A.2.4.2
- 04.05 Use rounding to determine salary in a pay period. MA.A.2.4.2
- 04.06 Use percents and decimals to compute commissions. MA.B.3.4.1
- 04.07 Identify differences between gross and net pay. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 04.08 Change prices from cents to dollars and from dollars to cents.
- 04.09 Compute the cost of single and multiple items. MA.A.2.4.2
- 04.10 Compute change and count back correctly.
- 04.11 Use information on coupons to determine the cost of an item when a coupon is used.
- 04.12 Create a coupon.
- 04.13 Compute and compare unit prices.
- 04.14 Complete a 1040EZ federal income tax form.
- 04.15 Interpret quantitative information from tables, charts, and graphs as related to the workplace. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, MA.E.1.4.1
- 04.16 Compute ratios and percentages as related to the workplace. MA.C.3.4.1
- 04.17 Calculate distance, weight, area, volume, and/or time problems as related to the workplace. MA.B.3.4.1
- 04.18 Determine costs, time, and resources needed to complete a task within the workplace.
- 04.19 Use an advertisement to determine the total cost of several items with different quantities. MA.A.2.4.2
- 04.20 Calculate the areas of surface and complete an accurate estimate of the cost of materials for covering those surfaces. MA.B.3.4.1

- 04.21 Use ratios, proportions, and a scale to calculate distance on a map and calculate the square footage of rooms in a building using a scaled plan. MA.C.3.4.1
 - 04.22 Explain the "Renter's Rule." LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, MA.D.1.4.1
 - 04.23 List the costs associated with buying a home. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
 - 04.24 Explain the "Banker's Rule." LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, MA.D.1.4.1
 - 04.25 Identify several different types of home mortgage loans. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
 - 04.26 Compute payments for purchases of items, including comparing and computing regular price, discount rate, and sale price. MA.A.2.4.2
 - 04.27 Use elapsed time to determine date of payment.
 - 04.28 Read maps and compute distances.
 - 04.29 Compute travel fares and hotel expenses. MA.A.3.4.3
 - 04.30 Find the exchange rate between the U.S. dollar and a variety of foreign currencies.
 - 04.31 Compute cost of car rentals and parking charges. MA.A.4.4.1
 - 04.32 Compare time in different time zones.
 - 04.33 Calculate flight times between different time zones.
 - 04.34 Demonstrate how to complete an expense account form.
 - 04.35 Explain personal allowances, withholding, dependents, exemptions, and deductions per the Internal Revenue Service. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
 - 04.36 Complete a 1040A and a 1040 federal income tax form.
- 05.0 DEFINE, DEMONSTRATE, AND MAINTAIN PERSONAL HYGIENE AND HEALTH--The student will be able to:
- 05.01 Identify advantages of a healthy life style. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, HE.A.1.4.2
 - 05.02 Identify factors that influence wellness. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, HE.A.1.4.1
 - 05.03 Assess importance of emotional mental health. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, HE.A.1.4.3

- 05.04 Demonstrate types of exercises designed to enhance health/wellness. PE.A.3.4.3
- 05.05 Identify benefits of good nutrition, proper rest, and exercise. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, PE.A.3.4.1, HE.C.1.4.6
- 05.06 Plan a menu that includes all the major food groups. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4
- 05.07 Identify available counseling and community services. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, HE.A.2.4.3
- 05.08 Summarize need for preventive medical practices. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, HE.B.1.4.2
- 05.09 Identify the physiological and social implications of personal hygiene practices. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 05.10 Demonstrate knowledge of basic first aid for self-care. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 05.11 Identify responsible sexual behavior. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, HE.C.1.4.5
- 05.12 Describe AIDS, how it is transmitted, and its consequences. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 05.13 Describe the effects of contracting a sexually transmitted disease (STD). LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 05.14 Identify the risks and effects of tobacco, alcohol, and drugs. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, HE.C.1.4.5
- 05.15 Identify agencies and facilities for the promotion and maintenance of public hygiene, health, and mental wellness. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, HE.A.2.4.2, HE.A.2.4.4
- 05.16 Develop a plan for a life-long exercise program. PE.A.3.4.6, PE.B.1.4.1
- 05.17 Develop a plan for eating nutritionally balanced meals. HE.C.1.4.5, HE.A.1.4.9

06.0 DEFINE, DEMONSTRATE, AND MANAGE PERSONAL FINANCES--The student will be able to:

- 06.01 Interpret paycheck stub. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, MA.A.1.4.4, MA.A.3.4.3, MA.A.5.4.1
- 06.02 Identify financial priorities. LA.A.1.4.3, LA.A.2.4.4, LA.A.2.4.8, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 06.03 Describe money management principles including uses of a budget. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, MA.A.5.4.1
- 06.04 Describe the importance of comparison shopping. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, MA.A.5.4.1
- 06.05 Discuss appropriate consumer practices. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 06.06 Prepare and periodically revise a monthly budget by comparing income and expenses, evaluating current spending habits, and making necessary adjustments to meet objectives. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 06.07 Compare and contrast various financial institutions. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 06.08 Explain uses of electronic banking. LA.A.1.4.3, LA.A.2.4.1, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, MA.A.1.4.3
- 06.09 Complete savings and checking account applications. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, LA.D.2.4.5
- 06.10 Identify procedures for making deposits and withdrawals. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, LA.D.2.4.5
- 06.11 Write checks, complete a check register, and reconcile a bank statement. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4
- 06.12 Create an original check. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4
- 06.13 Describe the importance of meeting financial obligations. LA.A.1.4.3, LA.A.2.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.1.4.1, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 06.14 Identify the costs of owning and operating an automobile. LA.A.1.4.3, LA.A.2.4.8, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3,

- LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1,
LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 06.15 Explain advantages and disadvantages of using credit. LA.A.1.4.3,
LA.A.2.4.1, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1,
LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2,
LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, LA.D.2.4.5, SS.D.1.4.2
- 06.16 Explain how installment plans work. LA.A.1.4.3, LA.A.2.4.1,
LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2,
LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3,
LA.C.3.4.4, LA.C.3.4.5, LA.D.2.4.5
- 06.17 Explain importance of being an informed consumer. LA.A.1.4.3,
LA.A.2.4.1, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1,
LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2,
LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 06.18 Compare the costs of renting versus buying shelter. LA.A.1.4.3,
LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2,
LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3,
LA.C.3.4.4, LA.C.3.4.5
- 06.19 Analyze a rental lease. LA.A.1.4.3, LA.A.2.4.7, LA.B.1.4.1,
LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3,
LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4,
LA.C.3.4.5, LA.D.2.4.5
- 06.20 Complete a rental application. LA.A.1.4.3, LA.B.1.4.1,
LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3,
LA.B.2.4.4, LA.D.2.4.5
- 06.21 Evaluate personal insurance needs: health, home, renters, fire,
auto, life. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3,
LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1,
LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 06.22 Explain the difference between simple and compound interest.
LA.A.1.4.3, LA.A.2.4.1, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3,
LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1,
LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, MA.A.1.4.3
- 06.23 Explain the "Rule of 72." LA.A.1.4.3, LA.A.2.4.1, LA.B.1.4.1,
LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3,
LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4,
LA.C.3.4.5, MA.A.1.4.3
- 06.24 Define stock, share, bond, profit, loss, shareholder, and
dividend. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3,
LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1,
LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 06.25 Discuss role of New York Stock Exchange, NASDAQ, and day trading.
LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1,
LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2,
LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 06.26 Design a stock certificate.
- 06.27 Evaluate various retirement programs and investment options.
LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1,
LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2,
LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5

07.0 DEFINE, DEMONSTRATE, AND EVALUATE LEADERSHIP SKILLS--The student will be able to:

- 07.01 List the qualities of an effective leader. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.1.4.1, LA.C.1.4.3, LA.C.1.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 07.02 Explain different methods of leadership. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 07.03 Identify opportunities available for development of leadership skills. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.1.4.2, LA.C.1.4.3, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 07.04 Demonstrate business etiquette skills.
- 07.05 Identify purposes and functions of professional and youth organizations. LA.A.1.4.3, LA.A.2.4.8, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 07.06 Identify roles and responsibilities of organization members. LA.A.1.4.3, LA.A.2.4.8, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 07.07 Express importance of being able to work as a member of a team. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 07.08 Demonstrate how positive leadership characteristics can assist an individual. LA.A.1.4.3, LA.A.2.4.7, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 07.09 Demonstrate the capacity to accept responsibility. LA.C.2.4.1, LA.C.1.4.1
- 07.10 Demonstrate effective team building skills. LA.C.1.4.1, LA.C.2.4.1, LA.C.2.4.2
- 07.11 Evaluate benefits of teamwork. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.2.4.2, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 07.12 Demonstrate techniques to lead a team in developing its mission and goals. LA.A.1.4.3, LA.A.2.4.7, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.1.4.1, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 07.13 Identify methods of delegating work. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.1.4.1, LA.C.1.4.3, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 07.14 Define and participate in brainstorming. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.1.4.1, LA.C.1.4.2, LA.C.1.4.3, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 07.15 Demonstrate ability to negotiate, to resolve conflict through peer mediation, to handle stress, to deal with undesirable behavior in others, to share in task accomplishment, and to build positive

- working relationships with others. LA.A.1.4.3, LA.C.1.4.1, LA.C.1.4.2, LA.C.1.4.3, LA.C.1.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 07.16 Demonstrate effective negotiation skills. LA.A.1.4.3, LA.C.2.4.2, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 07.17 Complete an individual project. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 07.18 Participate in school activities and in service projects in the classroom, the school, and/or the community. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 07.19 Demonstrate effective interpersonal skills required for providing leadership and working with and for those of different backgrounds. LA.A.1.4.3, LA.C.1.4.3, LA.C.1.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 08.0 DEFINE, DEMONSTRATE, AND ASSESS TECHNIQUES TO MAINTAIN PROFESSIONALISM--
The student will be able to:
- 08.01 Identify items to be included in an employment orientation. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 08.02 Identify work-related terminology. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 08.03 Role-play the importance of respect for the rights of others in the maintenance of a positive working environment.
- 08.04 Demonstrate methods of displaying a positive work attitude.
- 08.05 Explain initiative and resourcefulness. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 08.06 Demonstrate appropriate workplace social behavior including ability to remain calm and in control in challenging situations.
- 08.07 Define and practice compassion, fairness, honesty, integrity, perseverance, courtesy, respect, responsibility, self-discipline, and trustworthiness. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 08.08 Demonstrate ability to take direction, accept constructive criticism, and adjust behavior to fit the dynamics of a situation.
- 08.09 Define "ethics" as applicable to the workplace. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 08.10 Establish a personal code of ethics.
- 08.11 Explain importance of maintaining quality standards, regular work habits, and pride in work accomplished. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3,

- LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4,
LA.C.3.4.5
- 08.12 Demonstrate ability to work cooperatively in a group to resolve challenges and make decisions. LA.D.1.4.2
- 08.13 Identify how individuals from diverse backgrounds offer unique contributions. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 08.14 Demonstrate ways to improve service to internal and external customers.
- 08.15 Identify ways to develop and improve skills and traits important to the job and to the organization. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 08.16 Role-play types and methods of dealing with peer pressure.
- 08.17 Demonstrate self-control when minimum direction and supervision are provided.
- 08.18 Debate importance of planning to meet deadlines. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 08.19 Maintain quality standards, regular work habits, and pride in one's work.
- 08.20 Dramatize global interpretations of professionalism.
- 09.0 DEFINE, DEMONSTRATE, AND ASSESS COGNITIVE SKILLS--The student will be able to:
- 09.01 Describe the importance of time management to complete tasks accurately and on time. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 09.02 Outline strategies for effective time management. LA.A.1.4.3, LA.A.1.4.4, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 09.03 Describe role and relationship between values, aptitudes, abilities, goal setting, and attainment of academic and occupational skills. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 09.04 Set personal goals and develop a plan of action to achieve those goals. LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 09.05 Identify problems and consequences of meeting goals. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 09.06 Describe ways to deal with success and failure. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5

- 09.07 Exhibit awareness of and respect for others. LA.A.1.4.4
- 09.08 Demonstrate ways to improve test-taking skills, including preparing for standardized tests. LA.A.1.4.1
- 09.09 Explain the steps involved in decision-making. LA.A.1.4.3, LA.A.2.4.7, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 09.10 Identify the process involved in problem-solving. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.1.4.1, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 09.11 Develop an action plan for solving problems and making decisions using critical thinking skills. LA.A.1.4.3, LA.A.1.4.1, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.1.4.1, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 09.12 Identify strategies for building self-esteem and enhancing decision-making skills. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 09.13 Demonstrate knowledge of the planning process.
- 09.14 Demonstrate ability to think creatively and generate new ideas.
- 09.15 Demonstrate the ability to conduct a systematic analysis of personal strengths and weaknesses.
- 09.16 Analyze managerial skills necessary for decision-making in different work related situations. LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 09.17 Gather and use data and other information to identify causes of problems and develop appropriate strategies for solutions. LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 09.18 Identify and analyze the rule or principle underlying the relationship between two or more objects for use in future applications. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 09.19 Illustrate how the ability to learn is a life-long skill. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5

10.0 DEFINE, DEMONSTRATE, AND ASSESS INTERPERSONAL AND INTRAPERSONAL SKILLS--
The student will be able to:

- 10.01 Describe the basic nature of self-understanding. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 10.02 Identify and demonstrate positive personality traits. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2,

- LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3,
LA.C.3.4.4, LA.C.3.4.5
- 10.03 Using interpersonal skills, demonstrate the ability to appropriately express feelings, reactions, ideas, opinions, wants, and needs. LA.C.3.4.2
- 10.04 Role-play behaviors that will promote effective human relations.
- 10.05 Practice the skills of communicating with customers to identify their needs and expectations. LA.C.1.4.1
- 10.06 Practice the ability to work cooperatively with others as a team member.
- 10.07 Demonstrate ability to adjust one's behavior to fit the dynamics of a situation.
- 10.08 Demonstrate respect for the opinions, customs, and individual differences of others. LA.C.1.4.3
- 10.09 Interact in a socially appropriate manner.
- 10.10 Practice assuming responsibility for decisions and actions.
- 10.11 Channel and control emotional reactions professionally.
- 10.12 Practice setting personal priorities.
- 10.13 Identify the differences between assertiveness and aggressiveness. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 10.14 Describe acceptable ways to deal with success and failure. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 10.15 Demonstrate the ability to offer and accept constructive criticism.
- 10.16 Identify areas where personal change and adjustment may be necessary. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 10.17 Exhibit open-mindedness towards ideas and opinions different from your own.
- 10.18 Demonstrate appropriate etiquette.
- 10.19 Practice stress management techniques.
- 10.20 Demonstrate loyalty to the team and show commitment to the team's growth and improvement.
- 10.21 Help fellow team members accomplish their tasks.
- 10.22 Demonstrate ability to work with individuals from different cultures. LA.D.1.4.2
- 10.23 Explain importance of being socially flexible and receptive to new ideas. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 11.0 DEFINE, DEMONSTRATE, AND ASSESS PROFICIENCY IN APPLYING TECHNICAL SKILLS--The student will be able to:
- 11.01 Discuss the growing reliance on technology in today's workplace. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.2.4.1, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5

- 11.02 Explain the impact of technological change in relation to educational needs. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.1.4.1, LA.C.2.4.1, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
 - 11.03 Identify and define basic computer terminology. LA.A.1.4.1, LA.A.1.4.3, LA.A.2.4.1, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
 - 11.04 Identify hardware, commonly used software, and on-line services. LA.A.1.4.1, LA.A.1.4.3, LA.A.2.4.1, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
 - 11.05 Operate a computer by performing the steps necessary to process information and produce a hard copy. LA.B.1.4.3, LA.B.2.4.2, LA.B.2.4.4
 - 11.06 Identify types of technical equipment available to perform communication and computational functions. LA.A.1.4.1, LA.A.1.4.3, LA.A.2.4.1, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
 - 11.07 Summarize how technological systems function. LA.A.1.4.3, LA.C.2.4.2, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.2.4.1, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
 - 11.08 Recognize impact of technological change on tasks and workers. LA.C.1.4.1
 - 11.09 Select equipment appropriate for a particular task. LA.D.2.4.5
 - 11.10 Practice procedures for set up, operation, and maintenance of equipment.
 - 11.11 Demonstrate ability to accept, learn, and work with technological change. LA.C.3.4.3, LA.C.3.4.5
 - 11.12 Apply a variety of technical skills to projects. LA.B.2.4.1
 - 11.13 Use technology and other tools to solve problems, collect data, and make decisions. LA.B.2.4.4
 - 11.14 Demonstrate skill in understanding and using technological information. LA.C.3.4.3, LA.C.3.4.5
 - 11.15 Demonstrate awareness of impact of both current and emerging technology on life roles, life styles, and careers. LA.C.3.4.3, LA.C.3.4.5
 - 11.16 Discuss problems resulting from the increasing use of technology. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.1.4.1, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 12.0 DEFINE, DEMONSTRATE, AND EVALUATE UNDERSTANDING OF ECONOMIC AND ENTREPRENEURIAL PRINCIPLES--The student will be able to:
- 12.01 Define economy, free enterprise, producers, consumers, and marketplace. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, SS.D.2.4.1
 - 12.02 Debate why prices fluctuate as a result of supply and demand, production costs, and competition. LA.A.1.4.3, LA.B.1.4.1,

- LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3,
 LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4,
 LA.C.3.4.5, SS.D.2.4.1, SS.D.2.4.2
- 12.03 Explain the impact of unemployment and underemployment on the economy. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3,
 LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1,
 LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 12.03 Define entrepreneur and entrepreneurship. LA.A.1.4.3, LA.B.1.4.1,
 LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3,
 LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4,
 LA.C.3.4.5
- 12.04 Evaluate available types of business opportunities compatible with your skills and career interests. LA.A.1.4.3, LA.B.1.4.1,
 LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3,
 LA.B.2.4.4, LA.C.1.4.2, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3,
 LA.C.3.4.4, LA.C.3.4.5
- 12.05 List advantages and disadvantages of entrepreneurship.
 LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1,
 LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2,
 LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 12.06 Identify the behaviors and attitudes commonly found in entrepreneurs. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3,
 LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1,
 LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 12.08 Explain the primary means of going into business. LA.A.1.4.3,
 LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2,
 LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3,
 LA.C.3.4.4, LA.C.3.4.5
- 12.09 Describe the different legal forms of business ownership.
 LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1,
 LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2,
 LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 12.10 Identify key factors in selecting a business location.
 LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1,
 LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2,
 LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 12.11 Compare and contrast owning a business with being an employee.
 LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1,
 LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2,
 LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 12.12 Determine resources needed to produce a given product or provide a specific service while considering such factors as finance, materials, human, information/technology, natural, and facility.
- 12.13 Describe the way in which government is involved in the economy.
 LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1,
 LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2,
 LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, SS.D.2.4.4
- 12.14 Explain the purpose of computing the Gross Domestic Product (GDP).
 LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1,
 LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2,
 LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, SS.D.2.4.5
- 12.15 Explain the purpose of the Consumer Price Index (CPI).
 LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1,

- LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, SS.D.2.4.5
- 12.16 Cite characteristics of the free enterprise system. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, SS.D.2.4.4
- 12.17 Compare and contrast various economic systems. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, SS.D.2.4.1
- 12.18 Explain the circular flow of economic activity. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 12.19 Describe how economic trade-offs affect decisions in the workplace. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 12.20 Define, compare, and contrast "cost of living raises" and "merit raises." LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 12.21 Analyze concepts of supply and demand, diminishing returns, and opportunity cost. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, SS.D.2.4.2
- 13.0 DEFINE, DEMONSTRATE, AND ASSESS IMPORTANCE OF DETERMINING CAREER OPTIONS--The student will be able to:
- 13.01 Use a variety of sources and methods to determine career interests and abilities.
- 13.02 Identify and describe personal skills, interests, values, experiences, personality traits, and academic abilities. LA.A.1.4.3, LA.A.2.4.4, LA.A.2.4.7, LA.A.2.4.8, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 13.03 Identify non-traditional career options. LA.A.1.4.3, LA.A.2.4.4, LA.A.2.4.7, LA.A.2.4.8, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 13.04 Debate how educational level affects career choice. LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 13.05 Explain importance of networking when researching occupations. LA.A.1.4.3, LA.A.2.4.1, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 13.06 Identify advantages of attending a trade or technical school. LA.A.1.4.3, LA.A.2.4.4, LA.A.2.4.7, LA.A.2.4.8, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5

- 13.07 Identify career training available in the military services. LA.A.1.4.3, LA.A.2.4.4, LA.A.2.4.7, LA.A.2.4.8, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 13.08 Select an occupational area and identify its career opportunities, employment prospects, educational requirements, and advancement opportunities. LA.A.1.4.3, LA.A.2.4.4, LA.A.2.4.7, LA.A.2.4.8, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 13.09 Evaluate personal strengths and weaknesses in relation to the selected occupational area. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.2.4.2, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 13.10 Explain the influence of life roles on career choice. LA.A.1.4.3, LA.A.2.4.4, LA.A.2.4.8, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 13.11 Analyze changes occurring in the workplace. LA.A.1.4.3, LA.A.2.4.7, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, SS.D.2.4.6
- 13.12 Identify and locate local employment agencies and web-based job search sites. LA.A.2.4.4, LA.A.2.4.7, LA.A.2.4.8, LA.B.2.4.4
- 13.13 Review the importance of updating occupational skills and knowledge through training, continuing education, and life-long learning. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 13.14 Identify sources of financial assistance for postsecondary education and training. LA.A.2.4.4, LA.A.2.4.7, LA.A.2.4.8
- 13.15 Describe the requirements and procedures for obtaining different types of financial assistance. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 13.16 Discuss the role of professional organizations in workforce development. LA.A.1.4.1, LA.A.1.4.3, LA.A.2.4.1, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 13.17 Describe apprenticeship programs. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 13.18 Develop an education and career plan. LA.A.1.4.3, LA.A.2.4.1, LA.A.2.4.2, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4
- 13.19 Discuss sex equity in terms of career choice. LA.A.1.4.3, LA.A.1.4.1, LA.A.2.4.4, LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4,

- LA.C.2.4.1, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4,
LA.C.3.4.5
- 13.20 Assess differences in wages, annual income, and job opportunities based on geographic location, gender, ethnicity, and age.
LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3,
LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1,
LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
LA.A.2.4.6, LA.A.2.4.7
- 13.21 Explain the process for obtaining school transcripts. LA.A.1.4.3,
LA.A.2.4.1, LA.A.2.4.4, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3,
LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1,
LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 13.22 Demonstrate ability to make career decisions based on self-awareness and an awareness of various career clusters and occupations. LA.C.1.4.1, LA.C.2.4.1
- 13.23 Assess and use information to develop a lifelong career plan and identify problems that may interfere with the plan. LA.A.1.4.3,
LA.A.2.4.4, LA.A.2.4.6, LA.A.2.4.7, LA.B.1.4.1, LA.B.1.4.2,
LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4,
LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 13.24 Assess plan for gaining mentors and obtaining knowledge of opportunities for continuing education, cross-training, retraining, and additional certification and degrees. LA.A.1.4.3,
LA.A.2.4.4, LA.A.2.4.6, LA.A.2.4.7, LA.B.1.4.1, LA.B.1.4.2,
LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4,
LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 14.0 PERFORM DESIGNATED JOB SKILLS--The student will be able to:
- 14.01 Demonstrate job performance skills as outlined on the job skills form. LA.B.2.4.1
- 14.02 Apply safety procedures while on the job. HE.C.1.4.5
- 14.03 Display an acceptable level of productivity and quality control.
- 14.04 Demonstrate appropriate dress and grooming habits.
- 14.05 Demonstrate reacting to feedback in a positive manner.
- 14.06 Communicate effectively with customers, co-workers, and management. LA.C.3.4.3, SS.C.2.4.3, HE.B.3.4.2
- 14.07 Demonstrate decision-making and problem-solving skills.
- 14.08 Demonstrate punctuality and reliability by working as scheduled.
- 14.09 Demonstrate pride in work by completing work correctly and quickly.
- 14.10 Demonstrate personal management skills (self-directed and self-controlled) including intrinsic motivation.
- 14.11 Display an understanding and appreciation for the dignity and worth of honest labor.
- 14.12 Demonstrate flexibility, creativity, innovation, and adaptability.
- 14.13 Demonstrate ability to interpret and comply with employer rules and regulations. HE.A.1.4.7
- 14.14 Demonstrate an understanding of the organizational structure of the workplace.
- 14.15 Demonstrate flexibility and the ability to perform a wide range of functions.
- 15.0 DEMONSTRATE COMPLIANCE WITH WORK ETHICS--The student will be able to:

- 15.01 Demonstrate integrity and honesty. LA.C.3.4.3, SS.C.2.4.6
- 15.02 Demonstrate interest, enthusiasm, and loyalty to the training agency.
- 15.03 Demonstrate ability to follow directions.
- 15.04 Demonstrate ability to work cooperatively with team members and supervisors from different cultural backgrounds. HE.B.3.4.2
- 15.05 Demonstrate an ability to follow written and oral directions.
- 15.06 Display a positive attitude toward the job.
- 15.07 Practice cost effectiveness with company resources.

16.0 PERFORM DESIGNATED RECORDKEEPING SKILLS--The student will be able to:

- 16.01 List the job skills to be performed in the specified occupation.
LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1,
LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, MA.A.4.4.1
- 16.02 Maintain appropriate employment records (training agreement, time card, and job skills form). LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2,
LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4,
MA.A.1.4.4, MA.A.1.4.3

**Florida Department of Education
STUDENT PERFORMANCE STANDARDS**

Course Number: 8301610
Course Title: Work Experience 1
Course Credit: 1

COURSE DESCRIPTION:

This course is designed to meet the minimum student performance standards as outlined in the program framework and to provide remedial instruction when needed. Students first entering the program begin with this course.

01.00 DEFINE, DEMONSTRATE, AND ASSESS JOB SEEKING AND EMPLOYABILITY SKILLS--
 The student will be able to:

- 01.01 Explain relationship between academic and occupational skills and achievement in the world of work. LA.A.1.4.2, LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.1.4.3, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, LA.D.1.4.2
- 01.02 Identify skills that are transferable from one occupation to another. LA.A.1.4.3, LA.A.2.4.5, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.1.4.1, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 01.03 Express the differences between school and the workplace. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 01.04 Explain importance of a social security number. LA.A.1.4.3, LA.A.2.4.1, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, MA.A.1.4.3
- 01.05 Identify documentation needed prior to seeking employment. LA.A.1.4.1, LA.A.1.4.2, LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 01.06 List documents an employer is required to have completed by an employee for payroll and employment eligibility purposes. LA.A.1.4.1, LA.A.1.4.2, LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 01.07 List restrictions and guidelines regulating the workplace for minors (e.g., Child Labor Law). LA.A.1.4.1, LA.A.1.4.2, LA.A.1.4.3, LA.A.2.4.1, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 01.08 Research job opportunities using a variety of employment sources. LA.A.1.4.1, LA.A.1.4.2, LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2,

- LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4,
LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 01.09 Discuss importance of drug tests and criminal background checks in identifying possible training stations. LA.A.1.4.1, LA.A.1.4.2, LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.2.4.1, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5,
- 01.10 Arrange for personal references. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.1.4.1, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 01.11 Prepare a neat, legible resume. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4
- 01.12 Prepare a job application letter based on information in a job ad. LA.A.1.4.1, LA.A.1.4.2, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4
- 01.13 Read and accurately complete a variety of job application forms. LA.A.1.4.1, LA.A.1.4.2, LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4
- 01.14 Demonstrate methods for handling illegal interview and application questions. LA.A.1.4.3, LA.A.2.4.7, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.1.4.1, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 01.15 Participate in a job interview role-play situation. LA.C.1.4.1, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 01.16 Demonstrate appropriate interview dress, grooming, and demeanor. LA.C.2.4.2, LA.C.3.4.4
- 01.17 Conduct a job-interview follow-up. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.1.4.3, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 01.18 List procedures to follow when accepting an employment offer. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 01.19 Describe appropriate methods for resigning from a position. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.1.4.1, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 01.20 Interpret reasons for termination. LA.A.1.4.2, LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 01.21 Prepare a letter of resignation. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4
- 01.22 Illustrate an understanding of the appropriate techniques to use when changing jobs. LA.A.1.4.3, LA.A.2.4.4, LA.A.2.4.7, LA.A.2.4.8, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5

- 01.23 Demonstrate how and when to request a raise. LA.A.1.4.3, LA.A.2.4.8, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 01.24 Identify opportunities for job advancement. LA.A.1.4.3, LA.A.2.4.8, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5

02.0 DEFINE, IDENTIFY, AND ANALYZE SAFETY ISSUES RELATED TO THE WORKPLACE-
The student will be able to:

- 02.01 Explain how a lack of knowledge and skill can cause accidents and health hazards in the workplace. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, LA.D.2.4.2, HE.A.1.4.4
- 02.02 Identify safety signs and symbols. LA.A.1.4.1, LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, HE.C.2.4.3
- 02.03 Discuss importance of accepting responsibility for safety of self and others. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, HE.C.2.4.5
- 02.04 List ways anger, worry, drugs, alcohol, fatigue, and illness can cause accidents. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, HE.C.2.4.5
- 02.05 Define the meaning of "drug-free workplace." LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, HE.C.1.4.5
- 02.06 Explain how dress may affect safety on the job. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 02.07 Describe actions that various agencies take to prevent accidents on the job. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, HE.C.2.4.6, HE.C.2.4.5
- 02.08 Identify techniques to maintain a safe work environment. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 02.09 Demonstrate proper lifting and carrying techniques. HE.B.1.4.5, HE.B.2.4.1, HE.C.1.4.5
- 02.10 Explain basic first-aid techniques. LA.A.1.4.3, LA.A.2.4.1, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 02.11 Identify emergency procedures. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3,

- LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4,
LA.C.3.4.5
- 02.12 Identify methods to safely handle hazardous materials.
LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1,
LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2,
LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 02.13 Explain fire safety methods. LA.A.1.4.3, LA.A.2.4.1, LA.B.1.4.1,
LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3,
LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4,
LA.C.3.4.5
- 02.14 Describe types of hazards found in the workplace. LA.A.1.4.3,
LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2,
LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3,
LA.C.3.4.4, LA.C.3.4.5
- 02.15 Describe types of personal protective equipment. LA.A.1.4.3,
LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2,
LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3,
LA.C.3.4.4, LA.C.3.4.5
- 03.0 DEFINE, DEMONSTRATE, AND ANALYZE PROFICIENCY IN APPLYING COMMUNICATION SKILLS--The student will be able to:
- 03.01 Participate in large and small group discussions. LA.C.1.4.1,
LA.C.1.4.2, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4,
LA.C.3.4.5
- 03.02 Participate in group and committee discussions to reach group
consensus. LA.C.1.4.1, LA.C.1.4.2, LA.C.1.4.3, LA.C.3.4.1,
LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 03.03 Identify and interpret abbreviations used in help-wanted ads.
LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1,
LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2,
LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 03.04 Identify parts of a business letter. LA.A.1.4.1, LA.A.1.4.3,
LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2,
LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3,
LA.C.3.4.4, LA.C.3.4.5
- 03.05 Identify possible styles of a business letter. LA.A.1.4.1,
LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1,
LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2,
LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 03.06 Identify abbreviations of state names. LA.A.1.4.1, LA.A.1.4.3,
LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2,
LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3,
LA.C.3.4.4, LA.C.3.4.5
- 03.07 Identify methods of communicating with supervisors, co-workers,
and customers. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3,
LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.1.4.2,
LA.C.1.4.3, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4,
LA.C.3.4.5
- 03.08 Identify and demonstrate techniques for placing, answering,
placing on hold, and directing telephone calls. LA.A.1.4.3,
LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2,
LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3,
LA.C.3.4.4, LA.C.3.4.5, LA.D.1.4.1, LA.D.1.4.2, LA.D.1.4.3

- 03.09 Identify and demonstrate procedures for recording and relaying accurate messages. LA.A.1.4.1, LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 03.10 Explain the uses of a floor plan or a map. LA.C.1.4.1, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 03.11 Identify performances necessary to merit promotions and pay raises. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5

04.0 DEFINE, DEMONSTRATE, AND ANALYZE PROFICIENCY IN APPLYING MATHEMATICAL SKILLS--The student will be able to:

- 04.01 Compute weekly and annual wages. MA.A.2.4.2
- 04.02 Compute wages when overtime is worked. MA.A.2.4.2
- 04.03 Determine wages for jobs when piecework or tips are involved. MA.A.2.4.2
- 04.04 Compute annual salary. MA.A.2.4.2
- 04.05 Use rounding to determine salary in a pay period. MA.A.2.4.2
- 04.06 Use percents and decimals to compute commissions. MA.B.3.4.1
- 04.07 Identify differences between gross and net pay. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 04.08 Change prices from cents to dollars and from dollars to cents.
- 04.09 Compute the cost of single and multiple items. MA.A.2.4.2
- 04.10 Compute change and count back correctly.
- 04.11 Use information on coupons to determine the cost of an item when a coupon is used.
- 04.12 Create a coupon.
- 04.13 Compute and compare unit prices.
- 04.14 Complete a 1040EZ federal income tax form.

05.0 DEFINE, DEMONSTRATE, AND MAINTAIN PERSONAL HYGIENE AND HEALTH--The student will be able to:

- 05.01 Identify advantages of a healthy life style. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, HE.A.1.4.2
- 05.02 Identify factors that influence wellness. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, HE.A.1.4.1
- 05.03 Assess importance of emotional mental health. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, HE.A.1.4.3
- 05.04 Demonstrate types of exercises designed to enhance health/wellness. PE.A.3.4.3
- 05.05 Identify benefits of good nutrition, proper rest, and exercise. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1,

LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2,
LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, PE.A.3.4.1, HE.C.1.4.6

06.0 DEFINE, DEMONSTRATE, AND MANAGE PERSONAL FINANCES--The student will be able to:

- 06.01 Interpret paycheck stub. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, MA.A.1.4.4, MA.A.3.4.3, MA.A.5.4.1
- 06.02 Identify financial priorities. LA.A.1.4.3, LA.A.2.4.4, LA.A.2.4.8, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 06.03 Describe money management principles including uses of a budget. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, MA.A.5.4.1
- 06.04 Describe the importance of comparison shopping. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, MA.A.5.4.1
- 06.05 Discuss appropriate consumer practices. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5

07.0 DEFINE, DEMONSTRATE, AND EVALUATE LEADERSHIP SKILLS--The student will be able to:

- 07.01 List the qualities of an effective leader. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.1.4.1, LA.C.1.4.3, LA.C.1.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 07.02 Explain different methods of leadership. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 07.03 Identify opportunities available for development of leadership skills. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.1.4.2, LA.C.1.4.3, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 07.04 Demonstrate business etiquette skills.
- 07.05 Identify purposes and functions of professional and youth organizations. LA.A.1.4.3, LA.B.2.4.8, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 07.06 Identify roles and responsibilities of organization members. LA.A.1.4.3, LA.A.2.4.8, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 07.07 Express importance of being able to work as a member of a team. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1,

LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2,
LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5

08.0 DEFINE, DEMONSTRATE, AND ASSESS TECHNIQUES TO MAINTAIN PROFESSIONALISM--
The student will be able to:

- 08.01 Identify items to be included in an employment orientation.
LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1,
LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2,
LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 08.02 Identify work-related terminology. LA.A.1.4.3, LA.B.1.4.1,
LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3,
LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4,
LA.C.3.4.5
- 08.03 Role-play the importance of respect for the rights of others in
the maintenance of a positive working environment.
- 08.04 Demonstrate methods of displaying a positive work attitude.
- 08.05 Explain initiative and resourcefulness. LA.A.1.4.3, LA.B.1.4.1,
LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3,
LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4,
LA.C.3.4.5
- 08.06 Demonstrate appropriate workplace social behavior including
ability to remain calm and in control in challenging situations.
- 08.07 Define and practice compassion, fairness, honesty, integrity,
perseverance, courtesy, respect, responsibility, self-discipline,
and trustworthiness. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2,
LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4,
LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5

09.0 DEFINE, DEMONSTRATE, AND ASSESS COGNITIVE SKILLS--The student will be
able to:

- 09.01 Describe the importance of time management to complete tasks
accurately and on time. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2,
LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4,
LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 09.02 Outline strategies for effective time management. LA.A.1.4.3,
LA.A.1.4.4, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1,
LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2,
LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 09.03 Describe role and relationship between values, aptitudes,
abilities, goal setting, and attainment of academic and
occupational skills. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2,
LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4,
LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 09.04 Set personal goals and develop a plan of action to achieve those
goals. LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4.1, LA.B.1.4.2,
LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4,
LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 09.05 Identify problems and consequences of meeting goals. LA.A.1.4.3,
LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2,
LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3,
LA.C.3.4.4, LA.C.3.4.5

- 09.06 Describe ways to deal with success and failure. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 09.07 Exhibit awareness of and respect for others. LA.A.1.4.4
- 09.08 Demonstrate ways to improve test-taking skills, including preparing for standardized tests. LA.A.1.4.1

10.0 DEFINE, DEMONSTRATE, AND ASSESS INTERPERSONAL AND INTRAPERSONAL SKILLS--
The student will be able to:

- 10.01 Describe the basic nature of self-understanding. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 10.02 Identify and demonstrate positive personality traits. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 10.03 Using interpersonal skills, demonstrate the ability to appropriately express feelings, reactions, ideas, opinions, wants, and needs. LA.C.3.4.2
- 10.04 Role-play behaviors that will promote effective human relations.
- 10.05 Practice the skills of communicating with customers to identify their needs and expectations. LA.C.1.4.1
- 10.06 Practice the ability to work cooperatively with others as a team member.
- 10.07 Demonstrate ability to adjust one's behavior to fit the dynamics of a situation.
- 10.08 Demonstrate respect for the opinions, customs, and individual differences of others. LA.C.1.4.3
- 10.09 Interact in a socially appropriate manner.
- 10.10 Practice assuming responsibility for decisions and actions.
- 10.11 Channel and control emotional reactions professionally.
- 10.12 Practice setting personal priorities.
- 10.13 Identify the differences between assertiveness and aggressiveness. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 10.14 Describe acceptable ways to deal with success and failure. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5

11.0 DEFINE, DEMONSTRATE, AND ASSESS PROFICIENCY IN APPLYING TECHNICAL SKILLS--The student will be able to:

- 11.01 Discuss the growing reliance on technology in today's workplace. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.2.4.1, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 11.02 Explain the impact of technological change in relation to educational needs. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4,

- LA.C.1.4.1, LA.C.2.4.1, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3,
LA.C.3.4.4, LA.C.3.4.5
- 11.03 Identify and define basic computer terminology. LA.A.1.4.1,
LA.A.1.4.3, LA.A.2.4.1, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3,
LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1,
LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 11.04 Identify hardware, commonly used software, and on-line services.
LA.A.1.4.1, LA.A.1.4.3, LA.A.2.4.1, LA.B.1.4.1, LA.B.1.4.2,
LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4,
LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 11.05 Operate a computer by performing the steps necessary to process
information and produce a hard copy. LA.B.1.4.3, LA.B.2.4.2,
LA.B.2.4.4
- 13.0 DEFINE, DEMONSTRATE, AND ASSESS IMPORTANCE OF DETERMINING CAREER
OPTIONS--The student will be able to:
- 13.01 Use a variety of sources and methods to determine career interests
and abilities.
- 13.02 Identify and describe personal skills, interests, values,
experiences, personality traits, and academic abilities.
LA.A.1.4.3, LA.A.2.4.4, LA.A.2.4.7, LA.A.2.4.8, LA.B.1.4.1,
LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3,
LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4,
LA.C.3.4.5
- 13.03 Identify non-traditional career options. LA.A.1.4.3, LA.A.2.4.4,
LA.A.2.4.7, LA.A.2.4.8, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3,
LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1,
LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 13.04 Debate how educational level affects career choice. LA.C.3.4.1,
LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 13.05 Explain importance of networking when researching occupations.
LA.A.1.4.3, LA.A.2.4.1, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3,
LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1,
LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 13.06 Identify advantages of attending a trade or technical school.
LA.A.1.4.3, LA.A.2.4.4, LA.A.2.4.7, LA.A.2.4.8, LA.B.1.4.1,
LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3,
LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4,
LA.C.3.4.5
- 13.07 Identify career training available in the military services.
LA.A.1.4.3, LA.A.2.4.4, LA.A.2.4.7, LA.A.2.4.8, LA.B.1.4.1,
LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3,
LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4,
LA.C.3.4.5

**Florida Department of Education
STUDENT PERFORMANCE STANDARDS**

Course Number: 8301620
Course Title: Work Experience 2
Course Credit: 1

COURSE DESCRIPTION:

This course is designed for the second year returning Work Experience student and will provide remediation when needed.

01.0 DEFINE, DEMONSTRATE, AND ASSESS JOB SEEKING AND EMPLOYABILITY SKILLS--
 The student will be able to:

- 01.25 Describe implications of racial, ethnic, regional, educational, social, and age differences. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.2, LA.C.1.4.4, LA.C.2.4.1, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, LA.D.1.4.2, SS.B.2.4.1
- 01.26 Demonstrate attitudes and behaviors that eliminate stereotyping and gender bias, and promote cultural diversity. LA.C.1.4.4, SS.A.2.4.3
- 01.27 Demonstrate a strong work ethic and a positive attitude both personally and professionally. LA.C.1.4.2, LA.C.1.4.3
- 01.28 Relate the importance of quality control in job performance. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.1.4.3, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 01.29 Recognize the importance of the efficient use of materials and space on the job. MA.C.1.4.1, MA.B.1.4.1, MA.B.1.4.3
- 01.30 Demonstrate an understanding of ethical business practices. LA.A.1.4.1, LA.A.1.4.2, LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, SS.C.1.4.4
- 01.31 Explain the importance of confidentiality in the workplace concerning any written, oral, or technically transmitted information relating to personnel, customers, and/or materials. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, LA.D.2.4.2, SS.B.2.4.1

02.0 DEFINE, IDENTIFY, AND ANALYZE SAFETY ISSUES RELATED TO THE WORKPLACE--
 The student will be able to:

- 02.16 Describe and explain rules and laws designed to promote safety and health. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 02.17 Demonstrate an understanding of environmental problems that impact health and safety. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4,

- LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5,
HE.C.1.4.2
- 02.18 Demonstrate an understanding of the primary regulatory agencies that govern the environment, health, and safety. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, HE.C.2.4.6, HE.A.1.4.7
- 02.19 Describe types of industrial recycling/waste minimization activities. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 02.20 Explain impact of noise level on the workplace. LA.A.1.4.3, LA.A.2.4.1, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 03.0 DEFINE, DEMONSTRATE, AND ANALYZE PROFICIENCY IN APPLYING COMMUNICATION SKILLS--The student will be able to:
- 03.12 Create a graph and a chart using personal or business related information. LA.A.1.4.1, LA.A.1.4.3, LA.A.2.4.1, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4
- 03.13 Create and interpret a label. LA.A.1.4.2, LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, MA.B.3.4.1
- 03.14 Using a bus or train schedule, plan a trip. LA.A.1.4.1, LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4
- 03.15 Compare different types of trade journals. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.1.4.3, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 03.16 Debate the possible advantages a written message may have over a spoken one. LA.A.1.4.2, LA.A.1.4.4, LA.A.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 03.17 Compare and contrast different forms of written business communication as utilized in the workplace. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 03.18 Write, edit, and revise a communication that could be used in the workplace so that it presents the information in a clear, correct, concise, complete, consistent, and courteous manner. LA.A.1.4.3, LA.A.2.4.1, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, MA.A.1.4.3
- 03.19 Describe uses and importance of a sales slip. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 03.20 Create a sales slip. LA.A.1.4.2, LA.C.1.4.3, LA.D.1.4.2
- 03.21 Describe an invoice and its purpose. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3,

- LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4,
LA.C.3.4.5
- 03.22 Create an invoice. LA.A.2.4.1, MA.A.1.4.3
- 03.23 Explain how sales slips and invoices help companies keep track of inventory. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.2.4.2, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 04.0 DEFINE, DEMONSTRATE, AND ANALYZE PROFICIENCY IN APPLYING MATHEMATICAL SKILLS--The student will be able to:
- 04.15 Interpret quantitative information from tables, charts, and graphs as related to the workplace. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, MA.E.1.4.1
- 04.16 Compute ratios and percentages as related to the workplace. MA.C.3.4.1
- 04.17 Calculate distance, weight, area, volume, and/or time problems as related to the workplace. MA.B.3.4.1
- 04.18 Determine costs, time, and resources needed to complete a task within the workplace.
- 04.19 Use an advertisement to determine the total cost of several items with different quantities. MA.A.2.4.2
- 05.0 DEFINE, DEMONSTRATE, AND MAINTAIN PERSONAL HYGIENE AND HEALTH--The student will be able to:
- 05.06 Plan a menu that includes all the major food groups. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4
- 05.07 Identify available counseling and community services. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, HE.A.2.4.3
- 05.08 Recognize need for preventive medical practices. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, HE.B.1.4.2
- 05.09 Identify the physiological and social implications of personal hygiene practices. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 05.10 Demonstrate knowledge of basic first aid for self-care. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 06.0 DEFINE, DEMONSTRATE, AND MANAGE PERSONAL FINANCES--The student will be able to:
- 06.06 Prepare and periodically revise a monthly budget by comparing income and expenses, evaluating current spending habits, and making necessary adjustments to meet objectives. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2,

- LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 06.07 Compare and contrast various financial institutions. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 06.08 Explain uses of electronic banking. LA.A.1.4.3, LA.A.2.4.1, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, MA.A.1.4.3
- 06.09 Complete savings and checking account applications. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, LA.D.2.4.5
- 06.10 Identify procedures for making deposits and withdrawals. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, LA.D.2.4.5
- 06.11 Write checks, complete a check register, and reconcile a bank statement. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4
- 06.12 Create an original check. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4
- 06.13 Describe the importance of meeting financial obligations. LA.A.1.4.3, LA.A.2.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.1.4.1, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 07.0 DEFINE, DEMONSTRATE, AND EVALUATE LEADERSHIP SKILLS--The student will be able to:
- 07.08 Demonstrate how positive leadership characteristics can assist an individual. LA.A.1.4.3, LA.A.2.4.7, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 07.09 Demonstrate the capacity to accept responsibility. LA.C.2.4.1, LA.C.1.4.1
- 07.10 Demonstrate effective team building skills. LA.C.1.4.1, LA.C.2.4.1, LA.C.2.4.2
- 07.11 Evaluate benefits of teamwork. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.2.4.2, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 07.12 Demonstrate techniques to lead a team in developing its mission and goals. LA.A.1.4.3, LA.A.2.4.7, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.1.4.1, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 08.0 DEFINE, DEMONSTRATE, AND ASSESS TECHNIQUES TO MAINTAIN PROFESSIONALISM--The student will be able to:
- 08.08 Demonstrate ability to take direction, accept constructive criticism, and adjust behavior to fit the dynamics of a situation.

- 08.09 Define "ethics" as applicable to the workplace. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 08.10 Establish a personal code of ethics.
- 08.11 Explain importance of maintaining quality standards, regular work habits, and pride in work accomplished. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 08.12 Demonstrate ability to work cooperatively in a group to resolve challenges and make decisions. LA.D.1.4.2
- 08.13 Identify how individuals from diverse backgrounds offer unique contributions. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 09.0 DEFINE, DEMONSTRATE, AND ASSESS COGNITIVE SKILLS--The student will be able to:
- 09.09 Explain the steps involved in decision-making. LA.A.1.4.3, LA.A.2.4.7, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 09.10 Identify the process involved in problem-solving. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.1.4.1, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 09.11 Develop an action plan for solving problems and making decisions using critical thinking skills. LA.A.1.4.3, LA.A.1.4.1, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.1.4.1, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 09.12 Identify strategies for building self-esteem and enhancing decision-making skills. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 09.13 Demonstrate knowledge of the planning process.
- 10.0 DEFINE, DEMONSTRATE, AND ASSESS INTERPERSONAL AND INTRAPERSONAL SKILLS--The student will be able to:
- 10.15 Demonstrate the ability to offer and accept constructive criticism.
- 10.16 Identify areas where personal change and adjustment may be necessary. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 10.17 Exhibit open-mindedness towards ideas and opinions different from your own.
- 11.0 DEFINE, DEMONSTRATE, AND ASSESS PROFICIENCY IN APPLYING TECHNICAL SKILLS--The student will be able to:

- 11.06 Identify types of technical equipment available to perform communication and computational functions. LA.A.1.4.1, LA.A.1.4.3, LA.A.2.4.1, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 11.07 Understand how technological systems function. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.2.4.1, LA.C.2.4.2, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 11.08 Recognize impact of technological change on tasks and workers. LA.C.1.4.1

12.0 DEFINE, DEMONSTRATE, AND EVALUATE UNDERSTANDING OF ECONOMIC AND ENTREPRENEURIAL PRINCIPLES--The student will be able to:

- 12.01 Define economy, free enterprise, producers, consumers, and marketplace. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, SS.D.2.4.1
- 12.02 Debate why prices fluctuate as a result of supply and demand, production costs, and competition. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, SS.D.2.4.1, SS.D.2.4.2
- 12.03 Explain the impact of unemployment and underemployment on the economy. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 12.04 Define entrepreneur and entrepreneurship. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 12.05 Evaluate available types of business opportunities compatible with your skills and career interests. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.1.4.2, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 12.06 List advantages and disadvantages of entrepreneurship. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 12.07 Identify the behaviors and attitudes commonly found in entrepreneurs. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 12.08 Explain the primary means of going into business. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 12.09 Describe the different legal forms of business ownership. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5

- 12.10 Identify key factors in selecting a business location.
 LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1,
 LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2,
 LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 12.11 Compare and contrast owning a business with being an employee.
 LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1,
 LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2,
 LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 13.0 DEFINE, DEMONSTRATE, AND ASSESS IMPORTANCE OF DETERMINING CAREER
 OPTIONS--The student will be able to:
- 13.08 Select an occupational area and identify its career opportunities,
 employment prospects, educational requirements, and advancement
 opportunities. LA.A.1.4.3, LA.A.2.4.4, LA.B.2.4.7, LA.A.2.4.8,
 LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2,
 LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3,
 LA.C.3.4.4, LA.C.3.4.5
- 13.09 Evaluate personal strengths and weaknesses in relation to the
 selected occupational area. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2,
 LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4,
 LA.C.2.4.2, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4,
 LA.C.3.4.5
- 13.10 Explain the influence of life roles on career choice. LA.A.1.4.3,
 LA.A.2.4.4, LA.A.2.4.8, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3,
 LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1,
 LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 13.11 Analyze changes occurring in the workplace. LA.A.1.4.3,
 LA.A.2.4.7, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1,
 LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2,
 LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, SS.D.2.4.6
- 13.12 Identify and locate local employment agencies and web-based job
 search sites. LA.A.2.4.4, LA.A.2.4.7, LA.A.2.4.8, LA.B.2.4.4
- 13.13 Review the importance of updating occupational skills and
 knowledge through training, continuing education, and life-long
 learning. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3,
 LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1,
 LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5

**Florida Department of Education
STUDENT PERFORMANCE STANDARDS**

Course Number: 8301630
Course Title: Work Experience 3
Course Credit: 1

COURSE DESCRIPTION:

This course is designed for the third year returning Work Experience student and will provide remediation when needed.

01.0 DEFINE, DEMONSTRATE, AND ASSESS JOB SEEKING AND EMPLOYABILITY SKILLS--
 The student will be able to:

- 01.32 Create and maintain an employability portfolio demonstrating awareness of personal abilities, interests, and skills as they relate to seeking employment. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4
- 01.33 Participate in a job shadowing experience. LA.A.1.4.3, LA.C.1.4.1, LA.C.2.4.1, LA.C.3.4.2
- 01.34 Obtain letters of reference.

02.0 DEFINE, IDENTIFY, AND DEMONSTRATE SAFETY ISSUES RELATED TO THE WORKPLACE--The student will be able to:

- 02.21 Define Occupational Safety and Health Administration (OSHA), Workers' Compensation, and ergonomics. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 02.22 List and explain the three priorities in an emergency (airway, breathing, circulation). LA.A.1.4.1, LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 02.23 Explain the types of damage done by fires, earthquakes, hurricanes, and tornadoes. LA.A.1.4.3, LA.A.2.4.1, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5

03.0 DEFINE, DEMONSTRATE, AND ANALYZE PROFICIENCY IN APPLYING COMMUNICATION SKILLS--The student will be able to:

- 03.24 Demonstrate ability to listen using strategies that improve understandings and performances on the job. LA.C.2.4.2, LA.C.1.4.3, LA.C.3.4.4
- 03.25 Demonstrate and interpret several examples of body language. LA.A.1.4.3, LA.C.1.4.1, LA.C.1.4.3, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5

- 03.26 Comprehend and give oral instructions in a business-like manner. LA.C.2.4.1, LA.C.1.4.1, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 03.27 Demonstrate ability to listen to different group members' ideas and ask questions. LA.A.2.4.1, LA.A.2.4.2, LA.A.2.4.4
- 03.28 Explain the purpose and importance of a business vision/mission statement. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 03.29 Define company image. LA.A.1.4.3, LA.A.2.4.1, LA.A.2.4.2, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 03.30 Explain concept of positioning. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 03.31 Define customer service and explain its importance. LA.A.1.4.3, LA.A.2.4.4, LA.A.2.4.6, LA.A.2.4.7, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5

04.0 DEFINE, DEMONSTRATE, AND ANALYZE PROFICIENCY IN APPLYING MATHEMATICAL SKILLS--The student will be able to:

- 04.20 Calculate the areas of surface and complete an accurate estimate of the cost of materials for covering those surfaces. MA.B.3.4.1
- 04.21 Use ratios, proportions, and a scale to calculate distance on a map and calculate the square footage of rooms in a building using a scaled plan. MA.C.3.4.1
- 04.22 Explain the "Renter's Rule." LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, MA.D.1.4.1
- 04.23 List the costs associated with buying a home. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 04.24 Explain the "Banker's Rule." LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, MA.D.1.4.1
- 04.25 Identify several different types of home mortgage loans. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5

05.0 DEFINE, DEMONSTRATE, AND MAINTAIN PERSONAL HYGIENE AND HEALTH--The student will be able to:

- 05.11 Identify responsible sexual behavior. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, HE.C.1.4.5

- 05.12 Describe AIDS, how it is transmitted, and its consequences. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 05.13 Describe the effects of contracting a sexually transmitted disease (STD). LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 05.14 Identify the risks and effects of tobacco, alcohol, and drugs. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, HE.C.1.4.5
- 05.15 Identify agencies and facilities for the promotion and maintenance of public hygiene, health, and mental wellness. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, HE.A.2.4.2, HE.A.2.4.4
- 06.0 DEFINE, DEMONSTRATE, AND MANAGE PERSONAL FINANCES--The student will be able to:
- 06.14 Identify the costs of owning and operating an automobile. LA.A.1.4.3, LA.A.2.4.8, LA.A.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 06.15 Explain advantages and disadvantages of using credit. LA.A.1.4.3, LA.A.2.4.1, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, LA.D.2.4.5, SS.D.1.4.20
- 06.16 Explain how installment plans work. LA.A.1.4.3, LA.A.2.4.1, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, LA.D.2.4.5
- 06.17 Explain importance of being an informed consumer. LA.A.1.4.3, LA.A.2.4.1, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 06.18 Compare the costs of renting versus buying shelter. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 06.19 Analyze a rental lease. LA.A.1.4.3, LA.A.2.4.7, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, LA.D.2.4.5
- 06.20 Complete a rental application. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.D.2.4.5
- 06.21 Evaluate personal insurance needs: health, home, renters, fire, auto, life. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5

07.0 DEFINE, DEMONSTRATE, AND EVALUATE LEADERSHIP SKILLS--The student will be able to:

07.13 Identify methods of delegating work. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.1.4.1, LA.C.1.4.3, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5

07.14 Define and participate in brainstorming. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.1.4.1, LA.C.1.4.2, LA.C.1.4.3, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5

07.15 Demonstrate ability to negotiate, to resolve conflict through peer mediation, to handle stress, to deal with undesirable behavior in others, to share in task accomplishment, and to build positive working relationships with others. LA.A.1.4.3, LA.C.1.4.1, LA.C.1.4.2, LA.C.1.4.3, LA.C.1.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5

07.16 Demonstrate effective negotiation skills. LA.A.1.4.3, LA.C.2.4.2, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5

08.0 DEFINE, DEMONSTRATE, AND ASSESS TECHNIQUES TO MAINTAIN PROFESSIONALISM--The student will be able to:

08.14 Demonstrate ways to improve service to internal and external customers.

08.15 Identify ways to develop and improve skills and traits important to the job and to the organization. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5

08.16 Role-play types and methods of dealing with peer pressure.

08.17 Demonstrate self-control when minimum direction and supervision are provided.

08.18 Debate importance of planning to meet deadlines. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5

08.19 Maintain quality standards, regular work habits, and pride in one's work.

09.0 DEFINE, DEMONSTRATE, AND ASSESS COGNITIVE SKILLS--The student will be able to:

09.14 Demonstrate ability to think creatively and generate new ideas.

09.15 Demonstrate the ability to conduct a systematic analysis of personal strengths and weaknesses.

09.16 Analyze managerial skills necessary for decision making in different work related situations. LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5

10.0 DEFINE, DEMONSTRATE, AND ASSESS INTERPERSONAL AND INTRAPERSONAL SKILLS--The student will be able to:

- 10.18 Demonstrate appropriate etiquette.
 - 10.19 Practice stress management techniques.
 - 10.20 Demonstrate loyalty to the team and show commitment to the team's growth and improvement.
 - 10.21 Help fellow team members accomplish their tasks.
- 11.0 DEFINE, DEMONSTRATE, AND ASSESS PROFICIENCY IN APPLYING TECHNICAL SKILLS--The student will be able to:
- 11.09 Select equipment appropriate for a particular task. LA.D.2.4.5
 - 11.10 Practice procedures for set up, operation, and maintenance of equipment.
 - 11.11 Demonstrate ability to accept, learn, and work with technological change. LA.C.3.4.3, LA.C.3.4.5
 - 11.12 Apply a variety of technical skills to projects. LA.B.2.4.1
- 12.0 DEFINE, DEMONSTRATE, AND EVALUATE UNDERSTANDING OF ECONOMIC AND ENTREPRENEURIAL PRINCIPLES--The student will be able to:
- 12.12 Determine resources needed to produce a given product or provide a specific service while considering such factors as finance, materials, human, information/technology, natural, and facility.
 - 12.13 Describe the way in which government is involved in the economy.
LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, SS.D.2.4.4
 - 12.14 Explain the purpose of computing the Gross Domestic Product (GDP).
LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, SS.D.2.4.5
 - 12.15 Explain the purpose of the Consumer Price Index (CPI).
LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, SS.D.2.4.5
 - 12.16 Cite characteristics of the free enterprise system. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, SS.D.2.4.4
- 13.0 DEFINE, DEMONSTRATE, AND ASSESS IMPORTANCE OF DETERMINING CAREER OPTIONS--The student will be able to:
- 13.14 Identify sources of financial assistance for postsecondary education and training. LA.A.2.4.4, LA.A.2.4.7, LA.A.2.4.8
 - 13.15 Describe the requirements and procedures for obtaining different types of financial assistance. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
 - 13.16 Discuss the role of professional organizations in workforce development. LA.A.1.4.1, LA.A.1.4.3, LA.A.2.4.1, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3,

LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4,
LA.C.3.4.5

13.17 Describe apprenticeship programs. LA.A.1.4.3, LA.B.1.4.1,
LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3,
LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4,
LA.C.3.4.5

13.18 Develop an education and career plan. LA.A.1.4.3, LA.A.2.4.1,
LA.A.2.4.2, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1,
LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4

Florida Department of Education
STUDENT PERFORMANCE STANDARDS

Course Number: 8301640
Course Title: Work Experience 4
Course Credit: 1

COURSE DESCRIPTION:

This course is designed for the fourth year returning Work Experience students and will provide remediation when needed.

02.0 DEFINE, IDENTIFY, AND ANALYZE SAFETY ISSUES RELATED TO THE WORKPLACE--
The student will be able to:

- 02.24 Create a map designating emergency exits and evacuation routes for a business.
- 02.25 Explain the importance of CPR and emergency first aid training.
LA.A.1.4.3, LA.A.2.4.1, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3,
LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1,
LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5

03.0 DEFINE, DEMONSTRATE, AND ANALYZE PROFICIENCY IN APPLYING COMMUNICATION SKILLS--The student will be able to:

- 03.32 Analyze magazine, newspaper, web, TV, and radio advertisements for effectiveness. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3,
LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1,
LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 03.33 Design an effective magazine, newspaper, web, TV, or radio advertisement. LA.A.1.4.3, LA.A.2.4.1, LA.A.2.4.2, LA.B.1.4.1,
LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3,
LA.B.2.4.4
- 03.34 Determine the purpose of a business report. LA.A.2.4.1,
LA.B.1.4.2
- 03.35 Collect information from various sources and arrange the information in a logical order. LA.A.1.4.3, LA.B.1.4.1,
LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3,
LA.B.2.4.4
- 03.36 Make an outline of a business report. LA.A.1.4.3, LA.B.1.4.1,
LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3,
LA.B.2.4.4
- 03.37 Write a business report. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2,
LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4
- 03.38 Present a business report orally to a group. LA.C.3.4.1,
LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 03.39 Demonstrate strong communication skills including oral, written, listening, and computer skills, as well as the ability to interpret and communicate job-related information. LA.A.1.4.3,
LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2,
LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3,
LA.C.3.4.4, LA.C.3.4.5

- 03.40 Demonstrate communication skills involved in negotiating a reasonable compromise and consensus. LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 04.0 DEFINE, DEMONSTRATE, AND ANALYZE PROFICIENCY IN APPLYING MATHEMATICAL SKILLS--The student will be able to:
- 04.26 Compute payments for purchases of items, including comparing and computing regular price, discount rate, and sale price.
MA.A.2.4.2
- 04.27 Use elapsed time to determine date of payment.
- 04.28 Read maps and compute distances.
- 04.29 Compute travel fares and hotel expenses. MA.A.3.4.3
- 04.30 Find the exchange rate between the U.S. dollar and a variety of foreign currencies.
- 04.31 Compute cost of car rentals and parking charges. MA.A.4.4.1
- 04.32 Compare time in different time zones.
- 04.33 Calculate flight times between different time zones.
- 04.34 Demonstrate how to complete an expense account form.
- 04.35 Explain personal allowances, withholding, dependents, exemptions, and deductions per the Internal Revenue Service. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 04.36 Complete a 1040A and a 1040 federal income tax form.
- 05.0 DEFINE, DEMONSTRATE, AND MAINTAIN PERSONAL HYGIENE AND HEALTH--The student will be able to:
- 05.16 Develop a plan for a life-long exercise program. PE.A.3.4.6, PE.B.1.4.1
- 05.17 Develop a plan for eating nutritionally balanced meals.
HE.C.1.4.5, HE.A.1.4.9
- 06.0 DEFINE, DEMONSTRATE, AND MANAGE PERSONAL FINANCES--The student will be able to:
- 06.22 Explain the difference between simple and compound interest.
LA.A.1.4.3, LA.A.2.4.1, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, MA.A.1.4.3
- 06.23 Explain the "Rule of 72." LA.A.1.4.3, LA.A.2.4.1, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, MA.A.1.4.3
- 06.24 Define stock, share, bond, profit, loss, shareholder, and dividend. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 06.25 Discuss role of New York Stock Exchange, NASDAQ, and day trading.
LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 06.26 Design a stock certificate.

- 06.27 Evaluate various retirement programs and investment options.
 LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1,
 LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2,
 LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 07.0 DEFINE, DEMONSTRATE, AND EVALUATE LEADERSHIP SKILLS--The student will be able to:
- 07.17 Complete an individual project. LA.A.1.4.3, LA.B.1.4.1,
 LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3,
 LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4,
 LA.C.3.4.5
- 07.18 Participate in school activities and in service projects in the classroom, the school, and/or the community. LA.A.1.4.3,
 LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2,
 LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3,
 LA.C.3.4.4, LA.C.3.4.5
- 07.19 Demonstrate effective interpersonal skills required for providing leadership and working with and for others of different backgrounds. LA.A.1.4.3, LA.C.1.4.3, LA.C.1.4.4, LA.C.3.4.1,
 LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 08.0 DEFINE, DEMONSTRATE, AND ASSESS TECHNIQUES TO MAINTAIN PROFESSIONALISM--
 The student will be able to:
- 08.20 Dramatize global interpretations of professionalism.
- 09.0 DEFINE, DEMONSTRATE, AND ASSESS COGNITIVE SKILLS--The student will be able to:
- 09.17 Gather and use data and other information to identify causes of problems and develop appropriate strategies for solutions.
 LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3,
 LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1,
 LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 09.18 Identify and analyze the rule or principle underlying the relationship between two or more objects for use in future applications. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3,
 LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1,
 LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 09.19 Illustrate how the ability to learn is a lifelong skill.
 LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1,
 LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2,
 LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 10.0 DEFINE, DEMONSTRATE, AND ASSESS INTERPERSONAL AND INTRAPERSONAL SKILLS--
 The student will be able to:
- 10.22 Demonstrate ability to work with individuals from different cultures. LA.D.1.4.2
- 10.23 Explain importance of being socially flexible and receptive to new ideas. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3,
 LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1,
 LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5

11.0 DEFINE, DEMONSTRATE, AND ASSESS PROFICIENCY IN APPLYING TECHNICAL SKILLS--The student will be able to:

- 11.13 Use technology and other tools to solve problems, collect data, and make decisions. LA.B.2.4.4
- 11.14 Demonstrate skill in understanding and using technological information. LA.C.3.4.3, LA.C.3.4.5
- 11.15 Demonstrate awareness of impact of both current and emerging technology on life roles, life styles, and careers. LA.C.3.4.3, LA.C.3.4.5
- 11.16 Discuss problems resulting from the increasing use of technology. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.1.4.1, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5

12.0 DEFINE, DEMONSTRATE, AND EVALUATE UNDERSTANDING OF ECONOMIC AND ENTREPRENEURIAL PRINCIPLES--The student will be able to:

- 12.17 Compare and contrast various economic systems. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, SS.D.2.4.1
- 12.18 Explain the circular flow of economic activity. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 12.19 Describe how economic trade-offs affect decisions in the workplace. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 12.20 Define, compare, and contrast "cost of living raises" and "merit raises." LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 12.21 Analyze concepts of supply and demand, diminishing returns, and opportunity cost. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, SS.D.2.4.2

13.0 DEFINE, DEMONSTRATE, AND ASSESS IMPORTANCE OF DETERMINING CAREER OPTIONS--The student will be able to:

- 13.19 Discuss sex equity in terms of career choice. LA.A.1.4.1, LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.2.4.1, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 13.20 Assess differences in wages, annual income, and job opportunities based on geographic location, gender, ethnicity, and age. LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 13.21 Explain the process for obtaining school transcripts. LA.A.1.4.3, LA.A.2.4.1, LA.A.2.4.4, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3,

- LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1,
 LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 13.22 Demonstrate ability to make career decisions based on self-awareness and an awareness of various career clusters and occupations. LA.C.1.4.1, LA.C.2.4.1
- 13.23 Assess and use information to develop a lifelong career plan and identify problems that may interfere with the plan. LA.A.1.4.3, LA.A.2.4.4, LA.A.2.4.6, LA.A.2.4.7, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 13.24 Assess plan for gaining mentors and obtaining knowledge of opportunities for continuing education, cross-training, retraining, and additional certification and degrees. LA.A.1.4.3, LA.A.2.4.4, LA.A.2.4.6, LA.A.2.4.7, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5

**Florida Department of Education
STUDENT PERFORMANCE STANDARDS**

Course Number: 8301650
Course Title: Work Experience OJT
Course Credit: Multiple

COURSE DESCRIPTION:

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills, and attitudes in an occupational field. The respective cooperative teacher and employer provide on-the-job supervision. This on-the-job portion of the program may be repeated for credit. Specific job skills must be identified on a job skills form. Selected job skills will be evaluated a minimum of once during each grading period.

14.0 PERFORM DESIGNATED JOB SKILLS--The student will be able to:

- 14.01 Demonstrate job performance skills as outlined on the job skills form. LA.B.2.4.1
- 14.02 Apply safety procedures while on the job. HE.C.1.4.5
- 14.03 Display an acceptable level of productivity and quality control.
- 14.04 Demonstrate appropriate dress and grooming habits.
- 14.05 Demonstrate reacting to feedback in a positive manner.
- 14.06 Communicate effectively with customers, co-workers, and management. LA.C.3.4.3, SS.C.2.4.3, HE.B.3.4.2
- 14.07 Demonstrate decision-making and problem-solving skills.
- 14.08 Demonstrate punctuality and reliability by working as scheduled.
- 14.09 Demonstrate pride in work by completing work correctly and quickly.
- 14.10 Demonstrate personal management skills (self-directed and self-controlled) including intrinsic motivation.
- 14.11 Display an understanding and appreciation for the dignity and worth of honest labor.
- 14.12 Demonstrate flexibility, creativity, innovation, and adaptability.
- 14.13 Demonstrate ability to interpret and comply with employer rules and regulations. HE.A.1.4.7
- 14.14 Demonstrate an understanding of the organizational structure of the workplace.
- 14.15 Demonstrate flexibility and the ability to perform a wide range of functions.

15.0 DEMONSTRATE COMPLIANCE WITH WORK ETHICS--The student will be able to:

- 15.01 Demonstrate integrity and honesty. LA.C.3.4.3, SS.C.2.4.6
- 15.02 Demonstrate interest, enthusiasm, and loyalty to the training agency.
- 15.03 Demonstrate ability to follow directions.
- 15.04 Demonstrate ability to work cooperatively with team members and supervisors from different cultural backgrounds. HE.B.3.4.2
- 15.05 Demonstrate an ability to follow written and oral directions.

- 15.06 Display a positive attitude toward the job.
- 15.07 Practice cost effectiveness with company resources.

16.0 PERFORM DESIGNATED RECORDKEEPING SKILLS--The student will be able to:

- 16.01 List the job skills to be performed in the specified occupation.
LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1,
LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, MA.A.4.4.1
- 16.02 Maintain appropriate employment records (training agreement, time card, and job skills form). LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2,
LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4,
MA.A.1.4.4, MA.A.1.4.3