

# Health (2015): Grades 9, 10, 11, 12, Higher Education

Adopted 2015

**Academic Foundations:**  
Achieve additional academic knowledge and skills required to pursue the full range of career and post-secondary education opportunities within a career cluster. [HSCL.01](#)

- 01. Complete required training, education, and certification to prepare for employment in a particular career field.** [HSCL.01.01](#)
  - a. Identify training, education, and certification requirements for occupational choice. [HSCL.01.01.A](#)
  - b. Participate in career-related training and/or degree programs. [HSCL.01.01.B](#)
  - c. Pass certification tests to qualify for licensure and/or certification in chosen occupational area. [HSCL.01.01.C](#)

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- 02. Demonstrate language arts knowledge and skills required to pursue the full-range of post-secondary and career opportunities.** [HSCL.01.02](#)
- a. Model behaviors that demonstrate active listening. [HSCL.01.02.A](#)
  - b. Adapt language for audience, purpose, situation. (i.e. diction/structure, style). [HSCL.01.02.B](#)
  - c. Organize oral and written information. [HSCL.01.02.C](#)
  - d. Compose focused copy for a variety of written documents such as agendas, audio-visuals, bibliographies, drafts, forms/documents, notes, oral presentations, reports, and technical terminology. [HSCL.01.02.D](#)
  - e. Edit copy to create focused written documents such as agendas, audiovisuals, bibliographies, drafts, forms/documents, notes, oral presentations, reports, and technical terminology. [HSCL.01.02.E](#)
  - f. Comprehend key elements of oral and written information such as cause/effect, comparisons/contrasts, conclusions, context, purpose, charts/tables/graphs, evaluation/critiques, mood, persuasive text, sequence, summaries, and technical subject matter. [HSCL.01.02.F](#)
  - g. Evaluate oral and written information for accuracy, adequacy/sufficiency, appropriateness, clarity, conclusions/solutions, fact/opinion, propaganda, relevancy, validity, and relationship of ideas. [HSCL.01.02.G](#)
  - h. Identify assumptions, purpose, outcomes/solutions, and propaganda techniques. [HSCL.01.02.H](#)
  - i. Predict potential outcomes and/or solutions based on oral and written information regarding trends. [HSCL.01.02.I](#)
  - j. Present formal and informal speeches including discussion, information requests, interpretation, and persuasive arguments. [HSCL.01.02.J](#)

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- 03. Demonstrate mathematics knowledge and skills required to pursue the full range of postsecondary education and career opportunities.** [HSCL.01.03](#)
- a. Identify whole numbers, decimals, and fractions. [HSCL.01.03.A](#)
  - b. Demonstrate knowledge of basic arithmetic operations such as addition, subtraction, multiplication, and division. [HSCL.01.03.B](#)
  - c. Demonstrate use of relational expressions such as equal to, not equal, greater than, less than, etc. [HSCL.01.03.C](#)
  - d. Apply data and measurements to solve a problem. [HSCL.01.03.D](#)
  - e. Analyze Mathematical problem statements for missing and/or irrelevant data. [HSCL.01.03.E](#)
  - f. Construct charts/tables/graphs from functions and data. [HSCL.01.03.F](#)
  - g. Analyze data when interpreting operational documents. [HSCL.01.03.G](#)

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**04. Demonstrate science knowledge and skills required to pursue the full range of postsecondary and career education opportunities.** HSC.L.01.04

- a. Evaluate scientific constructs including conclusions, conflicting data, controls, data, inferences, limitations, questions, sources of errors, and variables. HSC.L.01.04.A
- b. Apply scientific methods in qualitative and quantitative analysis, data gathering, direct and indirect observation, predictions, and problem identification. HSC.L.01.04.B

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**Communications: Use oral and written communication skills in creating, expressing, and interpreting information and ideas including technical terminology and information.** HSC.L.02

**01. Select and employ appropriate reading and communication strategies to learn and use technical concepts and vocabulary in practice.** HSC.L.02.01

- a. Determine the most appropriate reading strategy for identifying the overarching purpose of a text (i.e. skimming, reading for detail, reading for meaning or critical analysis). HSC.L.02.01.A
- b. Demonstrate use of content, technical concepts and vocabulary when analyzing information and following directions. HSC.L.02.01.B
- c. Select the reading strategy or strategies needed to fully comprehend the content within a written document (i.e., skimming, reading for detail, reading for meaning or critical analysis). HSC.L.02.01.C
- d. Interpret information, data, and observations to apply information learned from reading to actual practice. HSC.L.02.01.D
- e. Transcribe information, data, and observations to apply information learned from reading to actual practice. HSC.L.02.01.E
- f. Communicate information, data, and observations to apply information learned from reading to actual practice. HSC.L.02.01.F

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**02. Demonstrate use of the concepts, strategies, and systems for obtaining and conveying ideas and information to enhance communication in the workplace.** HSC.L.02.02

- a. Employ verbal skills when obtaining and conveying information. HSC.L.02.02.A
- b. Record information needed to present a report on a given topic or problem. HSC.L.02.02.B
- c. Write internal and external business correspondence that conveys and/or obtains information effectively. HSC.L.02.02.C
- d. Communicate with other employees to clarify workplace objectives. HSC.L.02.02.D
- e. Communicate effectively with customers and employees to foster positive relationships. HSC.L.02.02.E

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**03. Locate, organize and reference written information from various sources to communicate with coworkers and clients/participants.** HSCL.02.03

- a. Locate written information used to communicate with co-workers and customers. HSCL.02.03.A
- b. Organize information to use in written and oral communications. HSCL.02.03.B
- c. Reference the sources of information. HSCL.02.03.C

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**04. Evaluate and use information resources to accomplish specific occupational tasks.** HSCL.02.04

- a. Use informational texts, Internet web sites, and/or technical materials to review and apply information sources for occupational tasks. HSCL.02.04.A
- b. Evaluate the reliability of information from informational texts, Internet Websites, and/or technical materials and resources. HSCL.02.04.B

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**05. Use correct grammar, punctuation, and terminology to write and edit documents.** HSCL.02.05

- a. Compose multi-paragraph documents clearly, succinctly, and accurately. HSCL.02.05.A
- b. Use descriptions of audience and purpose when preparing and editing written documents. HSCL.02.05.B
- c. Use correct grammar, spelling, punctuation, and capitalization when preparing written documents. HSCL.02.05.C

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**06. Develop and deliver formal and informal presentations using appropriate media to engage and inform audiences.** HSCL.02.06

- a. Prepare oral presentations to provide information for specific purposes and audiences. HSCL.02.06.A
- b. Identify support materials that will enhance an oral presentation. HSCL.02.06.B
- c. Prepare support materials that will enhance an oral presentation. HSCL.02.06.C
- d. Deliver an oral presentation that sustains listeners' attention and interest. HSCL.02.06.D
- e. Align presentation strategies to the intended audience. HSCL.02.06.E
- f. Implement multi-media strategies for presentations. HSCL.02.06.F

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**07. Interpret verbal and nonverbal cues/behaviors to enhance communication with co-workers and clients/participants.** HSCL.02.07

- a. Interpret verbal behaviors when communicating with clients and coworkers. HSCL.02.07.A
- b. Interpret nonverbal behaviors when communicating with clients and coworkers. HSCL.02.07.B

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**08. Apply active listening skills to obtain and clarify information.** HSCL.02.08

- a. Interpret a given verbal message/information. HSCL.02.08.A
- b. Respond with restatement and clarification techniques to clarify information. HSCL.02.08.B

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**09. Develop and interpret tables, charts, and figures to support written and oral communications.** HSCL.02.09

- a. Create tables, charts, and figures to support written and oral communications. HSCL.02.09.A
- b. Interpret tables, charts, and figures used to support written and oral communication. HSCL.02.09.B

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**10. Listen to and speak with diverse individuals to enhance communication skills.** HSCL.02.10

- a. Apply factors and strategies for communicating with a diverse workforce. HSCL.02.10.A
- b. Demonstrate ability to communicate and resolve conflicts within a diverse workforce. HSCL.02.10.B

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**11. Exhibit public relations skills to increase internal and external customer/client satisfaction.** HSCL.02.11

- a. Communicate effectively when developing positive customer/client relationships. HSCL.02.11.A
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**Problem Solving and Critical Thinking: Solve problems using critical thinking skills (analyze, synthesize, and evaluate) independently and in teams. Solve problems using creativity and innovation.** HSCL.03

- 01. Employ critical thinking skills independently and in teams to solve problems and make decisions (e.g., analyze, synthesize and evaluate).** HSCL.03.01
  - a. Identify common tasks that require employees to use problem-solving skills. HSCL.03.01.A
  - b. Analyze elements of a problem to develop creative solutions. HSCL.03.01.B
  - c. Describe the value of using problem-solving and critical thinking skills to improve a situation or process. HSCL.03.01.C
  - d. Create ideas, proposals, and solutions to problems. HSCL.03.01.D
  - e. Evaluate ideas, proposals, and solutions to problems. HSCL.03.01.E
  - f. Use structured problem-solving methods when developing proposals and solutions. HSCL.03.01.F
  - g. Generate new and creative ideas to solve problems by brainstorming possible solutions. HSCL.03.01.G
  - h. Critically analyze information to determine value to the problem-solving task. HSCL.03.01.H
  - i. Guide individuals through the process of recognizing concerns and making informed decisions. HSCL.03.01.I
  - j. Identify alternatives using a variety of problem-solving and critical thinking skills. HSCL.03.01.J
  - k. Evaluate alternatives using a variety of problem-solving and critical thinking skills. HSCL.03.01.K

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- 02. Employ critical thinking and interpersonal skills to resolve conflicts with staff and/or customers.** HSCL.03.02
  - a. Analyze situations and behaviors that affect conflict management. HSCL.03.02.A
  - b. Determine best options/outcomes for conflict resolution using critical thinking skills. HSCL.03.02.B
  - c. Identify with others' feelings, needs, and concerns. HSCL.03.02.C
  - d. Implement stress management techniques. HSCL.03.02.D
  - e. Resolve conflicts with/for customers using conflict resolution skills. HSCL.03.02.E
  - f. Implement conflict resolution skills to address staff issues/problems. HSCL.03.02.F

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- 03. Identify, write and monitor workplace performance goals to guide progress in assigned areas of responsibility and accountability.** HSCL.03.03
  - a. Write realistic performance goals, objectives and action plans. HSCL.03.03.A
  - b. Monitor performance goals and adjust as necessary. HSCL.03.03.B
  - c. Recognize goal achievement using appropriate rewards in the workplace. HSCL.03.03.C
  - d. Communicate goal achievement with managers and co-workers. HSCL.03.03.D

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**04. Conduct technical research to gather information necessary for decision-making.** HSCL.03.04

- a. Align the information gathered to the needs of the audience. HSCL.03.04.A
  - b. Gather technical information and data using a variety of resources. HSCL.03.04.B
  - c. Analyze information and data for value to the research objectives. HSCL.03.04.C
  - d. Evaluate information and data to determine value to research objectives. HSCL.03.04.D
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**Information Technology Applications: Use information technology tools specific to the career cluster to access, manage, integrate, and create information.** HSCL.04

**01. Use Personal Information Management (PIM) applications to increase workplace efficiency.** HSCL.04.01

- a. Manage personal schedules and contact information. HSCL.04.01.A
  - b. Create memos and notes. HSCL.04.01.B
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**02. Employ technological tools to expedite workflow.** HSCL.04.02

- a. Use information technology tools to manage and perform work responsibilities. HSCL.04.02.A
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**03. Operate electronic mail applications to communicate within a workplace.** HSCL.04.03

- a. Use email to share files and documents. HSCL.04.03.A
  - b. Identify the functions and purpose of email systems. HSCL.04.03.B
  - c. Use email to communicate within and across organizations. HSCL.04.03.C
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**04. Operate Internet applications to perform workplace tasks.** HSCL.04.04

- a. Access and navigate Internet (e.g., use a web browser). HSCL.04.04.A
  - b. Search for information and resources. HSCL.04.04.B
  - c. Evaluate Internet resources for reliability and validity. HSCL.04.04.C
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**05. Operate writing and publishing applications to prepare business communications.** HSCL.04.05

- a. Prepare simple documents and other business communications. HSCL.04.05.A
  - b. Prepare reports and other business communications by integrating graphics and other non-text elements. HSCL.04.05.B
  - c. Prepare complex multi-media publications. HSCL.04.05.C
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**06. Operate presentation applications to prepare presentations.** HSCL.04.06

- a. Prepare presentations for training, sales and information sharing. HSCL.04.06.A
- b. Deliver presentations with supporting materials. HSCL.04.06.B

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**07. Employ spreadsheet applications to organize and manipulate data.** HSCL.04.07

- a. Create a spreadsheet. HSCL.04.07.A
- b. Perform calculations and analyses on data using a spreadsheet. HSCL.04.07.B

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**08. Employ database applications to manage data.** HSCL.04.08

- a. Manipulate data elements. HSCL.04.08.A
- b. Manage interrelated data elements. HSCL.04.08.B
- c. Analyze interrelated data elements. HSCL.04.08.C
- d. Generate reports showing interrelated data elements. HSCL.04.08.D

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**09. Employ collaborative/groupware applications to facilitate group work.** HSCL.04.09

- a. Facilitate group work through management of shared schedule and contact information. HSCL.04.09.A
- b. Facilitate group work through management of shared files and online information. HSCL.04.09.B
- c. Facilitate group work through instant messaging or virtual meetings. HSCL.04.09.C

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**10. Employ computer operations applications to manage work tasks.** HSCL.04.10

- a. Manage computer operations. HSCL.04.10.A
- b. Manage file storage. HSCL.04.10.B
- c. Compress or alter files. HSCL.04.10.C

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**11. Use computer-based equipment (containing embedded computers or processors) to control devices.** HSCL.04.11

- a. Operate computer-driven equipment and machines. HSCL.04.11.A
- b. Use installation and operation manuals. HSCL.04.11.B
- c. Troubleshoot computer driven equipment and machines. HSCL.04.11.C
- d. Access support as needed to maintain operation of computer driven equipment and machines. HSCL.04.11.D

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**Systems: Understand roles within teams, work units, departments, organizations, interorganizational systems, and the larger environment. Identify how key organizational systems affect organizational**

**01. Describe the nature and types of business organizations to build an understanding of the scope of organizations.** HSCL.05.01

- a. List the types and functions of businesses. HSCL.05.01.A
- b. Describe the types and functions of businesses. HSCL.05.01.B
- c. Explain the functions and interactions of common departments within a business. HSCL.05.01.C

**performance and the quality of products and services.** [HSCL.05](#)

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**Safety, Health And Environmental: Understand the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance. Follow organizational policies and procedure** [HSCL.06](#)

**02. Implement quality control systems and practices to ensure quality products and services.** [HSCL.05.02](#)

- a. Describe quality control standards and practices common to the workplace. [HSCL.05.02.A](#)
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**01. Implement personal and jobsite safety rules and regulations to maintain safe and healthful working conditions and environments.** [HSCL.06.01](#)

- a. Assess workplace conditions with regard to safety and health. [HSCL.06.01.A](#)
  - b. Align safety issues with appropriate safety standards to ensure a safe workplace/jobsite. [HSCL.06.01.B](#)
  - c. Identify safety hazards common to workplaces. [HSCL.06.01.C](#)
  - d. Identify safety precautions to maintain a safe worksite. [HSCL.06.01.D](#)
  - e. Select appropriate personal protective equipment as needed for a safe workplace/jobsite. [HSCL.06.01.E](#)
  - f. Inspect personal protective equipment commonly used for selected career pathway. [HSCL.06.01.F](#)
  - g. Use personal protective equipment according to manufacturer rules and regulations. [HSCL.06.01.G](#)
  - h. Employ a safety hierarchy and communication system within the workplace/jobsite. [HSCL.06.01.H](#)
  - i. Implement safety precautions to maintain a safe worksite. [HSCL.06.01.I](#)
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**02. Complete work tasks in accordance with employee rights and responsibilities and employers obligations to maintain workplace safety and health.** [HSCL.06.02](#)

- a. Identify rules and laws designed to promote safety and health in the workplace. [HSCL.06.02.A](#)
  - b. State the rationale of rules and laws designed to promote safety and health. [HSCL.06.02.B](#)
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**03. Employ emergency procedures as necessary to provide aid in workplace accidents.** [HSCL.06.03](#)

- a. Use knowledge of First Aid procedures as necessary. [HSCL.06.03.A](#)
  - b. Use knowledge of CPR procedures as necessary. [HSCL.06.03.B](#)
  - c. Use safety equipment as necessary. [HSCL.06.03.C](#)
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**04. Employ knowledge of response techniques to create a disaster and/or emergency response plan.** [HSCL.06.04](#)

- a. Complete an assessment of an emergency and/or disaster situation. [HSCL.06.04.A](#)
  - b. Create an emergency and/or disaster plan. [HSCL.06.04.B](#)
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**Leadership And Teamwork: Use leadership and teamwork skills in collaborating with others to accomplish organizational goals and objectives.** [HSCL.07](#)

**01. Employ leadership skills to accomplish organizational goals and objectives.** [HSCL.07.01](#)

- a. Analyze the various roles of leaders within organizations (e.g. contribute ideas; share in building an organization; act as role models to employees by adhering to company policies, procedures, and standards; promote the organization's vision; and mentor [HSCL.07.01.A](#)
- b. Exhibit traits such as empowerment, risk, communication, focusing on results, decision-making, problem solution, and investment in individuals when leading a group in solving a problem. [HSCL.07.01.B](#)
- c. Exhibit traits such as compassion, service, listening, coaching, developing others, team development, and understanding and appreciating others when acting as a manager of others in the workplace. [HSCL.07.01.C](#)
- d. Exhibit traits such as enthusiasm, creativity, conviction, mission, courage, concept, focus, principle-centered living, and change when interacting with others in general. [HSCL.07.01.D](#)
- e. Consider issues related to self, team, community, diversity, environment, and global awareness when leading others. [HSCL.07.01.E](#)
- f. Exhibit traits such as innovation, intuition, adaptation, life-long learning and coachability to develop leadership potential over time. [HSCL.07.01.F](#)
- g. Analyze leadership in relation to trust, positive attitude, integrity, and willingness to accept key responsibilities in a work situation. [HSCL.07.01.G](#)
- h. Describe observations of outstanding leaders using effective management styles. [HSCL.07.01.H](#)
- i. Participate in civic and community leadership and teamwork opportunities to enhance skills. [HSCL.07.01.I](#)

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**02. Employ organizational and staff development skills to foster positive working relationships and accomplish organizational goals.** [HSCL.07.02](#)

- a. Implement organizational skills when facilitating others' work efforts. [HSCL.07.02.A](#)
- b. Explain how to manage a staff that satisfies work demands while adhering to budget constraints. [HSCL.07.02.B](#)
- c. Describe how staff growth and development to increase productivity and employee satisfaction. [HSCL.07.02.C](#)
- d. Organize team involvement within a group environment. [HSCL.07.02.D](#)
- e. Work with others to develop and gain commitment to team goals. [HSCL.07.02.E](#)
- f. Distribute responsibility and work load fairly. [HSCL.07.02.F](#)
- g. Model leadership and teamwork qualities to aid in employee morale. [HSCL.07.02.G](#)
- h. Identify best practices for successful team functioning. [HSCL.07.02.H](#)
- i. Explain best practices for successful team functioning. [HSCL.07.02.I](#)

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**03. Employ teamwork skills to achieve collective goals and use team members' talents effectively.** HSCL.07.03

- a. Work with others to achieve objectives in a timely manner. HSCL.07.03.A
- b. Promote the full involvement and use of team members' individual talents and skills. HSCL.07.03.B
- c. Employ conflict-management skills to facilitate solutions. HSCL.07.03.C
- d. Demonstrate teamwork skills through working cooperatively with coworkers, supervisory staff, and others, both in and out of the organization, to achieve particular tasks. HSCL.07.03.D
- e. Demonstrate teamwork processes that provide team building, consensus, continuous improvement, respect for the opinions of others, cooperation, adaptability, and conflict resolution. HSCL.07.03.E
- f. Develop plans to improve team performance. HSCL.07.03.F
- g. Demonstrate commitment to and a positive attitude toward team goals. HSCL.07.03.G
- h. Take responsibility for shared group and individual work tasks. HSCL.07.03.H
- i. Assist team members in completing their work. HSCL.07.03.I
- j. Adapt effectively to changes in projects and work activities. HSCL.07.03.J
- k. Negotiate effectively to arrive at decisions. HSCL.07.03.K

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**04. Establish and maintain effective working relationships with all levels of personnel and other departments in order to accomplish objectives and tasks.** HSCL.07.04

- a. Build effective working relationships using interpersonal skills. HSCL.07.04.A
- b. Use positive interpersonal skills to work cooperatively with coworkers representing different cultures, genders and backgrounds. HSCL.07.04.B
- c. Manage personal skills to accomplish assignments. HSCL.07.04.C
- d. Treat people with respect. HSCL.07.04.D
- e. Provide constructive praise and criticism. HSCL.07.04.E
- f. Demonstrate sensitivity to and value for diversity. HSCL.07.04.F
- g. Manage stress and control emotions. HSCL.07.04.G

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**05. Conduct and participate in meetings to accomplish work tasks.** HSCL.07.05

- a. Develop meeting goals, objectives and agenda. HSCL.07.05.A
- b. Assign responsibilities for preparing materials and leading discussions. HSCL.07.05.B
- c. Prepare materials for leading discussion. HSCL.07.05.C
- d. Assemble and distribute meeting materials. HSCL.07.05.D
- e. Conduct meeting to achieve objectives within scheduled time. HSCL.07.05.E
- f. Demonstrate effective communication skills in meetings. HSCL.07.05.F
- g. Produce meeting minutes including decisions and next steps. HSCL.07.05.G
- h. Use parliamentary procedure, as needed, to conduct meetings. HSCL.07.05.H

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**06. Employ mentoring skills to inspire and teach others.** HSCL.07.06

- a. Use motivational techniques to enhance performance in others. HSCL.07.06.A
- b. Provide guidance to enhance performance in others. HSCL.07.06.B

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**Ethics And Legal Responsibilities: Know and understand the importance of professional ethics and legal responsibilities.** HSCL.08

**01. Apply ethical reasoning to a variety of workplace situations in order to make ethical decisions.** HSCL.08.01

- a. Evaluate alternative responses to workplace situations based on legal responsibilities and employer policies. HSCL.08.01.A
- b. Evaluate alternative responses to workplace situations based on personal or professional ethical responsibilities. HSCL.08.01.B
- c. Identify personal and long-term workplace consequences of unethical or illegal behaviors. HSCL.08.01.C
- d. Explain personal and long-term workplace consequences of unethical or illegal behaviors. HSCL.08.01.D
- e. Determine the most appropriate response to workplace situations based on legal and ethical considerations. HSCL.08.01.E
- f. Explain the most appropriate response to workplace situations based on legal and ethical considerations. HSCL.08.01.F

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**02. Interpret and explain written organizational policies and procedures to help employees perform their jobs according to employer rules and expectations.** HSCL.08.02

- a. Locate information on organizational policies in handbooks and manuals. HSCL.08.02.A
  - b. Discuss how specific organizational policies and procedures influence a specific work situation. HSCL.08.02.B
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**Employability and Career Development: Know and understand the importance of employability skills. Explore, plan, and effectively manage careers. Know and understand the importance of entrepreneurship skills.** [HSCL.09](#)

**01. Identify and demonstrate positive work behaviors and personal qualities needed to be employable.** [HSCL.09.01](#)

- a. Demonstrate self-discipline, self-worth, positive attitude, and integrity in a work situation. [HSCL.09.01.A](#)
  - b. Demonstrate flexibility and willingness to learn new knowledge and skills. [HSCL.09.01.B](#)
  - c. Exhibit commitment to the organization. [HSCL.09.01.C](#)
  - d. Identify how work varies with regard to site, from indoor confined spaces to outdoor areas, including aerial space and a variety of climatic and physical conditions. [HSCL.09.01.D](#)
  - e. Apply communication strategies when adapting to a culturally diverse environment. [HSCL.09.01.E](#)
  - f. Manage resources in relation to the position (i.e. budget, supplies, computer, etc). [HSCL.09.01.F](#)
  - g. Identify positive work-qualities typically desired in each of the career cluster's pathways. [HSCL.09.01.G](#)
  - h. Manage work roles and responsibilities to balance them with other life roles and responsibilities. [HSCL.09.01.H](#)
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**02. Develop a personal career plan to meet career goals and objectives.** [HSCL.09.02](#)

- a. Develop career goals and objectives as part of a plan for future career direction. [HSCL.09.02.A](#)
  - b. Develop strategies to reach career objectives. [HSCL.09.02.B](#)
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**03. Demonstrate skills related to seeking and applying for employment to find and obtain a desired job.** [HSCL.09.03](#)

- a. Use multiple resources to locate job opportunities. [HSCL.09.03.A](#)
- b. Prepare a resume. [HSCL.09.03.B](#)
- c. Prepare a letter of application. [HSCL.09.03.C](#)
- d. Complete an employment application. [HSCL.09.03.D](#)
- e. Interview for employment. [HSCL.09.03.E](#)
- f. List the standards and qualifications that must be met in order to enter a given industry. [HSCL.09.03.F](#)
- g. Employ critical thinking and decision-making skills to exhibit qualifications to a potential employer. [HSCL.09.03.G](#)

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**04. Maintain a career portfolio to document knowledge, skills and experience in a career field.** HSC.L.09.04

- a. Select educational and work history highlights to include in a career portfolio. HSC.L.09.04.A
- b. Produce a record of work experiences, licenses, certifications and products. HSC.L.09.04.B
- c. Organize electronic or physical portfolio for use in demonstrating knowledge, skills and experiences. HSC.L.09.04.C

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**05. Demonstrate skills in evaluating and comparing employment opportunities in order to accept employment positions that match career goals.** HSC.L.09.05

- a. Compare employment opportunities to individual needs and career plan objectives. HSC.L.09.05.A
- b. Evaluate employment opportunities based upon individual needs and career plan objectives. HSC.L.09.05.B
- c. Demonstrate appropriate methods for accepting or rejecting employment offers. HSC.L.09.05.C

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**06. Identify and exhibit traits for retaining employment to maintain employment once secured.** HSC.L.09.06

- a. Model behaviors that demonstrate reliability and dependability. HSC.L.09.06.A
- b. Maintain appropriate dress and behavior for the job to contribute to a safe and effective workplace/jobsite. HSC.L.09.06.B
- c. Complete required employment forms and documentation such as I-9 form, work visa, W-4 and licensures to meet employment requirements. HSC.L.09.06.C
- d. Summarize key activities necessary to retain a job in the industry. HSC.L.09.06.D
- e. Identify positive work behaviors and personal qualities necessary to retain employment. HSC.L.09.06.E

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**07. Identify and explore career opportunities in one or more career pathways to build an understanding of the opportunities available in the cluster.** HSC.L.09.07

- a. Locate and identify career opportunities that appeal to personal career goals. HSC.L.09.07.A
- b. Match personal interest and aptitudes to selected careers. HSC.L.09.07.B

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**08. Recognize and act upon requirements for career advancement to plan for continuing education and training.** HSCL.09.08

- a. Identify opportunities for career advancement. HSCL.09.08.A
- b. Pursue education and training opportunities to acquire skills necessary for career advancement. HSCL.09.08.B
- c. Examine the organization and structure of various segments of the industry to prepare for career advancement. HSCL.09.08.C
- d. Research local and regional labor (workforce) market and job growth information to project potential for advancement. HSCL.09.08.D
- e. Manage employment relations to make career advancements. HSCL.09.08.E

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**09. Continue professional development to keep current on relevant trends and information within the industry.** HSCL.09.09

- a. Use self assessment, organizational priorities, journals, Internet sites, professional associations, peers and other resources to develop goals that address training, education and self-improvement issues. HSCL.09.09.A
- b. Read trade magazines and journals, manufacturers' catalogues, industry publications and Internet sites to keep current on industry trends. HSCL.09.09.B
- c. Participate in relevant conferences, workshops, mentoring activities and in-service training to stay current with recent changes in the field. HSCL.09.09.C

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**10. Examine licensing, certification and credentialing requirements at the national, state and local levels to maintain compliance with industry requirements.** HSCL.09.10

- a. Examine continuing education requirements related to licensing, certification, and credentialing requirements at the local, state and national levels for chosen occupation. HSCL.09.10.A
- b. Examine the procedures and paperwork involved in maintaining and updating licensure, certification and credentials for chosen occupation. HSCL.09.10.B
- c. Align ongoing licensing, certification and credentialing requirements to career plans and goals. HSCL.09.10.C

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**11. Examine employment opportunities in entrepreneurship to consider entrepreneurship as an option for career planning.** HSCL.09.11

- a. Describe the opportunities for entrepreneurship in a given industry. HSCL.09.11.A
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**Technical Skills: Use of technical knowledge and skills required to pursue careers in all career clusters, including knowledge of design, operation, and maintenance of technological systems critical to the career cluster.** [HSCL.10](#)

**01. Employ information management techniques and strategies in the workplace to assist in decision-making.** [HSCL.10.01](#)

- a. Use information literacy skills when accessing, evaluating and disseminating information. [HSCL.10.01.A](#)
- b. Describe the nature and scope of information management. [HSCL.10.01.B](#)
- c. Maintain records to facilitate ongoing business operations. [HSCL.10.01.C](#)

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**02. Employ planning and time management skills and tools to enhance results and complete work tasks.** [HSCL.10.02](#)

- a. Develop goals and objectives. [HSCL.10.02.A](#)
- b. Prioritize tasks to be completed. [HSCL.10.02.B](#)
- c. Develop timelines using time management knowledge and skills. [HSCL.10.02.C](#)
- d. Use project-management skills to improve workflow and minimize costs. [HSCL.10.02.D](#)

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**Independent Living: Know and understand the skills, rights, resources, and responsibilities required to live independently in society.** [HSCL.11](#)

**01. Demonstrate the financial knowledge and skills necessary for independent living.** [HSCL.11.01](#)

- a. Develop a personal budget based on a given income level. [HSCL.11.01.A](#)
- b. Demonstrate the ability to open and maintain checking and savings accounts. [HSCL.11.01.B](#)
- c. Demonstrate an understanding of investments (types, purposes, rates of return, and compound interest). [HSCL.11.01.C](#)
- d. Demonstrate an understanding of credit (types, usage, and costs). [HSCL.11.01.D](#)
- e. Demonstrate the ability to calculate wages, overtime, and commission. [HSCL.11.01.E](#)
- f. Understand different types of insurance (auto, health, life, disability, renters) and how to compare costs. [HSCL.11.01.F](#)
- g. Demonstrate an understanding of taxes by calculating tax rates and completing personal income tax returns. [HSCL.11.01.G](#)
- h. Demonstrate an understanding of Social Security benefits and how to access them. [HSCL.11.01.H](#)
- i. Compare and calculate the costs of purchasing a car. [HSCL.11.01.I](#)
- j. Demonstrate an understanding of how to rent an apartment (compare features and costs, understand lease agreements). [HSCL.11.01.J](#)

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**02. Identify federal, state, and local resources available to community members.** HSCL.11.02

- a. Identify transportation options and resources in the community. HSCL.11.02.A
- b. Identify resources for housing assistance. HSCL.11.02.B
- c. Identify resources for medical assistance. HSCL.11.02.C
- d. Identify resources for legal assistance. HSCL.11.02.D
- e. Identify community options for recreation. HSCL.11.02.E

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**03. Understand an individual's rights in society.** HSCL.11.03

- a. Identify how to access Workmen's Compensation for an injury that occurs on the job. HSCL.11.03.A
- b. Demonstrate an understanding of the role of OSHA in workplace safety. HSCL.11.03.B
- c. Demonstrate an understanding of workers' rights under the Fair Labor Standards Act. HSCL.11.03.C
- d. Demonstrate an understanding of how to apply for unemployment benefits. HSCL.11.03.D
- e. Demonstrate knowledge of how to access a personal credit report. HSCL.11.03.E
- f. Identify the steps to follow in the case of identity theft. HSCL.11.03.F
- g. Demonstrate an understanding of how to handle workplace discrimination and sexual harassment on the job. HSCL.11.03.G

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**04. Understand the responsibilities of citizenship.** HSCL.11.04

- a. Identify the requirements to become a registered voter. HSCL.11.04.A
- b. Demonstrate an understanding of the importance of volunteerism and giving back to the community, on both the personal and corporate levels. HSCL.11.04.B
- c. Explain the importance of health and wellness in an individual's personal and employment environments. HSCL.11.04.C