

# Grades 5, 6, 7, 8

Adopted 2000

**Workplace Resources—**  
Students identify, organize, plan, and allocate workplace resources of time, money, materials, facilities, and human resources.

1. create and manage plans/schedules with specific timelines that take into account constraints, priorities, and goals.
2. practice maintaining personal financial records.
3. acquire, store, allocate, and use materials or space.
4. manage personal and team resources to achieve personal and team goals.

**Interpersonal Workplace Skills—**Students acquire and demonstrate interpersonal workplace skills.

1. use a variety of skills to work as a member of a team while recognizing individual differences and cultural diversity (e.g., listening skills).
2. demonstrate a learned skill and teach others.
3. demonstrate leadership skills by making positive use of rules, regulations and policies of schools and communities.
4. work toward agreements that include exchanging specific resources or resolving divergent interests in structured and unstructured situations.
5. practice positive interpersonal communication skills (e.g., customer service, electronic etiquette, community service project).

**Workplace Information—**Students acquire and use workplace information.

1. identify the need for and obtain data in order to make informed decisions in the workplace.
2. organize and maintain written or computerized records using systematic methods.
3. select and present information using a variety of methods (e.g., oral, written, graphic, pictorial, multimedia).
4. acquire, organize, communicate, process, and analyze information from print and electronic sources.

**Workplace Systems—**Students demonstrate an understanding of how social,

1. describe and illustrate a system (e.g., relationships among self, family, school, community).

**organizational and technological systems work.**

- 2. analyze how a system works (i.e., input, process, output, feedback, performance improvement).**
- 3. design and work within a system (e.g., committees, student council, mock government, simple electrical circuit) to manage, control, and improve performance.**

**Workplace Technology—Students work safely with a variety of workplace technologies.**

- 1. use technology for learning, communications, and productivity.**
- 2. use technology to observe, analyze, interpret, and draw conclusions.**
- 3. prevent or identify and solve problems using technology.**
- 4. acknowledge others' rights and practice responsible use of technology.**
- 5. manage and maintain technological tools and follow troubleshooting protocol.**

**Workplace Readiness/Life & Career Planning—Students acquire and demonstrate skills in life and career planning and workplace readiness.**

- 1. identify how the skills taught in school subjects are used in various life roles and occupations.**
- 2. demonstrate personal qualities (e.g., dependability, punctuality, cooperation) that are needed to get and keep jobs.**
- 3. identify possible outcomes and consequences of decisions.**
- 4. recognize and describe the interrelationships of lifetime roles of family, community, work, and leisure.**
- 5. locate, explore, and evaluate a variety of occupations not limited by stereotypes, bias or traditional roles.**
- 6. explore and identify personal interests, aptitudes and abilities and develop strategies to achieve tentative life and career goals.**