

Grade 11

Adopted 2006

Career Awareness and Preparation

- A.** Relate careers to individual interests, abilities, and aptitudes. 13.1.11.A
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- B.** Analyze career options based on personal interests, abilities, aptitudes, achievements and goals. 13.1.11.B
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- C.** Analyze how the changing roles of individuals in the workplace relate to new opportunities within career choices. 13.1.11.C
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- D.** Evaluate school-based opportunities for career awareness/preparation, such as, but not limited to:
 - Career days
 - Career portfolio
 - Community service
 - Cooperative education
 - Graduation/senior project
 - Internship
 - Job shadowing
 - Part-time employment
 - Registered apprenticeship
 - School-based enterprise 13.1.11.D
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- E.** Justify the selection of a career. 13.1.11.E
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- F.** Analyze the relationship between career choices and career preparation opportunities, such as, but not limited to:
 - Associate degree
 - Baccalaureate degree
 - Certificate/licensure
 - Entrepreneurship
 - Immediate part/full time employment
 - Industry training
 - Military training
 - Professional degree
 - Registered apprenticeship
 - Tech Prep
 - Vocational rehabilitation centers 13.1.11.F
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- G.** Assess the implementation of the individualized career plan through the ongoing development of the career portfolio. 13.1.11.G
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- H.** Review personal high school plan against current personal career goals and select post-secondary opportunities based upon personal career interests. 13.1.11.H

Career Acquisition (Getting a Job)

- A.** Apply effective speaking and listening skills used in a job interview. 13.2.11.A
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- B.** Apply research skills in searching for a job.
 - CareerLinks
 - Internet (i.e. O*NET)
 - Networking
 - Newspapers
 - Professional associations
 - Resource books (that is Occupational Outlook Handbook, PA Career Guide) 13.2.11.B

C. Develop and assemble, for career portfolio placement, career acquisition documents, such as, but not limited to:

- Job application
- Letter of appreciation following an interview
- Letter of introduction
- Postsecondary education/training applications
- Request for letter of recommendation
- Resume

 13.2.11.C

D. Analyze, revise, and apply an individualized career portfolio to chosen career path. 13.2.11.D

E. Demonstrate, in the career acquisition process, the application of essential workplace skills/knowledge, such as, but not limited to:

- Commitment
- Communication
- Dependability
- Health/safety
- Laws and regulations (that is Americans With Disabilities Act, child labor laws, Fair Labor Standards Act, OSHA, Material Safety Data Sheets)
- Personal initiative
- Self-advocacy
- Scheduling/time management
- Team building
- Technical literacy
- Technology

 13.2.11.E

Career Retention and Advancement

A. Evaluate personal attitudes and work habits that support career retention and advancement. 13.3.11.A

B. Evaluate team member roles to describe and illustrate active listening techniques:

- Clarifying
- Encouraging
- Reflecting
- Restating
- Summarizing

 13.3.11.B

C. Evaluate conflict resolution skills as they relate to the workplace:

- Constructive criticism
- Group dynamics
- Managing/leadership
- Mediation
- Negotiation
- Problem solving

 13.3.11.C

D. Develop a personal budget based on career choice, such as, but not limited to:

- Charitable contributions
- Fixed/variable expenses
- Gross pay
- Net pay
- Other income
- Savings
- Taxes

 13.3.11.D

E. Evaluate time management strategies and their application to both personal and work situations. 13.3.11.E

F. Evaluate strategies for career retention and advancement in response to the changing global workplace. 13.3.11.F

G. Evaluate the impact of lifelong learning on career retention and advancement. 13.3.11.G

Entrepreneurship

A. Analyze entrepreneurship as it relates to personal career goals and corporate opportunities. 13.4.11.A

B. Analyze entrepreneurship as it relates to personal character traits. 13.4.11.B

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- C. Develop a business plan for an entrepreneurial concept of personal interest and identify available resources, such as, but not limited to:**
- Community based organizations (that is chambers of commerce, trade/technical associations, Industrial Resource Centers)**
 - Financial institutions**
 - School-based career centers**
 - Small Business**
 - Administration services (that is SCORE, Small Business Development Centers, Entrepreneurial Development Centers)**
 - Venture capital**
- 13.4.11.C