

Florida Department of Education
CURRICULUM FRAMEWORK

Program Title: Orientation to Career and Technical Occupations
Program Type: Orientation
Occupational Area: Diversified

Program Number: Secondary
9100110
CIP Number: 1098.99990R
Grade Level: 6-9, 30, 31
Length: .5 credit
Certification: ANY VOCATIONAL FIELD OR COVERAGE
ANY FIELD WHEN CERT REFLECTS BACHELOR OR HIGHER
CTSO: ANY
CO-OP METHOD: No
Facility Code: 221

I. **MAJOR CONCEPTS/CONTENT:** The purpose of this course is to acquaint students with career opportunities, job requirements, and tasks performed in a variety of career and technical occupations.

The content includes, but is not limited to, critical thinking skills, study skills, and problem-solving and decision-making.

II. **LABORATORY ACTIVITIES:** Laboratory activities are not required.

III. **SPECIAL NOTE:** None.

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

- 01.0 Identify resources and technology for career planning.
- 02.0 Identify available career and technical employment opportunities.
- 03.0 Identify components of self-understanding.
- 04.0 Define and demonstrate cognitive skills.
- 05.0 Identify and apply a variety of learning techniques and styles.
- 06.0 Develop effective communication skills.
- 07.0 Demonstrate leadership skills.
- 08.0 Demonstrate workplace readiness skills.

July 2001

Florida Department of Education
STUDENT PERFORMANCE STANDARDS

Program Title: Orientation To Career and Technical Occupations
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01.0 IDENTIFY RESOURCES AND TECHNOLOGY FOR CAREER PLANNING--The student will be able to:

- 01.01 Using a variety of resources, assess personal abilities, temperaments, interests, values, experiences, personality traits, academic abilities, and work preferences.
LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 01.02 Identify non-traditional career 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
- 01.03 Identify high skill/high wage occupations requiring specialized training with growth potential for future 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, LA.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 Using assessments and inventories, match results to a career goal. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4
- 01.05 Describe the steps involved in planning for education, career, and life 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
- 01.06 Develop a career plan to include training/education requirements, tasks/responsibilities, employment prospects, and career/advancement opportunities. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4
- 01.07 Discuss advantages/disadvantages of entering the military, attending a trade/technical school, and/or enrolling at a community college/four-year university. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.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 Begin creating a portfolio of documents for job placement. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4

02.0 IDENTIFY AVAILABLE CAREER AND TECHNICAL EMPLOYMENT OPPORTUNITIES--The student will be able to:

- 02.01 Identify employment opportunities in the area of agriscience and natural resources. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2,

- LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4,
LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 02.02 Identify employment opportunities in the area of
construction. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2,
LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4,
LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 02.03 Identify employment opportunities in the area of
manufacturing. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2,
LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4,
LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 02.04 Identify employment opportunities in the area of
logistics, transportation, and distribution 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
- 02.05 Identify employment opportunities in the area of information
technology 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
- 02.06 Identify employment opportunities in the area of
wholesale/retail sales and 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
- 02.07 Identify employment opportunities in the area of financial
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
- 02.08 Identify employment opportunities in the area of hospitality
and tourism. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2,
LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4,
LA.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 Identify employment opportunities in the area of business
and administrative 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
- 02.10 Identify employment opportunities in the area of
health 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
- 02.11 Identify employment opportunities in the area of
human 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
- 02.12 Identify employment opportunities in the area of
arts and communication 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
- 02.13 Identify employment opportunities in the area of
legal and protective 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

02.14 Identify employment opportunities in the area of
scientific, engineering, and technical 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

03.0 IDENTIFY COMPONENTS OF SELF-UNDERSTANDING--The student will be
able to:

03.01 Explain how values are acquired and changed. LA.A.1.4.3,
LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2,
LA.B.2.4.3, LA.B.2.4.4, LA.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 Explain how work is affected by values. LA.A.1.4.3,
LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2,
LA.B.2.4.3, LA.B.2.4.4, LA.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 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

03.04 Discuss methods for adapting learning styles to the method
of instructional delivery. LA.A.1.4.3, LA.B.1.4.1,
LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3,
LA.B.2.4.4, LA.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 AND DEMONSTRATE COGNITIVE SKILLS--The student will be able
to:

04.01 Describe 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

04.02 Outline strategies for effective time management.
LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1,
LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2,
LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5

04.03 Describe role and relationship between values, aptitudes,
and abilities, and 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

04.04 Set personal goals and develop a plan of action to achieve
those 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

04.05 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

- 04.06 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
- 04.07 Exhibit awareness of and respect for others.
- 04.08 Demonstrate ways to improve test-taking skills, including preparing for standardized tests.
- 04.09 Explain the steps in decision-making. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 04.10 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.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 04.11 Develop an action plan for solving problems and making decisions. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4
- 04.12 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
- 04.13 Demonstrate knowledge of the planning process.
- 04.14 Demonstrate ability to think creatively and generate new ideas.
- 04.15 Demonstrate the ability to conduct a systematic analysis of personal strengths and weaknesses.

05.0 IDENTIFY AND APPLY A VARIETY OF LEARNING TECHNIQUES AND STYLES--
The student will be able to:

- 05.01 Describe the advantages of good note taking/outlining and listening 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
- 05.02 Explain and apply a variety of strategies for knowledge retention of specific data, etc. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 05.03 Describe and apply study techniques. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 05.04 Discuss and employ a variety of test-taking strategies. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 05.05 Discuss the seven intelligences as identified by Howard Gardner (musical, bodily-kinesthetic, logical-mathematical, linguistic, spatial, interpersonal, intrapersonal). LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5

- 05.06 Discuss styles of learning as identified by Anthony Gregoric (concrete sequential, abstract sequential, abstract random, concrete random). LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 05.07 Identify learning style as auditory language, visual language, auditory numerical, visual numerical, and/or auditory-visual-kinesthetic combination. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.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 DEVELOP EFFECTIVE COMMUNICATION SKILLS--The student will be able to:

- 06.01 Identify the effectiveness of assertive, aggressive, and passive communication. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 06.02 Dramatize the impact of non-verbal behavior on communication. LA.A.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
- 06.03 Develop ways to provide effective feedback and deal with criticism. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 06.04 Describe the importance of the proper use of grammar, vocabulary, diction, and etiquette. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 06.05 Demonstrate ability to communicate in a multicultural setting. LA.A.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
- 06.06 Demonstrate ability to listen to, follow, and provide directions. LA.A.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
- 06.07 Participate in group and committee discussions to reach group consensus. LA.A.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
- 06.08 Write, edit, and revise a communication so that it presents information in a clear, correct, concise, complete, consistent, and courteous manner. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4

07.0 DEMONSTRATE LEADERSHIP SKILLS--The student will be able to:

- 07.01 Demonstrate ability to negotiate, resolve conflict through peer mediation, handle stress, deal with undesirable behavior in others, share in task accomplishment, and build positive working relationships with others. LA.A.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

- 07.02 Identify characteristics of a leader and team member.
 LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1,
 LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.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 Define and practice 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.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 Describe the use of teams to increase productivity.
 LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1,
 LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2,
 LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
- 07.05 Demonstrate business and social etiquette. LA.A.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

- 08.0 DEMONSTRATE WORKPLACE READINESS SKILLS--The student will be able
 to:
 - 08.01 Identify resources used in a job search. LA.A.1.4.3,
 LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2,
 LA.B.2.4.3, LA.B.2.4.4, LA.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 Discuss importance of drug tests and criminal background
 checks in identifying possible employment 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
 - 08.03 Identify steps of the job application process including
 arranging for references and proper documentation (e.g.,
 green card). LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2,
 LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4,
 LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5
 - 08.04 Demonstrate appropriate dress and grooming for employment.
 - 08.05 Identify documents that may be required when applying for a
 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
 - 08.06 Prepare a resume (electronic and traditional), letter of
 application, follow-up letter, acceptance/rejection letter,
 letter of resignation, letter of recommendation.
 LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1,
 LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4
 - 08.07 Complete a job application form neatly, legibly, and error
 free. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3,
 LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4
 - 08.08 Demonstrate competence in job interview techniques
 (behavioral). LA.A.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