

Month Covered	Essential/ Optional	Task Number	Career Investigations (9068/9 weeks) Tasks/Competencies
Ongoing	Required	1	Demonstrate creativity and innovation.
Ongoing	Required	2	Demonstrate critical thinking and problem solving.
Ongoing	Required	3	Demonstrate initiative and self-direction.
Ongoing	Required	4	Demonstrate integrity.
Ongoing	Required	5	Demonstrate work ethic.
Ongoing	Required	6	Demonstrate conflict-resolution skills.
Ongoing	Required	7	Demonstrate listening and speaking skills.
Ongoing	Required	8	Demonstrate respect for diversity.
Ongoing	Required	9	Demonstrate customer service skills.
Ongoing	Required	10	Collaborate with team members.
Ongoing	Required	11	Demonstrate big-picture thinking.
Ongoing	Required	12	Demonstrate career- and life-management skills.
Ongoing	Required	13	Demonstrate continuous learning and adaptability.
Ongoing	Required	14	Manage time and resources.
March	Required	15	Demonstrate information-literacy skills.
March	Required	16	Demonstrate an understanding of information security.
March	Required	17	Maintain working knowledge of current information-technology (IT) systems.
Ongoing	Required	18	Demonstrate proficiency with technologies, tools, and machines common to a specific occupation.
February	Required	19	Apply mathematical skills to job-specific tasks.
Ongoing	Required	20	Demonstrate professionalism.
Ongoing	Required	21	Demonstrate reading and writing skills.
February	Required	22	Demonstrate workplace safety.
January	Required	23	Identify the purposes and goals of the student organization.
January	Required	24	Explain the benefits and responsibilities of membership in the student organization as a student and in professional organizations.
January	Required	25	Demonstrate leadership skills through participation in student organization activities, such as meetings, programs, and events.
March	Required	26	Identify Internet safety issues and procedures for complying with acceptable use standards.
February	Required	27	Identify the types of work-based learning (WBL) opportunities.
February	Optional	28	Reflect on lessons learned during the WBL experience.
February	Required	29	Explore career opportunities related to the WBL experience.
*****	Optional	30	Participate in a WBL experience, when appropriate.
February	Required	31	Describe education and career terms and concepts.

Jan, Feb, IV	Required	32 Explore all of the 16 career clusters.
Jan, Feb, IV	Required	33 Explore career pathways and occupations of interest.
March	Required	34 Investigate a career within a pathway of interest.
January	Optional	35 Explain the relationship between education/training and careers.
January	Required	36 Identify personal assets.
January	Optional	37 Connect the world of work to your responsibilities as a family member, student, or community member.
January	Optional	38 Examine the integration of personal assets as they relate to family, school, or community activities.
January	Required	39 Relate your skills, interests, talents, and values to a career.
January	Optional	40 Determine the most critical knowledge, skills, and abilities needed in today's workplace.
January	Required	41 Complete a career interest assessment.
February	Required	42 Identify short-term and long-term goals.
February	Required	43 Research options associated with courses in your school division and regional center related to career interests.
March	Optional	44 Apply a decision-making process to course options.
	Required	45 Review the student academic and career plan portfolio.
	Required	46 Create or review an academic and career plan.
January	Optional	47 Describe self-advocacy strategies.
*****	Optional	48 Communicate verbally and nonverbally in a professional manner.
*****	Optional	49 Handle (make or receive) a business-related telephone call.
February	Optional	50 Compose professional written communication (e.g., email, digital files, memos, and letters).
January	Optional	51 Describe the importance of active listening skills.
February	Required	52 Troubleshoot workplace problems, issues, or conflicts to find a solution.
January	Optional	53 Describe the importance of inviting and responding to constructive feedback.
February	Optional	54 Provide constructive praise and criticism.
February	Optional	55 Respond to praise or criticism.
February	Optional	56 Demonstrate public speaking skills (e.g., large group, small group).
February	Optional	57 Demonstrate digital communication etiquette in professional settings.
February	Required	58 Describe the privacy issues related to online communication media.
February	Required	59 Identify privacy policies and issues related to employees using or misusing online communication media.