Workforce Essentials

Workforce Essentials is a one-credit course that provides students with higher-level academic and occupational skills that are transferable across jobs and occupational areas. Emphasis is placed on academic foundations for careers, applied technology, career development and employment, entrepreneurship and business economics, social and ethical responsibility, leadership, and teamwork, safety and health, and technical knowledge and skills. Students build on prior knowledge, strengths, interests, and needs that enhance preparation for future employment and continuing education and training.

Career and technical student organizations are integral, cocurricular components of each career and technical education course. These organizations serve as a means to enhance classroom instruction while helping students develop leadership abilities, expand workplace-readiness skills, and broaden opportunities for personal and professional growth.

Career Development and Employability Skills

Students will:

1. Explain how to research and select career opportunities.

2. Compare the relationship between educational achievement and career planning.

3. Demonstrate how to locate, evaluate, and interpret career information for a specific career.
   - Identifying education requirements for a specific career
   - Utilizing career resources, ladders, and webs
   - Explaining advantages and disadvantages of self-employment
   - Recognizing employment trends
   - Analyzing the impact of population, climate, and geographic location on occupational opportunities

4. Determine personal responsibility for making education and career choices.
   Examples: demographics, local resources, professional training, formulating career plans, retraining and upgrading skills, exploring school and community resources, comparing education and job opportunities
   - Examining the effect of work on lifestyles

5. Apply skills needed for seeking, obtaining, maintaining, and changing jobs, including preparing a résumé, completing job applications, participating in a job interview, and dressing and grooming for the workplace.
   - Accessing detailed information about job openings and opportunities
     Examples: skills required for a full- or part-time job, working conditions and benefits, opportunities for change
Foundation Skills

6. Explain the importance of effective communication skills in the workplace.
   Examples: listening strategies, oral and written communications, proper business
etiquette, informal presentations and discussions, proficiency in speaking
Standard English

7. Demonstrate mathematical computation skills in the workplace.
   Examples: costs and time; ratios and percentages; tables, charts, and graphs; distance,
weight, area, and volume

Ethics and Social Responsibility

8. Identify ethical and unethical behavior and actions in the workplace.
   - Describing legal issues affecting business, including affirmative action; sexual
   harassment; local, state, and federal laws; and workplace regulations, including the
   Occupational Safety and Health Administration (OSHA), the Americans with
   Disabilities Act (ADA); and the Environmental Protection Agency (EPA)

Leadership and Teamwork

9. Explain leadership skills and practices.
   - Identifying appropriate leadership styles
   - Discussing effects of communication in various settings
   Examples: pairs, small groups, teams, large groups

10. Apply leadership skills though participation in career and technical student organization
(CTSO) activities.
   Examples: setting goals; conducting meetings; participating in conferences, workshops,
competitions, and civic and community service activities

11. Identify behaviors that promote effective teamwork.

Applied Technology

12. Determine uses, capabilities, and limitations of technological tools for achieving personal and
workplace needs.
   - Utilizing common tools, equipment, machines, and materials required for a selected
job
   - Assessing results of investigations related to uses and limitations of technological tools

Technical Knowledge and Skills

13. Interpret a company’s vision and mission statements, goals, and objectives with regard to a
specific career objective or pathway.
   - Describing products and services offered by a specific company
   - Identifying rights and responsibilities of employees and employers
14. Evaluate opportunities to obtain business- and industry-recognized work-readiness credentials.

**Economics and Finance**

15. Explain economic principles and concepts fundamental to entrepreneurship.
   Examples: goods and services, supply and demand, private enterprise, cost-profit indicators, trends

16. Differentiate among types of employment documents and records.
   Examples: tax documentation, contract information, personal income, worker’s compensation, social security, pay procedures, deductions, net pay, fringe benefits, electronic fund transfers

**Safety and Health**

17. Formulate a workplace safety plan.
   Examples: preventing illness or injuries, communicating safety information, identifying hazards, performing basic first aid, identifying safe work attire

18. Describe how worker safety regulations protect employees and employers.