

Kentucky Skill Standards - Employability Components correlated to Career Strategies, Life Strategies and Career Portfolio

Workplace Responsibilities and Safety	Career Strategies	Life Strategies	Career Portfolio
EA001 Assume responsibility for decisions and actions.	Chapter 3, Lesson 1 (pp. 64-69); Chapter 6, Lesson 1 (pp. 151-157)	Chapter 1, Lessons 1-2 (pp. 7-22); Chapter 5, Lesson 3 (pp. 122-127)	
EA002 Demonstrate willingness to learn.	Chapter 1, Lesson 1 (pp. 8-15); Chapter 2, Lesson 1 (pp. 32-41)	Chapter 3, Lessons 1-4 (pp. 51-78)	
EA003 Demonstrate the ability to work as a team member.	Chapter 3 (pp. 63-92)		
EA004 Demonstrate the ability to perform quality work.	Chapter 2, Lesson 4 (pp. 54-62); Chapter 4, Lesson 3 (pp. 108-113)	Chapter 2, Lesson 1 (pp. 23-29)	Section Ten "Projects & Awards"
EA005 Display initiative.	Chapter 1, Lesson 3 (pp. 22-30); Chapter 2, Lessons 2-4 (pp. 42-62)	Chapter 3, Lesson 2 (pp. 60-63)	All
EA007 Be a dependable worker.	Chapter 2, Lessons 3-4 (pp. 46-62); Chapter 3, Lessons 1-2 (pp. 63-79)		Section Nine "Activities & Records"
EA008 Practice time management.	Chapter 5, Lessons 2-3 (pp. 130-143)	Chapter 3, Lesson 3 (p. 68); Chapter 6, Lesson 1 (pp. 139-147)	
EA010 Perform to the best of your ability.	Chapter 2, Lesson 4 (pp. 54-62); Chapter 4, Lesson 3 (pp. 108-113)		Section Nine "Activities & Records" Section Ten "Projects & Awards"
EA011 Exhibit pride in work.	Chapter 1 (pp. 7-30); Chapter 2, Lesson 4 (pp. 54-62); Chapter 3, Lesson 1 (pp. 63-71)		Section Ten "Projects & Awards"

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Business Planning and Operations	Career Strategies	Life Strategies	Career Portfolio
EB001 Identify the components that lead to customer satisfaction.	Chapter 4 (pp. 93-122)		
EB002 Identify possible actions that may lead to customer dissatisfaction.	Chapter 4, Lesson 1 (pp. 98-101)		
EB003 Identify some of the ways that the level of customer satisfaction may affect company success.	Chapter 4 (pp. 93-122)		
EB004 Explain the importance of business reputation.	Chapter 4 (pp. 93-122)		
EB005 Identify the ways that customer satisfaction influences a business reputation.	Chapter 4 (pp. 93-122)		
EB006 Identify possible actions that may be used to correct customer dissatisfaction.	Chapter 4 (pp. 93-122)		
Workforce Issues	Career Strategies	Life Strategies	Career Portfolio
EC001 Recognize the difference between a team environment workplace and a conventional workplace.	Chapter 3, Lesson 2 (pp. 72 –79)		
EC002 Identify the characteristics of a diverse workforce.	Chapter 6, Lesson 2 (pp. 158-165)		
EC003 Identify ethical characteristics and behaviors.	Chapter 6, Lesson 1 (pp. 151-157)	Chapter 4, Lesson 3 (pp. 96-104)	
EC005 Differentiate between good and poor business ethics practices.	Chapter 6, Lesson 1 (pp. 151-157)		
EC006 Match employee responsibilities to employer expectations.	Chapter 2, Lesson 3 (pp. 46-53)		Section One "Your Plan"
EC007 Define discrimination, harassment, and equity.	Chapter 6, Lesson 2 (pp. 158-165)		
EC008 Demonstrate non-discriminatory behavior.	Chapter 6, Lesson 2 (pp. 158-165)		
EC010 Demonstrate consistently punctual arrival.	Chapter 2, Lessons 2-4 (pp. 42-53)	Chapter 2, Lesson 1 (p. 31); Chapter 3, Lesson 1 (p. 56)	Section Nine "Activities & Records"
EC012 Demonstrate enthusiasm and confidence about working and learning.	Chapter 1, Lesson 2 (pp. 16-21); Chapter 2, Lessons 3-4 (pp. 46-62); Chapter 3 (pp. 63-92)	Chapter 3, Lessons 1-2 (pp. 51-65)	Section Two "Resume" Section Five "Letters"
EC013 Demonstrate appropriate dress and hygiene for successful employment.	Chapter 2, Lesson 1 (pp. 31-41); Chapter 2, Lesson 3 (pp. 46-53)		Section Four "Job Interviews"
EC014 Demonstrate the ability to act in a polite and professional way towards co-workers.	Chapter 3 (pp. 63-92)	Chapter 4 (pp. 79-104)	

EC015 Demonstrate the ability to complete tasks on time and accurately.	Chapter 3, Lesson 2 (pp. 72-79); Chapter 5, Lesson 3 (pp. 136-143)	Chapter 3, Lessons 1 & 3 (pp. 59, 68)	
EC016 Demonstrate the ability to make career decisions.	Chapter 1 (pp. 7-30)	Chapter Six (pp. 139-149)	Section One "Your Plan" Section Seven "Job Search"
EC017 Prepare a resume and letter of application.	Chapter 1, Lesson 3 (p. 27*); Chapter 2, Lesson 1 (p. 37*)	Chapter 2, Lesson 1 (pp. 28-29)	Section Two "Resume" Section Five "Letters"
EC018 Participate in an employment interview.	Chapter 2, Lesson 1 (pp. 31-41)	Chapter 2, Lesson 1 (pp. 30-31)	Section Four "Job Interviews"
EC019 Follow directions and procedures.	Chapter 2, Lessons 3-4 (pp. 46-62); Chapter 3, Lessons 1, 2, & 4 (pp. 63-79, 86-92)	Chapter 3, Lesson 4 (pp. 72-76)	
EC021 Accept constructive criticism.	Chapter 3 (pp. 63-92)	Chapter 4, Lesson 3 (pp. 96-104)	
EC022 Demonstrate the willingness to learn new skills and behaviors.	Chapter 1, Lesson 1 (pp. 8-15); Chapter 2, Lesson 1 (pp. 32-41); Chapter 3 (pp. 63-92)	Chapter 3 (pp. 51-76)	Section Two "Resume" Section Five "Job Interviews"
EC023 Demonstrate a willingness to work.	Chapter 1, Lesson 1 (pp. 8-15); Chapter 2, Lesson 3 (pp. 46-53); Chapter 3, Lessons 1-2 (pp. 63-79)	Chapter 3, Lesson 2 (pp. 60-65)	Section Ten "Projects & Awards"
EC024 Demonstrate a willingness to learn.	Chapter 1, Lesson 1 (pp. 8-15); Chapter 2, Lesson 1 (pp. 32-41); Chapter 3 (pp. 63-92)	Chapter 3 (pp. 51-76)	Section Ten "Projects & Awards"
EC026 Plan and organize work.	Chapter 3, Lesson 2 (pp. 72-79); Chapter 5, Lessons 2-3 (pp. 130-143)	Chapter 5 (pp. 105-138)	Section One "Your Plan"
EC027 Select characteristics of a positive image.	Chapter 1, Lessons 1 & 3 (pp. 7-15, 22-30)	Chapter 4, Lesson 1 (pp. 80-85)	Section Two "Resume"
EC029 Assemble a career portfolio for employers.			All

* Internet Enhancement Opportunities (see www.academicinnovations.com for links)

#1 – page 10: Project Cool Link: Use this education link to research higher education opportunities.

#2 – page 18: Finding a career category.

#3 – page 20: Online version of the *Occupational Outlook Handbook*.

#4 – page 21: Informational Interviews on the Internet: Using e-mail to connect with people all over the country.

#5 – page 27: Building a Resume: An online resume worksheet.

#6 – page 27: Test your Resume IQ: A quiz to judge the effectiveness of a resume.

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