

Ohio's Future At Work Skills Standards

for High School Students Correlated to Career Strategies, Life Strategies and Career Portfolio

Self-Awareness: Structured means by which students gain knowledge of, understand, and express themselves.	Career Strategies	Life Strategies	Career Portfolio
Learner Goal 1:1 – Identify and appreciate personal interests, abilities, and skills.	Chapter One (pp. 8-29)	Chapter One (pp. 12-14); Chapter Six (p. 143)	Section One "Your Plan"
1:2 – Demonstrate the ability to use peer feedback.	Chapter Three (pp. 80-82)	Chapter Four (pp. 92-95)	
1:3 – Demonstrate an understanding of how individual characteristics relate to achieving personal, social, educational, and career goals.	Chapter Five (pp. 124-149); Chapter Six (pp. 152-165)		
1:5 – Demonstrate an understanding of the relationship between personal behavior and self-concept.	Chapter Two (pp. 46-59); Chapter Three (pp. 63-91); Chapter Six (pp. 152-165)	Chapter Three (pp. 52-63)	
Learner Goal 2:1 – Demonstrate effective interpersonal skills.	Chapter Three pp. 72-77); Chapter Four (pp. 108-113)	Chapter Four (pp. 79-103)	
2:2 – Demonstrate interpersonal skills required for working with and for others.	Chapter Three (pp. 63-91); Chapter Four (p. 108)		
2:3 – Describe appropriate employer-employee interactions in various situations.	Chapter Two (pp. 46-59); Chapter Three (pp. 64-71); Chapter Four (pp. 86-91)	Chapter Two (pp. 24-32)	
2:4 – Demonstrate how to express feelings and ideas in an appropriate manner.	Chapter Three (pp. 64-71); Chapter Five (pp. 130-132)	Chapter Four (pp. 79-103)	
3:3 – Describe healthy ways of dealing with stress.	Chapter Five (pp. 130, 143)	Chapter Four (pp. 96-109); Chapter Six (pp. 140-141)	
Self-Assessment: Formal and informal methods that enable students to measure and interpret achievement, aptitude, interest, and personality.	Career Strategies	Life Strategies	Career Portfolio
Learner Goal 1:1 – Identify personal aptitudes and interests that have remained constant and those that have changed with age.		Chapter One (pp. 16-21)	
1:2 – Identify general personality traits necessary for chosen individual career goal(s).	Chapter One (pp. 8-29); Chapter Two (pp. 63-91); Chapter Five (pp. 131-148)	Chapter One (pp. 16-21); Chapter Five (pp. 105-129)	Section Two "Resume"
Learner Goal 2:1 – Identify personal achievements, aptitudes, and interests necessary for chosen individual career goal(s).	Chapter One (pp. 8-29)	Chapter One (pp. 16-21); Chapter Five (pp. 105-129)	Section Two "Resume"

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Career Information – Current and specific data concerning the world of work.	Career Strategies	Life Strategies	Career Portfolio
Learner Goal 1:1 – Describe the educational requirements of various occupations.		Chapter One (pp. 8-15); Chapter Five (pp. 106-129)	
1:2 – Demonstrate the use of a range of resources.	Internet Links*	Internet Links*	Section Eight “Network”
1:3 – Demonstrate knowledge of various classification systems that categorize occupations and industries.	Internet Links*	Internet Links*	
1:4 – Describe the advantages and disadvantages of self-employment as a career option.	Chapter One (pp. 22-25)		
1:5 – Identify individuals in selected occupations as possible resources, role models, or mentors.	Chapter One (p. 60); Chapter Five (pp. 124-129)		Section Eight “Network”
1:6 – Identify how employment trends relate to education and training.	See Occupational Statistics		
Exploration – Experiential opportunities to explore career options related to individuals choice.	Career Strategies	Life Strategies	Career Portfolio
Learner Goal 1:2 – Identify worker conditions, education and training, and employment opportunities related to selected careers.	Internet Links*	Internet Links*	Section Seven “Job Search” Section Eight “Resume”
1:3 – Identify career ladders possible within selected career goal(s).	Chapter One (pp. 7-26)	Chapter One (pp. 24-29)	Section Seven “Job Search” Section Eight “Resume”
2:1 – Compare traits, skills, and characteristics required for specific career choices with individual's traits, skills, and characteristics.	Chapter One (pp. 22-27)		
2:2 – Tentatively resolve potential conflicts between personal characteristics and career choice areas.	Chapter One (pp. 7-26)	Chapter One (pp. 7-21)	
2:3 – Describe the impact of exploration activities on current career choice areas.	Chapter One (pp. 7-26)		
2:4 – Demonstrate the impact of exploration activities on current career choices.	Chapter One (pp. 7-26)		
4:4 – Demonstrate occupational skills developed through volunteer experiences, part-time employment, or cooperative education programs.	Chapter Five (pp. 124-144)	Chapter One (pp. 24-29)	Section Two “Resume” Section Three “Job Application”
Academic Planning – The process by which one uses all information to relate educational choices to future career goals.	Career Strategies	Life Strategies	Career Portfolio
Learner Goal 1:1 – Demonstrate how to apply academic and vocational skills to achieve personal goals.	Chapter One (pp. 7-29)	Chapter Five (pp. 106-109); Chapter Six (pp. 140-147)	Section One “Your Plan”
1:2 – Describe the relationship of academic and vocational skills to personal interests.	Chapter One (pp. 7-29)	Chapter Six (pp. 140-147)	Section Four “Job Interviews”
1:3 – Describe how skills developed in academic and vocational programs relate to career goals.		Chapter Five (pp. 105-124)	Section Four “Job Interviews”
1:4 – Describe how education relates to the selection of college major, further training, and/or entry into the job market.		Chapter Five (pp. 105-124)	
1:5 – Demonstrate skills that can apply to a variety of occupational requirements.		Chapter Six (pp. 140-147)	

1:6 – Describe how learning skills are required in the workplace.	Chapter One (pp. 16-29); Chapter Two (pp. 32-59)	Chapter One (pp. 7-21)	
2:1 – Describe career plans that reflect the importance of lifelong learning.	Chapter One (pp. 8-29)	Chapter One (pp. 8-15)	Section One “Your Plan” Section Four “Job Interviews”
2:2 – Demonstrate knowledge of post-secondary vocational and academic programs.	Internet Links*	Chapter Five (pp. 106-137); Internet Links*	Section One “Your Plan”
2:4 – Demonstrate skills necessary to compare education and job opportunities.	Internet Links* (p. 120)	Internet Links*	
Future Trends – Information related to social, economic, and technological changes, and the individual's need to adapt to those changes.	Career Strategies	Life Strategies	Career Portfolio
Learner Goal 1:1 – Identify trends and changes projected for the future regarding personal career goals.	Internet Links*	Internet Links*	
1:3 – Describe the importance of lifelong learning as it relates to personal career goal(s).	Chapter One (pp. 8-29); Chapter Five (pp. 144-149)	Chapter Six (pp. 140-146)	Section Four “Job Interviews”
Employability Skills – Those work behaviors, abilities, and attitudes necessary to obtain, maintain, and advance in employment.	Career Strategies	Life Strategies	Career Portfolio
Learner Goal 1:3 – Demonstrate a positive attitude towards work.	Chapter Three (pp. 64-91); Chapter Four (pp. 94-113)		Section Four “Job Interviews” Section Five “Letters”
1:4 – Demonstrate learning habits and skills that can be used in various educational situations.	Chapter Five (pp. 130-149)	Chapter One (pp. 9-21)	Section Nine “Activities/Records” Section Ten “Projects/Awards”
1:5 – Demonstrate positive work attitudes and behaviors.	Chapter Two (pp. 32-39); Chapter Three (pp. 64-91)		
2:1 – Demonstrate skills to locate, interpret, and use information about job openings and opportunities.	Chapter Two (pp. 32-35, 60); Chapter Five (pp. 124-149)	Internet Links*	Section Seven “Job Search”
2:2 – Demonstrate academic or vocational skills required for a full-time or part-time job.	Chapter One (pp. 8-29)		
2:3 – Demonstrate skills and behaviors necessary for a successful job interview.	Chapter Two (pp. 32-45)	Chapter Two (pp. 24-33)	Section Four “Job Interviews”
2:4 – Demonstrate skills in preparing a resume and completing job applications.	Chapter Two (pp. 32-45)	Chapter Two (pp. 24-33)	Section Two “Resume” Section Three “Job Application”
2:5 – Identify specific job openings.	Chapter Two (p. 60); Chapter Four (pp. 108-113); Chapter Five (pp. 124-149)		Section Seven “Job Search”
2:6 – Demonstrate employability skills necessary to obtain and maintain jobs.	Chapter One (p. 60) Internet Links*		
2:7 – Demonstrate skills to access occupational opportunities.	Chapter One (pp. 8-29); Internet Links* (pp. 12, 20)	Internet Links*	Section Seven “Job Search”

Decision-Making and Goal Setting – The process of developing plans specific to a determined outcome.	Career Strategies	Life Strategies	Career Portfolio
Learner Goal 1:1 – Demonstrate responsibility for making tentative educational and occupational choices.	Chapter One (pp. 8-29); Chapter Five (pp. 124-149)	Chapter One (pp. 8-21); Chapter Six (pp. 140-147)	Section One "Your Plan"
1:2 – Identify alternatives in given decision-making situations.	Chapter Five (pp. 130-135)	Chapter One (pp. 8-21)	
1:3 – Describe personal strengths and weaknesses in relationship to post-secondary education and/or training requirements.		Chapter Five (pp. 106-129)	
1:4 – Identify appropriate choices during high school that will lead to marketable skills for entry-level employment or advanced training.		Chapter Five (pp. 106-137)	
1:5 – Identify and complete required steps toward transition from high school to entry into post-secondary education and/or training programs or work.		Chapter Five (pp. 106-137)	
1:6 – Identify steps to apply for and secure financial assistance for post-secondary education and/or training.		Chapter Five (pp. 130-137)	
1:7 – Establish short-term and long-term goals toward educational attainment and career entry.	Chapter One (pp. 8-29); Chapter Five (pp. 144-145)	Chapter Six (pp. 140-147)	
Economics – Information relating income, work, and economic concepts to individual career choice and money management.	Career Strategies	Life Strategies	Career Portfolio
Learner Goal 3:3 – Describe ways in which occupational choices may affect lifestyle.	Chapter One (pp. 8-29)		
3:4 – Describe the contribution of work to a balanced and productive life.	Chapter One (pp. 16-21)	Chapter Two (pp. 24-49)	
3:6 – Describe different career patterns and their potential effect on family patterns and lifestyle.	Chapter One (pp. 16-21)	Chapter Two (pp. 24-49)	
Vocational Orientation – Assuring that vocational career options receive equal emphasis in an individual's educational planning.	Career Strategies	Life Strategies	Career Portfolio
Learner Goal 1:1 – Demonstrate knowledge of vocational training sites and programs in the community such as comprehensive school programs, vocational schools, tech-prep programs, technical schools, and community colleges.	Internet Links*	Internet Links*	Section One "Your Plan"
1:2 – Identify secondary vocational programs related to personal career goals.	Internet Links*	Internet Links*	Section One "Your Plan"
1:3 – Identify post-secondary vocational programs related to personal career goals.		Internet Links*	
2:1 – Identify immediate employment opportunities for vocational completers.	Internet Links*	Internet Links*	Section One "Your Plan"

* 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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