

ARIZONA DEPARTMENT OF EDUCATION
VOCATIONAL TECHNOLOGICAL EDUCATION CURRICULUM SYSTEM

COMPETENCIES, INDICATORS AND EVALUATIVE CRITERIA

OCTOBER 1997

COMPETENCY 1.0 EXPLORE CAREER INTERESTS

1.1 Identify career interests

LA007, LA008, LA021, LA022, LA023, LA035, LA039, LA040, LA042, LA043, LA045, LA113, LA122, LA123, LA124, LA125, LA126, LA127, LA128, LA129, LA130, LA133, LA134, LA135, LA 136, LA137, LA138, LA139, LA140, LA141, LA145, LA146, LA149, LA168, LA169, LA179, LA172, LA173, LA175, LA177, LA181, LA189, LA207, LA210, LA213, LA215, LA229, LA238, LA264, LA267, LA278, M013, M034, M047, M073, M092, M146, M148, M158, M174, M227, M229, M239, M256, M261, M266, M268, S037, S042, S044, S045, S046, S047, S048, S049, S486

KNOWLEDGE:

1. Explain the difference between job, occupation, and career
2. Define entrepreneur
3. Describe personal needs and wants related to career decisions
4. Describe work environment preferences related to career decisions
5. Describe aptitudes and skills related to career decisions
6. Identify factors that influence career decisions
7. Describe career pathways
8. Identify steps in the decision-making process

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PROCEDURE:

1. Assess aptitudes and skill interests
2. Identify budget requirements based on personal needs and wants
3. Match personal criteria with career interests
4. Align career interests with occupations
5. Use decision-making process to select career pathway(s)

PRODUCT/QUALITY:

1. Career pathway(s) is/are selected

COMPETENCY 1.0 EXPLORE CAREER INTERESTS

1.2 Gather career information

LA007, LA008, LA021, LA022, LA023, LA035, LA039, LA040, LA041, LA042, LA043, LA045, LA046, LA113, LA122, LA123, LA124, LA125, LA126, LA127, LA128, LA129, LA130, LA133, LA134, LA135, LA136, LA137, LA138, LA139, LA140, LA141, LA145, LA146, LA149, LA168, LA169, LA179, LA172, LA173, LA175, LA177, LA181, LA189, LA207, LA210, LA213, LA215, LA229, LA238, LA264, LA267, LA278, M158, M174, M229, S037, S042, S044, S045, S046, S047, S048, S049

KNOWLEDGE:

1. Identify sources of career information
2. Describe work force trends
3. Explain occupational supply and demand
4. Identify fastest growing occupations
5. Identify knowledge and skills workers need in different occupations
6. Define transferable skills

PROCEDURE:

1. Gather information about jobs, occupations, and career opportunities

PRODUCT/QUALITY:

1. Information is obtained about jobs and occupations
2. Career opportunities are identified

COMPETENCY 1.0 EXPLORE THE WORLD OF WORK**1.3 Develop a career exploration plan**

LA007, LA008, LA021, LA022, LA023, LA035, LA039, LA040, LA042, LA043, LA045, LA087, LA092, LA098, LA113, LA122, LA123, LA124, LA125, LA126, LA127, LA128, LA129, LA130, LA133, LA134, LA135, LA136, LA137, LA138, LA139, LA140, LA141, LA145, LA146, LA149, LA168, LA169, LA179, LA172, LA173, LA175, LA177, LA181, LA189, LA207, LA210, LA213, LA215, LA229, LA238, LA264, LA267, LA278, M158, M159, M174, M229, M239, S037, S042, S044, S045, S046, S047, S048, S049, S486

KNOWLEDGE:

1. Identify ways to obtain work experience
2. Describe the Level II clusters
3. Describe training and education requirements for occupations in career pathways
4. Describe a career exploration plan

PROCEDURE:

1. Identify short- and long-term career goals
2. Identify high school courses and programs
3. Identify extracurricular activities
4. Identify work-based learning experiences
5. Identify training and education after high school

PRODUCT/QUALITY:

1. Career exploration plan is developed according to instructions

COMPETENCY 1.0 EXPLORE THE WORLD OF WORK

1.4 Practice the job application process

LA005, LA007, LA008, LA021, LA022, LA023, LA035, LA036, LA037, LA039, LA040, LA042, LA043, LA045, LA112, LA113, LA122, LA123, LA124, LA125, LA126, LA127, LA128, LA129, LA130, LA133, LA134, LA135, LA136, LA137, LA138, LA139, LA140, LA141, LA145, LA146, LA149, LA168, LA169, LA179, LA172, LA173, LA175, LA177, LA181, LA182, LA185, LA189, LA207, LA210, LA213, LA215, LA229, LA234, LA238, LA264, LA267, LA278, S486

KNOWLEDGE:

1. Describe appropriate workplace appearance
2. Describe appropriate workplace language
3. Describe appropriate workplace behavior and attitude
4. Describe the job application process
5. Describe information requested on job applications
6. Identify ways to handle rejection

PROCEDURE:

1. Complete the job application process
2. Evaluate results of the job application process

PRODUCT/QUALITY:

1. The job application process is completed according to instructions

COMPETENCY 2.0 EXPLORE THE WORLD OF WORK

2.1 Examine work related to individuals and society

LA007, LA008, LA021, LA022, LA023, LA035, LA039, LA040, LA042, LA043, LA045, LA113, LA122, LA123, LA124, LA125, LA126, LA127, LA128, LA129, LA130, LA133, LA134, LA135, LA136, LA137, LA138, LA139, LA140, LA141, LA145, LA146, LA149, LA168, LA169, LA179, LA172, LA173, LA175, LA177, LA181, LA189, LA207, LA210, LA213, LA215, LA229, LA238, LA264, LA267, LA278

KNOWLEDGE:

1. Define work
2. Explain why people work
3. Describe characteristics of valued workers
4. Describe contributions of workers to the economy and society
5. Describe ethics in the workplace
6. Describe cultural diversity

PROCEDURE:

None

PRODUCT/QUALITY:

None

COMPETENCY 2.0 EXPLORE THE WORLD OF WORK

2.2 Examine how business works

LA007, LA008, LA021, LA022, LA023, LA035, LA039, LA040, LA042, LA043, LA045, LA113, LA122, LA123, LA124, LA125, LA126, LA127, LA128, LA129, LA130, LA133, LA134, LA135, LA136, LA137, LA138, LA139, LA140, LA141, LA145, LA146, LA149, LA168, LA169, LA179, LA172, LA173, LA175, LA177, LA181, LA189, LA207, LA210, LA213, LA215, LA229, LA238, LA264, LA267, LA278, M174

KNOWLEDGE:

1. Define free enterprise system
2. Explain the relationship between business organizations, products/services, suppliers, and consumers
3. Identify types of businesses
4. Describe how businesses are organized
5. Describe functions of departments in a business
6. Describe functions of business in global society
7. Describe production processes
8. Explain the importance of continuous improvement

PROCEDURE:

None

PRODUCT/QUALITY:

None

COMPETENCY 2.0 EXPLORE THE WORLD OF WORK**2.3 Perform teamwork**

LA005, LA007, LA008, LA021, LA022, LA023, LA035, LA036, LA037, LA039, LA040, LA042, LA043, LA045, LA113, LA122, LA123, LA124, LA125, LA126, LA127, LA128, LA129, LA130, LA133, LA134, LA135, LA136, LA137, LA138, LA139, LA140, LA141, LA145, LA146, LA149, LA168, LA169, LA179, LA172, LA173, LA175, LA177, LA181, LA189, LA207, LA210, LA213, LA215, LA229, LA238, LA264, LA265, LA266, LA267, LA268, LA269, LA270, LA278, M158, M229, S037, S042, S044, S045, S046, S047, S048

KNOWLEDGE:

1. Define teams
2. Identify types of teams
3. Describe methods used to form teams
4. Describe the benefits of working in teams
5. Describe leadership skills, abilities, and attitudes
6. Identify roles and responsibilities of team members
7. Identify causes of conflict
8. Identify conflict resolution strategies
9. Identify characteristics of successful teams

PROCEDURE:

1. Form teams and establish roles
2. Practice leadership skills
3. Practice team process skills
4. Practice conflict resolution

PRODUCT/QUALITY:

1. Teams function to achieve goals

COMPETENCY 3.0 DEVELOP HUMAN RELATIONS SKILLS**3.1 Practice communication skills**

LA005, LA006, LA007, LA008, LA009, LA010, LA012, LA021, LA022, LA023, LA035, LA036, LA037, LA039, LA040, LA042, LA043, LA045, LA052, LA053, LA092, LA102, LA103, LA105, LA112, LA113, LA114, LA115, LA122, LA123, LA124, LA125, LA126, LA127, LA128, LA129, LA130, LA133, LA134, LA135, LA136, LA137, LA138, LA139, LA140, LA141, LA145, LA146, LA149, LA168, LA169, LA179, LA172, LA173, LA175, LA177, LA181, LA189, LA207, LA210, LA213, LA215, LA229, LA230, LA231, LA232, LA233, LA234, LA235, LA238, LA264, LA266, LA267, LA278, S031, S466, S486, S498, S499

KNOWLEDGE:

1. Identify methods of communication
2. Identify communication technology tools
3. Explain active listening skills
4. Describe ways to identify, interpret, organize, and evaluate information
5. Describe types of presentation aides
6. Define formal and informal speech
7. Describe ways to adapt information to audience and purpose

PROCEDURE:

1. Plan a message
2. Produce a message
3. Deliver a message
4. Demonstrate correct grammar, punctuation, and spelling in written communication
5. Demonstrate correct grammar in oral communication
6. Evaluate receipt of message

PRODUCT/QUALITY:

1. Messages are prepared and delivered according to audience and purpose
2. Correct grammar, punctuation, and spelling are used

COMPETENCY 3.0 DEVELOP HUMAN RELATIONS SKILLS**3.2 Practice goal setting**

LA007, LA008, LA021, LA022, LA023, LA035, LA039, LA040, LA042, LA043, LA045, LA092, LA098, LA113, LA122, LA123, LA124, LA125, LA126, LA127, LA128, LA129, LA130, LA133, LA134, LA135, LA136, LA137, LA138, LA139, LA140, LA141, LA145, LA146, LA147, LA149, LA168, LA169, LA179, LA172, LA173, LA175, LA177, LA181, LA189, LA207, LA210, LA213, LA215, LA229, LA238, LA249, LA260, LA264, LA267, LA278, M158, M159, M229, M239, M240, S034, S131, S466

KNOWLEDGE:

1. Identify responsibilities at home, school, and work; in social settings; and to the environment
2. Define goals
3. Describe the importance of goal setting
4. Identify management skills related to achieving goals
5. Explain the relationship between choices and consequences
6. Define priorities
7. Define action plans

PROCEDURE:

1. Identify goals
2. Identify resources for achieving goals
3. Develop an action plan
4. Implement action plan
5. Evaluate action plan

PRODUCT/QUALITY:

1. Goal setting is demonstrated

COMPETENCY 3.0 DEVELOP HUMAN RELATIONS SKILLS**3.3 Analyze relationship skills**

LA007, LA008, LA021, LA022, LA023, LA035, LA039, LA040, LA041, LA042, LA043, LA045, LA067, LA087, LA092, LA098, LA113, LA122, LA123, LA124, LA125, LA126, LA127, LA128, LA129, LA130, LA133, LA134, LA135, LA136, LA137, LA138, LA139, LA140, LA141, LA145, LA146, LA149, LA168, LA169, LA179, LA172, LA173, LA175, LA177, LA181, LA189, LA207, LA210, LA213, LA215, LA229, LA249, LA251, LA238, LA264, LA267, LA278, M158, M159, M229, M239, M240, S486

KNOWLEDGE:

1. Describe relationships in terms of formal or informal, close or distant, emotional or unemotional
2. Explain self-concept and how it affects relationships
3. Describe the importance of understanding different cultures
4. Explain relationships in terms of job success
5. Identify factors that affect relationships
6. Identify strategies for building and maintaining relationships

PROCEDURE:

None

PRODUCT/QUALITY:

None

COMPETENCY 4.0 EXPLORE HEALTH AND SAFETY IN THE WORKPLACE**4.1 Examine personal health**

LA007, LA008, LA021, LA022, LA023, LA035, LA039, LA040, LA041, LA042, LA043, LA045, LA067, LA087, LA092, LA098, LA113, LA122, LA123, LA124, LA125, LA126, LA127, LA128, LA129, LA130, LA133, LA134, LA135, LA136, LA137, LA138, LA139, LA140, LA141, LA145, LA146, LA149, LA168, LA169, LA179, LA172, LA173, LA175, LA177, LA181, LA189, LA207, LA210, LA213, LA215, LA229, LA238, LA251, LA264, LA267, LA278, M98, M158, M159, M161, M171, M174, M229, M239, M240, S001, S002, S004, S005, S042, S044, S052, S068, S069, S070, S080, S090, S093, S100, S102, S119, S298, S455, S466, S468, S470, S477, S491, S493, S497

KNOWLEDGE:

1. Define personal health and wellness
2. Identify life experiences/events that affect personal health
3. Describe the effects of substance abuse on personal health
4. Describe benefits of diet, rest, and exercise to personal health and wellness
5. Describe techniques for managing stress
6. Describe benefits of personal health program
7. Identify resources that support personal health and wellness
8. Describe the effects of health and wellness in the workplace

PROCEDURE:

1. Assess personal health
2. Identify personal health goals
3. Gather information about health and wellness

PRODUCT/QUALITY:

1. Personal health plan is developed
2. Resources and services about health and wellness are identified

COMPETENCY 4.0 EXPLORE HEALTH AND SAFETY IN THE WORKPLACE**4.2 Examine safety in the workplace**

LA007, LA008, LA021, LA022, LA023, LA035, LA039, LA040, LA042, LA043, LA045, LA113, LA122, LA123, LA124, LA125, LA126, LA127, LA128, LA129, LA130, LA133, LA134, LA135, LA136, LA137, LA138, LA139, LA140, LA141, LA145, LA146, LA147, LA149, LA168, LA169, LA176, LA179, LA172, LA173, LA175, LA177, LA181, LA188, LA189, LA207, LA210, LA213, LA215, LA229, LA238, LA249, LA260, A264, LA267, LA278, M174, M240, S001, S008, S026, S039, S041, S161, S164, S176, S489

KNOWLEDGE:

1. Describe how environmental conditions affect personal safety
2. Describe the importance of personal hygiene and cleanliness
3. Describe appropriate apparel for work tasks
4. Describe the effects of substance abuse to safety in the workplace
5. Identify emergency procedures for common work injuries
6. Describe safe operating procedures for tools and equipment
7. Describe storage/disposal of hazardous substances

PROCEDURE:

1. Practice personal hygiene and cleanliness
2. Read instructions/manual for use, care, and storage of tools and equipment
3. Select, clean, and store tools and equipment properly
4. Follow safety rules in the work area

PRODUCT/QUALITY:

1. Safety procedures are followed

COMPETENCY 5.0 EXPLORE TECHNOLOGY IN THE WORKPLACE

5.1 Examine the implications of technology

LA007, LA008, LA021, LA022, LA023, LA035, LA039, LA040, LA042, LA043, LA045, LA113, LA122, LA123, LA124, LA125, LA126, LA127, LA128, LA129, LA130, LA133, LA134, LA135, LA136, LA137, LA138, LA139, LA140, LA141, LA145, LA146, LA147, LA149, LA168, LA169, LA179, LA172, LA173, LA175, LA176, LA177, LA181, LA188, LA189, LA207, LA210, LA213, LA215, LA229, LA238, LA249, LA260, LA264, LA267, LA278, M174, S007, S008, S009, S010, S011, S012, S026, S027, S028, S029, S030, S031, S032, S033, S034, S035, S036, S466

KNOWLEDGE:

1. Define technology
2. Describe the evolution of technology
3. Describe positive impacts of technology
4. Describe undesirable effects of technology
5. Describe social and ethical impacts of technology
6. Describe the effects of technology in the workplace
7. Relate technology advances to career pathways

PROCEDURE:

None

PRODUCT/QUALITY:

None

COMPETENCY 5.0 EXPLORE TECHNOLOGY IN THE WORKPLACE

5.2 Describe technology as a system

LA007, LA008, LA021, LA022, LA023, LA035, LA039, LA040, LA042, LA043, LA045, LA113, LA122, LA123, LA124, LA125, LA126, LA127, LA128, LA129, LA130, LA133, LA134, LA135, LA136, LA137, LA138, LA139, LA140, LA141, LA145, LA146, LA149, LA168, LA169, LA179, LA172, LA173, LA175, LA177, LA181, LA189, LA207, LA210, LA213, LA215, LA229, LA238, LA264, LA267, LA278, S031, S037, S466, S486

KNOWLEDGE:

1. Define system
2. Describe components of the system model
3. Identify types of technology systems
4. Describe how the system model applies to the workplace

PROCEDURE:

None

PRODUCT/QUALITY:

None

COMPETENCY 5.0 EXPLORE TECHNOLOGY IN THE WORKPLACE**5.3 Perform computer technology skills**

LA007, LA008, LA021, LA022, LA023, LA035, LA039, LA040, LA042, LA043, LA045, LA049, LA050, LA058, LA113, LA122, LA123, LA124, LA125, LA126, LA127, LA128, LA129, LA130, LA133, LA134, LA135, LA136, LA137, LA138, LA139, LA140, LA141, LA145, LA146, LA147, LA149, LA168, LA169, LA179, LA172, LA173, LA175, LA177, LA181, LA189, LA207, LA210, LA213, LA215, LA229, LA238, LA260, LA264, LA267, LA278, M014, M097, M098, M104, M105, M117, M118, M124, M127, M135, M146, M148, M158, M159, M164, M165, M174, M176, M227, M229, M239, M240, M244, M254, M264, S011, S012, S019, S058, S065, S103, S108, S109, S116, S183, S188, S189, S196, S449, S450, S491

KNOWLEDGE:

1. Identify the parts of a computer and describe their functions
2. Define hardware and software
3. Identify word processing tasks
4. Identify database tasks
5. Identify spreadsheet and graphing tasks
6. Identify graphics tasks
7. Describe multimedia technology

PROCEDURE:

1. Identify type of task
2. Apply keyboarding skills
3. Perform the task

PRODUCT/QUALITY:

1. Task is completed according to instructions

COMPETENCY 6.0 EXPLORE PROBLEM SOLVING IN THE WORKPLACE**6.1 Use the problem-solving process**

LA007, LA008, LA021, LA022, LA023, LA035, LA039, LA040, LA042, LA043, LA045, LA092, LA098, LA113, LA122, LA123, LA124, LA125, LA126, LA127, LA128, LA129, LA130, LA133, LA134, LA135, LA136, LA137, LA138, LA139, LA140, LA141, LA145, LA146, LA147, LA149, LA168, LA169, LA179, LA172, LA173, LA175, LA177, LA181, LA189, LA207, LA210, LA213, LA215, LA229, LA238, LA249, LA260, LA264, LA267, LA278, M097, M116, M159, M227, M229, M239, M256, S044, S045, S046, S047, S048, S049, S466, S486

KNOWLEDGE:

1. Explain how human needs generate technology solutions
2. Describe steps in problem solving
3. Define function, performance, and safety as standards of evaluation

PROCEDURE:

1. Identify problem/situation
2. Gather information
3. Determine best solution
4. Identify and gather resources
5. Implement solution
6. Evaluate result

PRODUCT/QUALITY:

1. Solutions are evaluated using the standards of function, performance, and safety

COMPETENCY 6.0 EXPLORE PROBLEM SOLVING IN THE WORKPLACE**6.2 Identify resources used to solve problems**

LA007, LA008, LA021, LA022, LA023, LA035, LA039, LA040, LA042, LA043, LA045, LA039, LA113, LA122, LA123, LA124, LA125, LA126, LA127, LA128, LA129, LA130, LA133, LA134, LA135, LA136, LA137, LA138, LA139, LA140, LA141, LA145, LA146, LA149, LA168, LA169, LA179, LA172, LA173, LA175, LA177, LA181, LA189, LA207, LA210, LA213, LA215, LA229, LA238, LA264, LA267, LA278, M021, M158, M159, M176, M229, M238, M239, S026, S027, S028, S029, S030, S044, S045, S046, S047, S048, S049, S131, S132, S133, S134, S135, S136, S137, S486,

KNOWLEDGE:

1. Explain people as a resource
2. Describe tools and machines as resources
3. Explore information as a resource
4. Describe raw and processed material as a resource
5. Describe energy as a resource
6. Explain money as a resource
7. Explain time as a resource
8. Identify methods for selecting resources
9. Identify ways to conserve resources and protect the environment

PROCEDURE:

1. Select resources

PRODUCT/QUALITY:

NONE