

*The following standards were copied directly from the PDESAS.org website search. Each standard listed has corresponding materials & resources online, and should be investigated further if there are any additional questions. [Link to PA DEP Curriculum Page \(Click Here\)](#)*

Standard - 13.1.8.A

Relate careers to individual interests, abilities, and aptitudes.

Standard - 13.1.8.B

Relate careers to personal interests, abilities and aptitudes.

Standard - 13.1.8.C

Explain how both traditional and nontraditional careers offer or hinder career opportunities.

Standard - 13.1.8.D

Explain the relationship of career training programs to employment opportunities.

Standard - 13.1.8.E

Analyze the economic factors that impact employment opportunities, such as, but not limited to:

- **Competition**
- **Geographic location**
- **Global influences**
- **Job growth**
- **Job openings**
- **Labor supply**
- **Potential advancement**
- **Potential earnings**
- **Salaries/benefits**
- **Unemployment**

Standard - 13.1.8.F

**Analyze the relationship of school subjects, extracurricular activities, and community experiences to career preparation.**

Standard - 13.1.8.G

Create an individualized career plan including, such as, but not limited to:

- **Assessment and continued development of career portfolio**
- **Career goals**
- **Cluster/pathway opportunities Individual interests and abilities**
- **Training/education requirements and financing**

Standard - 13.1.8.H

**Choose personal electives and extra curricular activities based upon personal career interests, abilities and academic strengths**

Standard - 13.2.8.A

**Identify effective speaking and listening skills used in a job interview.**

Standard - 13.2.8.B

Evaluate resources available in researching job opportunities, such as, but not limited to:

- **CareerLinks**
- **Internet (i.e. O\*NET)**
- **Networking**
- **Newspapers**
- **Professional associations**
- **Resource books (that is Occupational Outlook Handbook, PA Career Guide)**

Standard - 13.2.8.C

Prepare a draft of career acquisition documents, such as, but not limited to:

- **Job application**
- **Letter of appreciation following an interview**
- **Letter of introduction**
- **Request for letter of recommendation**
- **Resume**

Standard - 13.2.8.D

Develop an individualized career portfolio including components, such as, but not limited to:

- **Achievements**
- **Awards/recognitions**
- **Career exploration results**
- **Career plans**
- **Community service involvement/projects**
- **Interests/hobbies**
- **Personal career goals**
- **Selected school work**
- **Self inventories**

Standard - 13.2.8.E

Explain, in the career acquisition process, the importance of the essential workplace skills/knowledge, such as, but not limited to:

- **Commitment**
- **Communication**
- **Dependability**
- **Health/safety**
- **Laws and regulations (that is Americans With Disabilities Act, child labor laws, Fair Labor Standards Act, OSHA, Material Safety Data Sheets)**
- **Personal initiative**
- **Self-advocacy**
- **Scheduling/time management**
- **Team building**
- **Technical literacy**
- **Technology**

Standard - 13.3.8.A

**Determine attitudes and work habits that support career retention and advancement.**

Standard - 13.3.8.B

Analyze the role of each participant's contribution in a team setting

Standard - 13.3.8.C

Explain and demonstrate conflict resolution skills:

- **Constructive criticism**
- **Group dynamics**
- **Managing/leadership**
- **Mediation**
- **Negotiation**
- **Problem solving**

Standard - 13.3.8.D

Analyze budgets and pay statements, such as, but not limited to:

- **Charitable contributions**
- **Expenses**
- **Gross pay**
- **Net pay**
- **Other income**
- **Savings**
- **Taxes**

Standard - 13.3.8.E

Identify and apply time management strategies as they relate to both personal and work situations.

Standard - 13.3.8.F

Identify characteristics of the changing workplace including Americans With Disabilities Act accommodations, and explain their impact on jobs and employment.

Standard - 13.3.8.G

Identify formal and informal lifelong learning opportunities that support career retention and advancement.

Standard - 13.4.8.A

Compare and contrast entrepreneurship to traditional employment, such as, but not limited to:

- **Benefits**

- Job security
- Operating costs
- Wages

Standard - 13.4.8.B

**Evaluate how entrepreneurial character traits influence career opportunities.**

Standard - 13.4.8.C

Identify and describe the basic components of a business plan, such as, but not limited to:

- Business idea
- Competitive analysis
- Daily operations
- Finances/budget
- Marketing
- Productive resources (human, capital, natural)
- Sales forecasting