Career Planning: Grades 6-8

Benchmark#	Description	Idea/Standard	Subject	Body Of Knowledge/ Strand
CTE-GEN.68.GENRL.01.01	List Florida's seventeen career clusters.	Identify Florida's seventeen career clusters.	CTE-General	General
CTE-GEN.68.GENRL.01.02	Research the national career clusters website: http://www.careertech.org/.	Identify Florida's seventeen career clusters.	CTE-General	General
CTE-GEN.68.GENRL.01.03	Identify the Career and Technical Student Organizations (CTSO) appropriate for Career and Technical Education (CTE) programs.	Identify Florida's seventeen career clusters.	CTE-General	General
CTE-GEN.68.GENRL.01.04	Explain the purpose of a Career and Technical Student Organization (CTSO).	Identify Florida's seventeen career clusters.	CTE-General	General
CTE-GEN.68.GENRL.02.01	Identify roles and responsibilities of members of professional and community service organizations, including career and technical student organizations (CTSO).	Demonstrate leadership skills.	CTE-General	General
CTE-GEN.68.GENRL.02.02	Work cooperatively as a group member to demonstrate leadership and achieve organizational goals.	Demonstrate leadership skills.	CTE-General	General
CTE-GEN.68.GENRL.02.03	Demonstrate leadership roles and organizational responsibilities.	Demonstrate leadership skills.	CTE-General	General
CTE-GEN.68.GENRL.02.04	Identify and utilize the planning process.	Demonstrate leadership skills.	CTE-General	General
CTE-GEN.68.GENRL.02.05	Develop a personal growth project.	Demonstrate leadership skills.	CTE-General	General
CTE-GEN.68.GENRL.02.06	Identify leadership roles and organizational responsibilities.	Demonstrate leadership skills.	CTE-General	General
CTE-GEN.68.GENRL.02.07	Research and discuss the history of the related career and technical student organization (CTSO).	Demonstrate leadership skills.	CTE-General	General
CTE-GEN.68.GENRL.02.08	Demonstrate leadership skills needed to develop a positive work environment.	Demonstrate leadership skills.	CTE-General	General
CTE-GEN.68.GENRL.02.09	Apply appropriate strategies to manage conflict in work situations.	Demonstrate leadership skills.	CTE-General	General
CTE-GEN.68.GENRL.02.10	Identify and utilize the Family, Career and Community Leaders of America (FCCLA) planning process.	Demonstrate leadership skills.	CTE-General	General
CTE-GEN.68.GENRL.02.11	Develop a personal portfolio project.	Demonstrate leadership skills.	CTE-General	General
CTE-GEN.68.GENRL.02.12	Identify purposes and functions of professional and community service organizations.	Demonstrate leadership skills.	CTE-General	General
CTE-GEN.68.GENRL.02.13	Discuss the establishment and history of the Family, Career and Community Leaders of America (FCCLA) organization.	Demonstrate leadership skills.	CTE-General	General
CTE-GEN.68.GENRL.03.01	Describe current trends and issues that impact global and local business environments.	Explore emerging workplace trends and issues.	CTE-General	General

CTE-GEN.68.GENRL.04.01	Identify different types of professional and community service organizations, including career and technical student organizations that relate to the child and education.	Demonstrate skills for success.	CTE-General	General
CTE-GEN.68.GENRL.04.02	Identify roles and responsibilities of members of professional and community service organizations, including career and technical student organizations.	Demonstrate skills for success.	CTE-General	General
CTE-GEN.68.GENRL.04.03	Develop human relationship skills such as a positive work ethic, positive attitudes towards others, and manners in the workplace.	Demonstrate skills for success.	CTE-General	General
CTE-GEN.68.GENRL.04.04	Identify and utilize the planning process to accomplish personal and professional goals.	Demonstrate skills for success.	CTE-General	General
CTE-GEN.68.GENRL.05.01	Develop keyboarding skills to enter and manipulate text and data.	Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance.	CTE-General	General
CTE-GEN.68.GENRL.05.02	Describe and use current and emerging computer technology and software to perform personal and business related tasks.	Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance.	CTE-General	General
CTE-GEN.68.GENRL.05.03	Identify and describe communications and networking systems used in workplace environments.	Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance.	CTE-General	General
CTE-GEN.68.GENRL.05.04	Use reference materials such as online help, vendor bulletin boards, tutorials, and manuals available for application software.	Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance.	CTE-General	General
CTE-GEN.68.GENRL.05.05	Describe ethical issues related to computers and information systems.	Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance.	CTE-General	General
CTE-GEN.68.GENRL.05.06	Demonstrate basic file management skills.	Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance.	CTE-General	General
CTE-GEN.68.GENRL.05.07	Troubleshoot problems with computer software, hardware, peripherals, and other office equipment.	Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance.	CTE-General	General
CTE-GEN.68.GENRL.05.08	Select and use standard written business and financial communication formats.	Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance.	CTE-General	General
CTE-GEN.68.GENRL.06.01	Identify purposes and functions of professional and community service organizations.	Demonstrate leadership, study, and organizational skills.	CTE-General	General
CTE-GEN.68.GENRL.06.02	Identify roles and responsibilities of members of professional and community service organizations, including career and technical student organizations.	Demonstrate leadership, study, and organizational skills.	CTE-General	General
CTE-GEN.68.GENRL.06.03	Work cooperatively as a group member to achieve organizational goals.	Demonstrate leadership, study, and organizational skills.	CTE-General	General
CTE-GEN.68.GENRL.06.04	Demonstrate confidence in leadership roles and organizational responsibilities.	Demonstrate leadership, study, and organizational skills.	CTE-General	General

CTE-GEN.68.GENRL.06.05	Demonstrate personal responsibility.	Demonstrate leadership, study, and organizational skills.	CTE-General	General
CTE-GEN.68.GENRL.06.06	Practice time management techniques.	Demonstrate leadership, study, and organizational skills.	CTE-General	General
CTE-GEN.68.GENRL.06.07	Identify methods used for studying.	Demonstrate leadership, study, and organizational skills.	CTE-General	General
CTE-GEN.68.GENRL.06.08	List ways to use study time wisely.	Demonstrate leadership, study, and organizational skills.	CTE-General	General
CTE-GEN.68.GENRL.06.09	Create a plan to manage your time.	Demonstrate leadership, study, and organizational skills.	CTE-General	General
CTE-GEN.68.GENRL.06.10	List ways technology can add balance to your life.	Demonstrate leadership, study, and organizational skills.	CTE-General	General
CTE-GEN.68.GENRL.06.11	Develop a personal growth project.	Demonstrate leadership, study, and organizational skills.	CTE-General	General
CTE-GEN.68.GENRL.06.12	Identify ways to create organization in your personal space.	Demonstrate leadership, study, and organizational skills.	CTE-General	General
CTE-GEN.68.GENRL.07.01	Demonstrate reading comprehension of technical and work manuals and written instruction.	Apply academic skills as they relate to the workplace.	CTE-General	General
CTE-GEN.68.GENRL.07.02	Apply appropriate mathematical skills as they relate to the task at hand.	Apply academic skills as they relate to the workplace.	CTE-General	General
CTE-GEN.68.GENRL.07.03	Apply technical writing skills.	Apply academic skills as they relate to the workplace.	CTE-General	General
CTE-GEN.68.GENRL.08.01	Comply with all applicable basic Occupational Safety and Health Administration (OSHA) rules and regulations.	Use safe work practices.	CTE-General	General
CTE-GEN.68.GENRL.08.02	Use appropriate safety equipment.	Use safe work practices.	CTE-General	General
CTE-GEN.68.GENRL.08.03	Describe personal and jobsite safety rules and regulations that maintain safe and healthy work environments and work ethics.	Use safe work practices.	CTE-General	General
CTE-GEN.68.GENRL.09.01	Describe why communication is the basis for all relationships.	Identify and apply effective communication skills.	CTE-General	General
CTE-GEN.68.GENRL.09.02	Describe the ways communication forms the basis for all relationships.	Identify and apply effective communication skills.	CTE-General	General
CTE-GEN.68.GENRL.09.03	Select and use appropriate modes of communication, including the Internet, for specific workplace situations.	Identify and apply effective communication skills.	CTE-General	General
CTE-GEN.68.GENRL.09.04	Demonstrate ability to follow written and oral directions.	Identify and apply effective communication skills.	CTE-General	General
CTE-GEN.68.GENRL.09.05	Use listening, speaking, and non-verbal skills and strategies to communicate effectively.	Identify and apply effective communication skills.	CTE-General	General
CTE-GEN.68.GENRL.09.06	Distinguish between different forms of communication (e.g. assertive, passive, aggressive, etc.).	Identify and apply effective communication skills.	CTE-General	General
CTE-GEN.68.GENRL.09.07	Use presentation software to enhance communication skills.	Identify and apply effective communication skills.	CTE-General	General
CTE-GEN.68.GENRL.09.08	Demonstrate verbal and non-verbal communication skills.	Identify and apply effective communication skills.	CTE-General	General

CTE-GEN.68.GENRL.09.09	Demonstrate the ability to function as an effective team member.	Identify and apply effective communication skills.	CTE-General	General
CTE-GEN.68.GENRL.09.10	Identify the impact of non-verbal behavior on communication.	Identify and apply effective communication skills.	CTE-General	General
CTE-GEN.68.GENRL.09.11	Organize ideas and communicate oral and written messages appropriately.	Identify and apply effective communication skills.	CTE-General	General
CTE-GEN.68.GENRL.09.12	Demonstrate communication skills that promote positive relationships in the workplace.	Identify and apply effective communication skills.	CTE-General	General
CTE-GEN.68.GENRL.09.13	Produce electronic publications using digital publishing software.	Identify and apply effective communication skills.	CTE-General	General
CTE-GEN.68.GENRL.09.14	Demonstrate communication skills that promote positive relationships with children.	Identify and apply effective communication skills.	CTE-General	General
CTE-GEN.68.GENRL.09.15	Identify employability skills necessary to obtain a job.	Identify and apply effective communication skills.	CTE-General	General
CTE-GEN.68.GENRL.09.16	Demonstrate personal and professional etiquette.	Identify and apply effective communication skills.	CTE-General	General
CTE-GEN.68.GENRL.09.17	Discuss the importance of accepting constructive criticism.	Identify and apply effective communication skills.	CTE-General	General
CTE-GEN.68.GENRL.09.18	Collaborate with individuals and teams to complete tasks and solve problems.	Identify and apply effective communication skills.	CTE-General	General
CTE-GEN.68.GENRL.09.19	Practice active listening skills.	Identify and apply effective communication skills.	CTE-General	General
CTE-GEN.68.GENRL.09.20	Define and explain appropriate discipline and guidance procedures for children.	Identify and apply effective communication skills.	CTE-General	General
CTE-GEN.68.GENRL.09.21	Demonstrate an understanding of how computers and other technologies are used as a communication tool.	Identify and apply effective communication skills.	CTE-General	General
CTE-GEN.68.GENRL.09.22	Demonstrate techniques for dealing with criticism.	Identify and apply effective communication skills.	CTE-General	General
CTE-GEN.68.GENRL.09.23	Demonstrate an awareness of project management concepts and tools (e.g. timelines, deadlines, resource allocation, time management, delegation of tasks, collaboration).	Identify and apply effective communication skills.	CTE-General	General
CTE-GEN.68.GENRL.09.24	Demonstrate conflict resolution skills.	Identify and apply effective communication skills.	CTE-General	General
CTE-GEN.68.GENRL.09.25	Identify and use industry-specific terminology and abbreviations.	Identify and apply effective communication skills.	CTE-General	General
CTE-GEN.68.GENRL.09.26	Demonstrate computer literacy.	Identify and apply effective communication skills.	CTE-General	General
CTE-GEN.68.GENRL.09.27	Practice appropriate written and verbal communication necessary for the workplace.	Identify and apply effective communication skills.	CTE-General	General
CTE-GEN.68.GENRL.09.28	Practice effective presentation techniques.	Identify and apply effective communication skills.	CTE-General	General
CTE-GEN.68.GENRL.09.29	Identify appropriate conversation for the work environment.	Identify and apply effective communication skills.	CTE-General	General
CTE-GEN.68.GENRL.10.01	Describe careers in the design industry.	Analyze careers in the related industry.	CTE-General	General
CTE-GEN.68.GENRL.10.02	Describe careers in the audio visual technology, film, and printing technology industries.	Analyze careers in the related industry.	CTE-General	General
CTE-GEN.68.GENRL.10.03	Describe available careers in education.	Analyze careers in the related industry.	CTE-General	General
CTE-GEN.68.GENRL.10.04	Describe careers in the culinary and hospitality industry.	Analyze careers in the related industry.	CTE-General	General

CTE-GEN.68.GENRL.10.05	Classify careers from entry level to professional level.	Analyze careers in the related industry.	CTE-General	General
CTE-GEN.68.GENRL.10.06	Explore entrepreneurship opportunities in the design industry.	Analyze careers in the related industry.	CTE-General	General
CTE-GEN.68.GENRL.10.07	Explore entrepreneurship opportunities in the audio visual technology, film, and printing technology industries.	Analyze careers in the related industry.	CTE-General	General
CTE-GEN.68.GENRL.10.08	Explore entrepreneurship opportunities in the field of education.	Analyze careers in the related industry.	CTE-General	General
CTE-GEN.68.GENRL.10.09	Explore entrepreneurship opportunities in the culinary industry.	Analyze careers in the related industry.	CTE-General	General
CTE-GEN.68.GENRL.10.10	Research and present information on a design career to include roles and responsibilities, employment opportunities, and education and training requirements.	Analyze careers in the related industry.	CTE-General	General
CTE-GEN.68.GENRL.10.11	Research and present information on an audio visual technology, film, and printing technology career to include roles and responsibilities, employment opportunities and education and training requirements.	Analyze careers in the related industry.	CTE-General	General
CTE-GEN.68.GENRL.10.12	Research and present information on careers in education to include the roles and responsibilities, opportunities for employment, and requirements for training and certification.	Analyze careers in the related industry.	CTE-General	General
CTE-GEN.68.GENRL.10.13	Research and present information on a culinary career to include roles and responsibilities, opportunities for employment, and education and training requirements.	Analyze careers in the related industry.	CTE-General	General
CTE-GEN.68.GENRL.11.01	Define leadership and different leadership styles.	Apply leadership and communication skills.	CTE-General	General
CTE-GEN.68.GENRL.11.02	Define communication and identify methods of communication.	Apply leadership and communication skills.	CTE-General	General
CTE-GEN.68.GENRL.11.03	Identify the Career and Technical Student Organization(s) that are appropriate for CTE programs in each of the career clusters.	Apply leadership and communication skills.	CTE-General	General
CTE-GEN.68.GENRL.11.04	Discuss the establishment and history of the Distributive Education Clubs of America (DECA) organization.	Apply leadership and communication skills.	CTE-General	General
CTE-GEN.68.GENRL.11.05	Discuss the establishment and history of the Family, Career and Community Leaders of America (FCCLA) organization.	Apply leadership and communication skills.	CTE-General	General
CTE-GEN.68.GENRL.11.06	Discuss the establishment and history of the Florida Public Service Association (FPSA) organization.	Apply leadership and communication skills.	CTE-General	General
CTE-GEN.68.GENRL.11.07	Discuss the establishment and history of the Florida Technical Student Association (FL-TSA) organization.	Apply leadership and communication skills.	CTE-General	General
CTE-GEN.68.GENRL.11.08	Discuss the establishment and history of the Future Business Leaders of America (FBLA) and Business Professionals of America (BPA) organizations.	Apply leadership and communication skills.	CTE-General	General

CTE-GEN.68.GENRL.11.09	Discuss the establishment and history of the Future Farmers of America (FFA) organization.	Apply leadership and communication skills.	CTE-General	General
CTE-GEN.68.GENRL.11.10	Discuss the establishment and history of the Health Occupations Students of America (HOSA) organization.	Apply leadership and communication skills.	CTE-General	General
CTE-GEN.68.GENRL.11.11	Discuss the establishment and history of the SkillsUSA organization.	Apply leadership and communication skills.	CTE-General	General
CTE-GEN.68.GENRL.11.12	Describe the aims and purposes of the Future Farmers of America (FFA) organization.	Apply leadership and communication skills.	CTE-General	General
CTE-GEN.68.GENRL.11.13	Identify opportunities available to Future Farmers of America (FFA) members.	Apply leadership and communication skills.	CTE-General	General
CTE-GEN.68.GENRL.11.14	Identify the characteristics and responsibilities of organizational leaders.	Apply leadership and communication skills.	CTE-General	General
CTE-GEN.68.GENRL.11.15	Identify characteristics of a good leader.	Apply leadership and communication skills.	CTE-General	General
CTE-GEN.68.GENRL.11.16	Describe the leadership opportunities available to members of the Career and Technical Student Organization(s) for the career cluster.	Apply leadership and communication skills.	CTE-General	General
CTE-GEN.68.GENRL.11.17	Investigate the Career and Technical Student Organization(s) for the career cluster at your school or in your school district (e.g. membership requirements, dues, activities, events).	Apply leadership and communication skills.	CTE-General	General
CTE-GEN.68.GENRL.11.18	Demonstrate parliamentary procedure skills during a meeting.	Apply leadership and communication skills.	CTE-General	General
CTE-GEN.68.GENRL.11.19	Participate on a committee which has an assigned task and report to the class.	Apply leadership and communication skills.	CTE-General	General
CTE-GEN.68.GENRL.11.20	Demonstrate effective communication skills through delivery of a speech, presentation, or demonstration.	Apply leadership and communication skills.	CTE-General	General
CTE-GEN.68.GENRL.11.21	Use a computer to assist in the completion of a project related to the career cluster.	Apply leadership and communication skills.	CTE-General	General
CTE-GEN.68.GENRL.11.22	Analyze the characteristics and responsibilities of organizational leaders.	Apply leadership and communication skills.	CTE-General	General
CTE-GEN.68.GENRL.11.23	Evaluate a committee which has an assigned task and report to the class.	Apply leadership and communication skills.	CTE-General	General
CTE-GEN.68.GENRL.11.24	Participate in a cooperative leadership development activity or Future Farmers of America (FFA) Career Development Event.	Apply leadership and communication skills.	CTE-General	General
CTE-GEN.68.GENRL.11.25	Identify the importance of effective communication skills.	Apply leadership and communication skills.	CTE-General	General
CTE-GEN.68.GENRL.11.26	Identify state and community organizations associated with agricultural promotion.	Apply leadership and communication skills.	CTE-General	General
CTE-GEN.68.GENRL.11.27	Identify communication skills necessary for effective leadership.	Apply leadership and communication skills.	CTE-General	General
CTE-GEN.68.GENRL.11.28	Increase awareness of leadership opportunities through professional organizations such as Career Technical Student Organizations (CTSOs).	Apply leadership and communication skills.	CTE-General	General
CTE-GEN.68.GENRL.11.29	Demonstrate an understanding of how information technology is used in the related field.	Apply leadership and communication skills.	CTE-General	General

CTE-GEN.68.GENRL.12.01	Demonstrate the ability to follow written and oral directions.	Demonstrate basic communication skills.	CTE-General	General
CTE-GEN.68.GENRL.12.02	Demonstrate examples of verbal and non-verbal communication.	Demonstrate basic communication skills.	CTE-General	General
CTE-GEN.68.GENRL.12.03	Recognize the role and use of terminology and abbreviations used in various health occupations.	Demonstrate basic communication skills.	CTE-General	General
CTE-GEN.68.GENRL.12.04	Recognize the role and use of basic terminology and abbreviations used in nursing.	Demonstrate basic communication skills.	CTE-General	General
CTE-GEN.68.GENRL.13.01	Explain how values are acquired and changed.	Identify work values and goal setting tools.	CTE-General	General
CTE-GEN.68.GENRL.13.02	Explain how values affect work.	Identify work values and goal setting tools.	CTE-General	General
CTE-GEN.68.GENRL.13.03	Identify goal setting tools including a self-inventory and interest survey.	Identify work values and goal setting tools.	CTE-General	General
CTE-GEN.68.GENRL.14.01	Define teamwork.	Demonstrate team player skills.	CTE-General	General
CTE-GEN.68.GENRL.14.02	Identify the benefits of working cooperatively.	Demonstrate team player skills.	CTE-General	General
CTE-GEN.68.GENRL.14.03	Recognize confrontational personality types within a team.	Demonstrate team player skills.	CTE-General	General
CTE-GEN.68.GENRL.14.04	Practice conflict resolution techniques.	Demonstrate team player skills.	CTE-General	General
CTE-GEN.68.GENRL.15.01	Identify and select the appropriate tool for the assignment.	Select and use tools and equipment.	CTE-General	General
CTE-GEN.68.GENRL.15.02	Demonstrate the proper and safe use of tools and equipment.	Select and use tools and equipment.	CTE-General	General
CTE-GEN.68.GENRL.15.03	Demonstrate care and maintenance of tools and equipment.	Select and use tools and equipment.	CTE-General	General
CTE-GEN.68.GENRL.16.01	Practice appropriate communication skills when dealing with customers in person and over the phone (i.e. telephone etiquette, courtesy, and manners).	Demonstrate effective customer service skills.	CTE-General	General
CTE-GEN.68.GENRL.16.02	Identify and evaluate customer needs.	Demonstrate effective customer service skills.	CTE-General	General
CTE-GEN.68.GENRL.16.03	Practice responding to client inquiries in a timely manner.	Demonstrate effective customer service skills.	CTE-General	General
CTE-GEN.68.GENRL.16.04	Practice techniques to effectively serve customers.	Demonstrate effective customer service skills.	CTE-General	General
CTE-GEN.68.GENRL.16.05	Practice assisting clients, including difficult customers, with problem resolution.	Demonstrate effective customer service skills.	CTE-General	General
CTE-GEN.68.GENRL.17.01	Identify personal talents and abilities that can contribute to positive self-esteem and success in the workplace.	Demonstrate employability skills.	CTE-General	General
CTE-GEN.68.GENRL.17.02	Identify skills needed for employment as a nurse.	Demonstrate employability skills.	CTE-General	General
CTE-GEN.68.GENRL.17.03	Identify academic skills required for job success.	Demonstrate employability skills.	CTE-General	General
CTE-GEN.68.GENRL.17.04	Identify and practice teamwork skills.	Demonstrate employability skills.	CTE-General	General

CTE-GEN.68.GENRL.17.05	At a minimum, demonstrate the skills used within nursing from the following list: basic first aid and CPR; patient menu planning and feeding techniques; measure and record temperature, pulse and respiration (TPR); use of wheelchairs, crutches and walkers; perform a weight, height and BMI assessment; graph the development of an infant or child on a growth chart; correctly perform making an occupied and unoccupied bed.	Demonstrate employability skills.	CTE-General	General
CTE-GEN.68.GENRL.17.06	Recognize factors that may influence career choices.	Demonstrate employability skills.	CTE-General	General
CTE-GEN.68.GENRL.17.07	Identify and practice employability skills.	Demonstrate employability skills.	CTE-General	General
CTE-GEN.68.GENRL.17.08	Identify sources of career information.	Demonstrate employability skills.	CTE-General	General
CTE-GEN.68.GENRL.17.09	Practice positive work ethics and identify negative work ethics that can contribute to success in the workplace.	Demonstrate employability skills.	CTE-General	General
CTE-GEN.68.GENRL.17.10	Exhibit work expectations of the food service employer.	Demonstrate employability skills.	CTE-General	General
CTE-GEN.68.GENRL.17.11	List the steps in a job search.	Demonstrate employability skills.	CTE-General	General
CTE-GEN.68.GENRL.17.12	Identify the work-related expectations of an employer-employee relationship.	Demonstrate employability skills.	CTE-General	General
CTE-GEN.68.GENRL.17.13	Demonstrate effective interviewing skills.	Demonstrate employability skills.	CTE-General	General
CTE-GEN.68.GENRL.17.14	Apply math, reading, science, and critical thinking skills as they relate to industry.	Demonstrate employability skills.	CTE-General	General
CTE-GEN.68.GENRL.17.15	Identify existing family and consumer sciences career pathways within the school system.	Demonstrate employability skills.	CTE-General	General
CTE-GEN.68.GENRL.17.16	Demonstrate the ability to complete a job application.	Demonstrate employability skills.	CTE-General	General
CTE-GEN.68.GENRL.17.17	Create and discuss the importance of the components of a current resume.	Demonstrate employability skills.	CTE-General	General
CTE-GEN.68.GENRL.18.01	Identify the components of a portfolio.	Create and maintain an employment portfolio.	CTE-General	General
CTE-GEN.68.GENRL.18.02	Discuss the value of a career portfolio.	Create and maintain an employment portfolio.	CTE-General	General
CTE-GEN.68.GENRL.18.03	Prepare a computer-generated portfolio.	Create and maintain an employment portfolio.	CTE-General	General
CTE-GEN.68.GENRL.18.04	Maintain the portfolio components in a professionally organized format.	Create and maintain an employment portfolio.	CTE-General	General
CTE-GEN.68.GENRL.19.01	Define computer related terms (computer, data input, output, hardware, software, language, processing, memory, program, terminal, peripheral devices, keyboard characters, virtual reality, three-dimensional devices).	Demonstrate computer literacy.	CTE-General	General
CTE-GEN.68.GENRL.19.02	Operate a computer using online platforms and applications.	Demonstrate computer literacy.	CTE-General	General
CTE-GEN.68.GENRL.19.03	Identify the advantages and disadvantages of the use of different computer formats and operating systems.	Demonstrate computer literacy.	CTE-General	General
CTE-GEN.68.GENRL.19.04	Describe some general uses of computers, smart phones and tablets.	Demonstrate computer literacy.	CTE-General	General

CTE-GEN.68.GENRL.19.05	Identify the safety precautions that must be observed in using computer equipment.	Demonstrate computer literacy.	CTE-General	General
CTE-GEN.68.GENRL.19.06	Explain some of the legal and ethical issues involved in using a computer and online or social media.	Demonstrate computer literacy.	CTE-General	General
CTE-GEN.68.GENRL.19.07	Use the Internet to explore selected occupations.	Demonstrate computer literacy.	CTE-General	General
CTE-GEN.68.GENRL.20.01	Demonstrate effective communication skills.	Develop leadership and interpersonal problem-solving skills through participation in co-curricular activities.	CTE-General	General
CTE-GEN.68.GENRL.20.02	Participate in teamwork to accomplish specified organizational goals.	Develop leadership and interpersonal problem-solving skills through participation in co-curricular activities.	CTE-General	General
CTE-GEN.68.GENRL.20.03	Demonstrate cooperation and understanding with persons who are ethnically and culturally diverse.	Develop leadership and interpersonal problem-solving skills through participation in co-curricular activities.	CTE-General	General
CTE-GEN.68.GENRL.21.01	Identify attitudes and habits necessary to achieve career success.	Demonstrate good work habits and career planning.	CTE-General	General
CTE-GEN.68.GENRL.21.02	Describe personality aspects to consider when choosing a career.	Demonstrate good work habits and career planning.	CTE-General	General
CTE-GEN.68.GENRL.21.03	Identify the basic steps in career planning.	Demonstrate good work habits and career planning.	CTE-General	General
CTE-GEN.68.GENRL.21.04	Identify and research careers within a specific area of agriscience.	Demonstrate good work habits and career planning.	CTE-General	General
CTE-GEN.68.GENRL.21.05	Develop a basic career plan.	Demonstrate good work habits and career planning.	CTE-General	General
CTE-GEN.68.GENRL.21.06	Identify and research careers within a specific area of government or public administration.	Demonstrate good work habits and career planning.	CTE-General	General
CTE-GEN.68.GENRL.21.07	Identify and research careers within a specific area of human services.	Demonstrate good work habits and career planning.	CTE-General	General
CTE-GEN.68.GENRL.22.01	Apply basic mathematics operations to solve problems.	Integrate the use of science, mathematics, reading, geography, history, writing, and communication.	CTE-General	General
CTE-GEN.68.GENRL.22.02	Correctly use measuring devices and utilize measurements to solve problems.	Integrate the use of science, mathematics, reading, geography, history, writing, and communication.	CTE-General	General
CTE-GEN.68.GENRL.22.03	Prepare written and oral materials using correct English grammar.	Integrate the use of science, mathematics, reading, geography, history, writing, and communication.	CTE-General	General
CTE-GEN.68.GENRL.22.04	Identify the main idea in oral presentations and written materials.	Integrate the use of science, mathematics, reading, geography, history, writing, and communication.	CTE-General	General
CTE-GEN.68.GENRL.22.05	Locate, organize, and interpret information from a variety of sources.	Integrate the use of science, mathematics, reading, geography, history, writing, and communication.	CTE-General	General
CTE-GEN.68.GENRL.22.06	Select and study a problem that can be tested under controlled conditions to establish a hypothesis or to illustrate a known law.	Integrate the use of science, mathematics, reading, geography, history, writing, and communication.	CTE-General	General
CTE-GEN.68.GENRL.22.07	Apply the scientific method to solve a problem.	Integrate the use of science, mathematics, reading, geography, history, writing, and communication.	CTE-General	General
CTE-GEN.68.GENRL.22.08	Identify specific areas of commodity production in the state, nation, and world.	Integrate the use of science, mathematics, reading, geography, history, writing, and communication.	CTE-General	General
CTE-GEN.68.GENRL.22.09	Describe the historical evolution of agriculture.	Integrate the use of science, mathematics, reading, geography, history, writing, and communication.	CTE-General	General
CTE-GEN.68.GENRL.22.10	Describe the historical evolution of agriculture in Florida.	Integrate the use of science, mathematics, reading, geography, history, writing, and communication.	CTE-General	General

CTE-GEN.68.GENRL.22.11	Describe the historical evolution of government and public administration.	Integrate the use of science, mathematics, reading, geography, history, writing, and communication.	CTE-General	General
CTE-GEN.68.GENRL.23.01	Identify the steps of the decision-making process.	Demonstrate the skills involved in effective resource management.	CTE-General	General
CTE-GEN.68.GENRL.23.02	Distinguish between a need and a want.	Demonstrate the skills involved in effective resource management.	CTE-General	General
CTE-GEN.68.GENRL.23.03	Explain how values and goals affect decisions.	Demonstrate the skills involved in effective resource management.	CTE-General	General
CTE-GEN.68.GENRL.23.04	Develop a budget and savings plan.	Demonstrate the skills involved in effective resource management.	CTE-General	General
CTE-GEN.68.GENRL.23.05	Analyze the relationship between resources and the attainment of lifestyle goals.	Demonstrate the skills involved in effective resource management.	CTE-General	General
CTE-GEN.68.GENRL.23.06	Define resources.	Demonstrate the skills involved in effective resource management.	CTE-General	General
CTE-GEN.68.GENRL.23.07	List the benefits of managing resources.	Demonstrate the skills involved in effective resource management.	CTE-General	General
CTE-GEN.68.GENRL.23.08	Prepare and keep a daily planner.	Demonstrate the skills involved in effective resource management.	CTE-General	General
CTE-GEN.68.GENRL.23.09	Describe qualities and characteristics of a positive mentoring experience.	Demonstrate the skills involved in effective resource management.	CTE-General	General
CTE-GEN.68.GENRL.23.10	Develop a self-improvement plan using the decision-making process to set goals and priorities.	Demonstrate the skills involved in effective resource management.	CTE-General	General
CTE-GEN.68.GENRL.23.11	Apply the decision-making process to personal, social, and family activities.	Demonstrate the skills involved in effective resource management.	CTE-General	General
CTE-GEN.68.GENRL.23.12	Identify factors that affect consumer choices.	Demonstrate the skills involved in effective resource management.	CTE-General	General
CTE-GEN.68.GENRL.23.13	Identify ways to manage your resources for personal needs and wants.	Demonstrate the skills involved in effective resource management.	CTE-General	General
CTE-GEN.68.GENRL.23.14	Discuss reasons for working.	Demonstrate the skills involved in effective resource management.	CTE-General	General
CTE-GEN.68.GENRL.23.15	Identify the personal skills needed for employment.	Demonstrate the skills involved in effective resource management.	CTE-General	General
CTE-GEN.68.GENRL.23.16	Discuss careers related to resource management.	Demonstrate the skills involved in effective resource management.	CTE-General	General
CTE-GEN.68.GENRL.23.17	Explain the relationship between income and lifestyle.	Demonstrate the skills involved in effective resource management.	CTE-General	General
CTE-GEN.68.GENRL.24.01	Discuss the roles of the Occupational Safety and Health Administration (OSHA) and the Environmental Protection Agency (EPA).	Practice employee and job safety.	CTE-General	General
CTE-GEN.68.GENRL.24.02	Discuss human errors and unsafe work environments and their relationship to employee safety.	Practice employee and job safety.	CTE-General	General
CTE-GEN.68.GENRL.24.03	Demonstrate safe operation of workplace equipment.	Practice employee and job safety.	CTE-General	General
CTE-GEN.68.GENRL.24.04	Identify first aid procedures for accidents and injuries.	Practice employee and job safety.	CTE-General	General

CTE-GEN.68.GENRL.25.01	Perform roles in a student personnel system or in a career and technical student organization (CTSO).	Exhibit positive human relations and leadership skills.	CTE-General	General
CTE-GEN.68.GENRL.25.02	Work cooperatively with others.	Exhibit positive human relations and leadership skills.	CTE-General	General
CTE-GEN.68.GENRL.25.03	Perform roles in a student personnel system or in the Florida Technology Student Association (FL-TSA).	Exhibit positive human relations and leadership skills.	CTE-General	General
CTE-GEN.68.GENRL.26.01	Describe individual strengths and weaknesses.	Discuss individual interests, aptitudes, and opportunities as they relate to a career.	CTE-General	General
CTE-GEN.68.GENRL.26.02	Identify individual strengths and weaknesses.	Discuss individual interests, aptitudes, and opportunities as they relate to a career.	CTE-General	General
CTE-GEN.68.GENRL.26.03	Discuss individual interests related to a career.	Discuss individual interests, aptitudes, and opportunities as they relate to a career.	CTE-General	General
CTE-GEN.68.GENRL.26.04	Identify careers within specific areas of technology.	Discuss individual interests, aptitudes, and opportunities as they relate to a career.	CTE-General	General
CTE-GEN.68.GENRL.26.05	List occupations, job requirements, and job opportunities in communication technology.	Discuss individual interests, aptitudes, and opportunities as they relate to a career.	CTE-General	General
CTE-GEN.68.GENRL.26.06	List occupations, job requirements, and job opportunities in production technology.	Discuss individual interests, aptitudes, and opportunities as they relate to a career.	CTE-General	General
CTE-GEN.68.GENRL.26.07	List occupations, job requirements, and job opportunities in transportation technology.	Discuss individual interests, aptitudes, and opportunities as they relate to a career.	CTE-General	General
CTE-GEN.68.GENRL.26.08	List occupations, job requirements, and employment opportunities in power energy technology.	Discuss individual interests, aptitudes, and opportunities as they relate to a career.	CTE-General	General
CTE-GEN.68.GENRL.26.09	List occupations, job requirements, and job opportunities in engineering technology.	Discuss individual interests, aptitudes, and opportunities as they relate to a career.	CTE-General	General
CTE-GEN.68.GENRL.26.10	List occupations, job requirements, and job opportunities in robotics technology.	Discuss individual interests, aptitudes, and opportunities as they relate to a career.	CTE-General	General
CTE-GEN.68.GENRL.26.11	List occupations, job requirements, and job opportunities in technical design technology.	Discuss individual interests, aptitudes, and opportunities as they relate to a career.	CTE-General	General
CTE-GEN.68.GENRL.26.12	List occupations, job requirements, and job opportunities in electronics technology.	Discuss individual interests, aptitudes, and opportunities as they relate to a career.	CTE-General	General
CTE-GEN.68.GENRL.26.13	List occupations, job requirements, and job opportunities in maritime technology.	Discuss individual interests, aptitudes, and opportunities as they relate to a career.	CTE-General	General
CTE-GEN.68.GENRL.26.14	List occupations, job requirements, and job opportunities in logistics and supply chain technology.	Discuss individual interests, aptitudes, and opportunities as they relate to a career.	CTE-General	General
CTE-GEN.68.GENRL.26.15	List occupations, job requirements, and job opportunities in green construction and architectural technology.	Discuss individual interests, aptitudes, and opportunities as they relate to a career.	CTE-General	General
CTE-GEN.68.GENRL.26.16	Explore careers within specific areas of interest.	Discuss individual interests, aptitudes, and opportunities as they relate to a career.	CTE-General	General
CTE-GEN.68.GENRL.26.17	List academic and career programs at the secondary level in communication technology.	Discuss individual interests, aptitudes, and opportunities as they relate to a career.	CTE-General	General
CTE-GEN.68.GENRL.26.18	List occupational training programs and academic programs at the secondary and postsecondary levels in production technology.	Discuss individual interests, aptitudes, and opportunities as they relate to a career.	CTE-General	General

CTE-GEN.68.GENRL.26.19	List occupational training programs and academic programs at the secondary and postsecondary levels in transportation technology.	Discuss individual interests, aptitudes, and opportunities as they relate to a career.	CTE-General	General
CTE-GEN.68.GENRL.26.20	List occupational training programs and academic programs available at the secondary and postsecondary levels in power and energy technologies.	Discuss individual interests, aptitudes, and opportunities as they relate to a career.	CTE-General	General
CTE-GEN.68.GENRL.26.21	List academic and career programs at the secondary levels in engineering technology.	Discuss individual interests, aptitudes, and opportunities as they relate to a career.	CTE-General	General
CTE-GEN.68.GENRL.26.22	List academic and career programs at the secondary levels in robotics technology.	Discuss individual interests, aptitudes, and opportunities as they relate to a career.	CTE-General	General
CTE-GEN.68.GENRL.26.23	List academic and career programs at the secondary levels in technical design technology.	Discuss individual interests, aptitudes, and opportunities as they relate to a career.	CTE-General	General
CTE-GEN.68.GENRL.26.24	List academic and career programs at the secondary levels in electronics technology.	Discuss individual interests, aptitudes, and opportunities as they relate to a career.	CTE-General	General
CTE-GEN.68.GENRL.26.25	List academic and career programs at the secondary levels in maritime technology.	Discuss individual interests, aptitudes, and opportunities as they relate to a career.	CTE-General	General
CTE-GEN.68.GENRL.26.26	List academic and career programs at the secondary levels in logistics and supply chain technology.	Discuss individual interests, aptitudes, and opportunities as they relate to a career.	CTE-General	General
CTE-GEN.68.GENRL.26.27	List academic and career programs at the secondary levels in green construction and architectural technology.	Discuss individual interests, aptitudes, and opportunities as they relate to a career.	CTE-General	General
CTE-GEN.68.GENRL.26.28	Form an understanding and appreciation for work after listening to or observing technology workers.	Discuss individual interests, aptitudes, and opportunities as they relate to a career.	CTE-General	General
CTE-GEN.68.GENRL.26.29	Form an understanding and appreciation for work after participating in a simulated technology group project in the laboratory.	Discuss individual interests, aptitudes, and opportunities as they relate to a career.	CTE-General	General
CTE-GEN.68.GENRL.26.30	Form an understanding and appreciation for the roles and work of technology workers.	Discuss individual interests, aptitudes, and opportunities as they relate to a career.	CTE-General	General
CTE-GEN.68.GENRL.26.31	Form an understanding and appreciation for the roles and work of co-workers.	Discuss individual interests, aptitudes, and opportunities as they relate to a career.	CTE-General	General
CTE-GEN.68.TECH.01.01	Identify the functions of web browsers, and use them to access the world wide web and other computer resources typically used in the career cluster.	Use information technology tools.	CTE-General	Technology
CTE-GEN.68.TECH.01.02	Use email clients to send simple messages and files to other internet users.	Use information technology tools.	CTE-General	Technology
CTE-GEN.68.TECH.01.03	Demonstrate ways to communicate effectively using internet technology.	Use information technology tools.	CTE-General	Technology
CTE-GEN.68.TECH.01.04	Use different types of web search engines effectively to locate information relevant to the career cluster.	Use information technology tools.	CTE-General	Technology
CTE-GEN.68.TECH.02.01	Define important internet communications protocols and their roles in delivering basic internet services.	Describe and use communication features of information technology.	CTE-General	Technology
CTE-GEN.68.TECH.02.02	Identify basic principles of the Domain Name System (DNS).	Describe and use communication features of information technology.	CTE-General	Technology
CTE-GEN.68.TECH.02.03	Identify security issues related to internet clients.	Describe and use communication features of information technology.	CTE-General	Technology

CTE-GEN.68.TECH.02.04	Identify and use principles of Personal Information Management (PIM), including common applications.	Describe and use communication features of information technology.	CTE-General	Technology
CTE-GEN.68.TECH.02.05	Efficiently transmit text and attachments using popular internet services, including email.	Describe and use communication features of information technology.	CTE-General	Technology
CTE-GEN.68.TECH.02.06	Conduct a webcast and related services.	Describe and use communication features of information technology.	CTE-General	Technology
CTE-GEN.68.TECH.02.07	Represent technical issues to a non-technical audience.	Describe and use communication features of information technology.	CTE-General	Technology
CTE-GEN.68.TECH.02.08	Classify common file extensions based on software application programs used in the workplace environment.	Describe and use communication features of information technology.	CTE-General	Technology
CTE-GEN.68.TECH.02.09	Identify and demonstrate various ways to communicate effectively using internet technology.	Describe and use communication features of information technology.	CTE-General	Technology
CTE-GEN.68.TECH.02.10	Identify and categorize usage of different forms of storage devices and backup media.	Describe and use communication features of information technology.	CTE-General	Technology
CTE-GEN.68.TECH.02.11	Recognize essential database concepts.	Describe and use communication features of information technology.	CTE-General	Technology
CTE-GEN.68.TECH.02.12	Identify and describe types of file systems.	Describe and use communication features of information technology.	CTE-General	Technology
CTE-GEN.68.TECH.02.13	Identify roles and responsibilities of members of professional organizations, community service organizations, and career and technical student organizations.	Describe and use communication features of information technology.	CTE-General	Technology
CTE-GEN.68.TECH.02.14	Work cooperatively as a group member to achieve organizational goals.	Describe and use communication features of information technology.	CTE-General	Technology
CTE-GEN.68.TECH.02.15	Demonstrate leadership roles and organizational responsibilities.	Describe and use communication features of information technology.	CTE-General	Technology
CTE-GEN.68.TECH.02.16	Identify and utilize the planning process.	Describe and use communication features of information technology.	CTE-General	Technology
CTE-GEN.68.TECH.03.01	Identify basic hardware and software components needed to access the Internet.	Identify components of network systems.	CTE-General	Technology
CTE-GEN.68.TECH.03.02	Identify user customization features in web browsers.	Identify components of network systems.	CTE-General	Technology
CTE-GEN.68.TECH.03.03	Recognize essential database concepts.	Identify components of network systems.	CTE-General	Technology
CTE-GEN.68.TECH.03.04	Define and use networking and internet services.	Identify components of network systems.	CTE-General	Technology
CTE-GEN.68.TECH.03.05	Define database and identify how it is used in the business environment.	Identify components of network systems.	CTE-General	Technology
CTE-GEN.68.TECH.03.06	Identify attitudes and habits necessary to achieve career success.	Identify components of network systems.	CTE-General	Technology
CTE-GEN.68.TECH.04.01	Identify through internet research the responsibilities, tasks, and skills required for information technology careers in the career cluster.	Describe how information technology is used in the career cluster.	CTE-General	Technology
CTE-GEN.68.TECH.04.02	Identify security-related ethical and legal information technology issues faced by professionals in the career cluster.	Describe how information technology is used in the career cluster.	CTE-General	Technology
CTE-GEN.68.TECH.04.03	Relate information technology project management concepts and terms to careers in the career cluster.	Describe how information technology is used in the career cluster.	CTE-General	Technology

CTE-GEN.68.TECH.04.04	Manage information technology components typically used in professions of the career cluster.	Describe how information technology is used in the career cluster.	CTE-General	Technology
CTE-GEN.68.TECH.04.05	Identify information technology careers in the Law, Public Safety and Security career cluster, including the responsibilities, tasks and skills they require to include: NCIC/FCIC, CAD System in Dispatch, Computer Forensics, and Encryption.	Describe how information technology is used in the career cluster.	CTE-General	Technology
CTE-GEN.68.TECH.04.06	Research information technology careers for a presentation.	Describe how information technology is used in the career cluster.	CTE-General	Technology
CTE-GEN.68.TECH.04.07	Identify security-related ethical and legal information technology issues faced by professionals in the Law, Public Safety and Security career cluster to include: confidentiality and personal information (personal computer use).	Describe how information technology is used in the career cluster.	CTE-General	Technology