

CORRELATIONS & SUGGESTED PACING GUIDE

Jobs for America's Graduates

National High School Curriculum Multi-Year Program



iCEV Career Exploration Site

Scope & Sequence	Lesson Title	Days of Teaching*
National High School Curriculum Multi-Year Program		
1	Formulas for Career Success: Career Testing & Investigation	6
2	Jobs, Careers & Education	10
3	Time-Management & Goal-Setting Strategies for Success	7
4	Cover Letters & Résumés	5
5	Formulas for Career Success: Job Search	3
6	Introduction to Professional Communication	6
7	Formulas for Career Success: Job Applications	3
8	Formulas for Career Success: The Interview Process	6
9	Employability Skills	15
10	Workplace Issues	8
11	Effective Reading Strategies	7
12	Workplace Skills for Personal Success	5
13	Workplace Communication	7
14	Written Communication Practices	17
15	Mathematics in the Workplace	9
16	Teamwork & Collaboration	8
17	Leadership & Team Dynamics	5
18	Achieving Independence	6
19	Decision Making	4
20	Lifestyle Choices	6
21	Managing Diversity	4
22	Career Advancement Strategies	5
23	Managing People	5
24	Conflict Management	6
25	Creating a Personal Budget	6
26	Listening 101	3
27	Leadership Styles	6
28	Workplace Technology	5
29	Introduction to Computers	6
30	Electronic Communication & Scheduling	7
31	Researching Strategies & Tactics	7

Scope & Sequence	Lesson Title	Days of Teaching*
32	Citizenship Basics	7
33	Skills for Real World Survival	11

* *Days of Teaching* identifies the number of days a lesson may take if all lesson plan items (i.e., activities, projects, handouts, etc.) are utilized as written by iCEV curriculum writers. Flexibility within the lesson plan allows instructor autonomy of implementation for each item.

Jobs for America's Graduates

Competency-Based Curriculum Resources

Content Standards & Competencies			CEV Lesson
National High School Curriculum Multi-Year Program			
A. Career Development Competencies			
A.1	Identify occupational interests, aptitudes and abilities		Formulas for Career Success: Career Testing & Investigation
A.2	Relate interests, aptitudes and abilities to appropriate occupations		
A.3	Identify desired life style and relate to selected occupations		Jobs, Careers & Education
A.4	Develop a career path for a selected occupation		
A.5	Select an immediate job goal		Time-Management & Goal-Setting Strategies for Success
A.6	Describe the conditions and specifications of the job goal		
B. Job Attainment Competencies			
B.7	Construct a résumé		Cover Letters & Résumés
B.8	Conduct a job search		Formulas for Career Success: Job Search
B.9	Develop a letter of application		Cover Letters & Résumés
B.10	Use the telephone to arrange an interview		Introduction to Professional Communication
B.11	Complete application forms		Formulas for Career Success: Job Applications
B.12	Complete employment tests		Formulas for Career Success: Career Testing & Investigation
B.13	Complete a job interview		Formulas for Career Success: The Interview Process
C. Job Survival Competencies			
C.14	Demonstrate appropriate appearance		Employability Skills
C.15	Understand what employers expect of employees		
C.16	Identify problems of new employees		Workplace Issues
C.17	Demonstrate time management		Time-Management & Goal-Setting Strategies for Success
C.18	Follow directions		Effective Reading Strategies
C.19	Practice effective human relations		Workplace Skills for Personal Success
C.20	Appropriately resign from a job		Employability Skills
D. Basic Competencies			
D.21	Comprehend verbal communications		Workplace Communication
D.22	Comprehend written communications		Written Communication Practices
D.23	Communicate in writing		
D.24	Communicate verbally		Workplace Communication
D.25	Perform mathematical calculations		Mathematics in the Workplace
E. Leadership and Self Development Competencies			
E. 26	Demonstrate team membership		Teamwork & Collaboration
E.27	Demonstrate team leadership		Leadership & Team Dynamics Teamwork & Collaboration
E.28	Deliver presentations to a group		Introduction to Professional Communication
E.29	Compete successfully with peers		Workplace Skills for Personal Success
E.30	Demonstrate commitment to an organization		N/A
F. Personal Skills Competencies			
F. 31	Understand types of maturity		Achieving Independence
F.32	Identify a self-value system and how it affects life		
F.33	Base decisions on values and goals		Decision Making
F.34	Identify process of decision-making		
F.35	Demonstrate ability to assume responsibility for actions and decisions		Workplace Skills for Personal Success Achieving Independence

Content Standards & Competencies		CEV Lesson
F.36	Demonstrate a positive attitude	Workplace Skills for Personal Success
F.37	Develop healthy self-concept for home, school and work	Lifestyle Choices
G. Life Survival Skills		
G. 38	Evaluate a career plan to determine appropriate postsecondary educational options	Jobs, Careers & Education
G.39	Identify how best to achieve marketable occupation skills for an entry level job	Employability Skills Workplace Skills for Personal Success
G.40	Conduct a job analysis	Jobs, Careers & Education
G.41	Apply critical thinking skills	Employability Skills Workplace Skills for Personal Success
G.42	Demonstrate effective study skills	N/A
G.43	Demonstrate how to use group dynamics techniques	Teamwork & Collaboration
G.44	Explain the roles and function of a value-added organization	N/A
G.45	Understand the essential elements of high performing work teams	Leadership & Team Dynamics
G.46	Describe how to work and communicate with diverse people at work and in the community to satisfy their expectations	Managing Diversity
G.47	Demonstrate techniques for building commitment by others	Leadership & Team Dynamics
G.48	Demonstrate an openness to change	Workplace Skills for Personal Success
G.49	Provide constructive feedback	Career Advancement Strategies Managing People
G.50	Negotiate solutions to conflicts	Conflict Management
G.51	Demonstrate politeness and civility	Employability Skills Workplace Skills for Personal Success
G.52	Demonstrate an ability to adapt to people and situations	Workplace Skills for Personal Success
G.53	Exhibit work ethics and behaviors essential to success	
G.54	Set and prioritize goals and establish a timeline for achieving them	Time-Management & Goal-Setting Strategies for Success
G.55	Apply the problem solving process to complex problems	Employability Skills
G.56	Demonstrate an ability to analyze the strengths and weaknesses of self and others	Workplace Skills for Personal Success
G.57	Design and justify solutions by tracking and evaluating results	N/A
G.58	Identify ways to build mutual trust and respect	Workplace Skills for Personal Success
G.59	Prepare a short- and long-term personal budget	Creating a Personal Budget
H. Workplace Communication		
H.60	Demonstrate punctuality and good attendance practices	Employability Skills
H.61	Demonstrate initiative and proactivity	Workplace Skills for Personal Success
H.62	Demonstrate how to work effectively with others	Teamwork & Collaboration
H.63	Demonstrate an attitude that attracts the attention of management	Employability Skills Workplace Skills for Personal Success
H.64	Demonstrate an ability to communicate and work with customers to satisfy their expectations	Workplace Communication
H.65	Demonstrate listening skills which will result in gaining a clear understanding of information is being conveyed	Listening 101
H.66	Demonstrate an ability to follow and give directions	Effective Reading Strategies
H.67	Demonstrate good reasoning skills which results in thinking first, then taking action	Workplace Skills for Personal Success
H.68	Demonstrate integrity and honesty in dealings with internal and external customers	Workplace Communication Leadership Styles
H.69	Demonstrate a willingness to accept responsibility for one's own actions	Employability Skills
H.70	Demonstrate a commitment in completing work assignments accurately and in a timely fashion	Workplace Skills for Personal Success
H.71	Demonstrate an ability to satisfy the purposes of a delegated task	
H.72	Demonstrate an ability to prioritize and manage time effectively in the workplace	Time-Management & Goal-Setting Strategies for Success
H.73	Demonstrate enthusiasm for work	Employability Skills
H.74	Demonstrate an eagerness to learn new responsibilities or improve current responsibilities	Workplace Skills for Personal Success
H.75	Demonstrate an understanding of the work to be accomplished	

Content Standards & Competencies		CEV Lesson
H.76	Demonstrate familiarity with a variety of technologies	Workplace Technology
H.77	Demonstrate an ability to self-evaluate and develop a continuous improvement (career development plan)	Career Advancement Strategies
H.78	Demonstrate basic computer operation skills	Introduction to Computers
H.79	Demonstrate an ability to learn from past experiences and others	Employability Skills Workplace Skills for Personal Success
H.80	Demonstrate an ability to send, receive and organize e-mail messages	Electronic Communication & Scheduling
H.81	Demonstrate an ability to search for information on the Internet	Researching Strategies & Tactics