

1.0 BUSINESS CORE

1.3 Career Preparation, Job Acquisition and Retention (C): Students will understand the career preparation and job acquisition skills required for employment, professional growth, and employment transitions in the field of business occupations. They will demonstrate competency by researching career options, applying job acquisition skills, preparing job search documentation, and modeling appropriate workplace demeanor.

| BENCHMARKS | COURSE TITLES | | | | | |
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| 1.3.1 Career Exploration-explore career opportunities and projected trends; investigate required education, training and experience; and develop an individual education plan for life long learning | | | | | | |
| 1.3.2 Employment Transitions-analyze the effects of job changes, including the impact of unemployment | | | | | | |
| 1.3.3 Goal Setting-identify steps for setting goals and write personal goals and objectives | | | | | | |
| 1.3.4 Interest Assessment-examine aptitudes related to career options; relate personal characteristics and interests to educational and occupational opportunities | | | | | | |
| 1.3.5 Job Acquisition-develop job acquisition documents and interview skills | | | | | | |
| 1.3.6 Job Retention-identify appropriate work attitudes and behaviors | | | | | | |

Primary Delivery - **P**
 Secondary Delivery - **S**