

**Exam Title: 8303010 Diversified Career Tech Principals (DCT)**  
**Courses Assessed by this Exam: Diversified Career Tech (DCT)**

**Key Vocabulary:** employment, bookkeeper, labor laws, Fair Labor Standards Act (FLSA), minimum wage, child labor laws, compensatory time, collective bargaining, initiative, employs, liability insurance, Medicare & Medicaid, workers' compensation, unemployment insurance, ethical decisions, diversity, workers, competitive advantage, loyalty, brand recognition, supervisor, Social Security Tax, Medicare Tax, Federal Withholding, net pay, annual salary, hourly wage, commission, mortgage payment, expenses, mortgage payment, ineffective team member, email, fax, letter, memo, Social Security benefit, disability, living, medical, retirement, skills: work, people, occupational, transferrable. Computer programmer, electrician, home health aide, machinists, career, education, vacation, work, self-esteem, responsibility, distance learning, assistive technology, promoting globalization

**Student Tasks:**

- Know appropriate dress and personal care for professional workplaces and interviews
- Understand the laws and statutes associated with employment, unemployment, labor and benefits
- Know the organizations and programs, both state and federal, related to employment and benefits
- Apply ethical decision making procedures to given scenarios
- Understand the characteristics needed in a leader and team member to have an effective (work) team
- Compute net pay, expenses, interests, etc.
- Know personal characteristics that would be good or effective workplace traits
- Have a basic understanding of office communication (email, fax, etc)