

Course Title: Diversified Career Technology Principles 1 edits			
Course Number: 8303010			
NGSSS Benchmark	Content Focus	Number of Questions	Suggested Cognitive Complexity (per CPALMS)
Reporting Category 1: Demonstrate knowledge and application of workplace employability skills			
04.06	Demonstrate appropriate dress and grooming for employment.	1	1 level 1 or 1 Level 2
04.09	Discuss state and federal labor laws regulating the workplace (e.g., Child Labor Law, sexual harassment, EEOC, ADA, FMLA).	1	1 level 1 or 1 Level 2
04.10	Identify positive work attitudes and behaviors such as honesty, compassion, respect, responsibility, fairness, trustworthiness, and caring.	1	1 level 2
Reporting Category Total		3	
Reporting Category 2: Demonstrate, apply, and implement knowledge of environmental, health, and safety issues			
05.03	Explain purpose of Workers' Compensation	1	1 level 1
Reporting Category Total		1	
Reporting Category 3: Demonstrate, apply, and implement an understanding of professional, legal, and ethical responsibilities-			
06.01	Describe workplace codes of professional/business conduct.	1	1 level 2 or 1 Level 3
06.02	Identify ways to work cooperatively in various settings with diverse populations.	1	1 level 2 or 1 Level 3
06.08	Define ethics and describe several ethical situations that could arise within a school or workplace setting.	1	1 level 2 or 1 Level 3
Reporting Category Total		3	
Reporting Category 4: Demonstrate, apply, and implement knowledge of financial skills and planning			
07.01	Compute and compare gross pay, net pay, overtime pay, and specific payroll deductions.	1	1 level 2 or 1 Level 3
07.02	Compute different methods of monetary compensation (e.g., annual salary, hourly wages, commission, piecework).	1	1 level 1 or 1 Level 2
07.03	Prepare a month's budget based on income and expenses.	1	1 level 2
Reporting Category Total		3	
Reporting Category 5: Demonstrate, apply, and implement knowledge of environmental, health, and safety issues-			
08.01	Describe qualities of an effective leader.	1	1 level 1 or 1 Level 2
08.08	Develop a list of qualities necessary for being an effective team player.	1	1 level 2
Reporting Category Total		2	
Reporting Category 6: Demonstrate, apply, and implement proficiency in communication skills			
09.03	Compare and contrast different forms of written business communication as utilized in the workplace.	1	1 level 1
Reporting Category Total		1	
Reporting Category 7: Demonstrate an understanding of national and international economic principles			
11.05	Analyze and discuss the role of Social Security	1	1 level 1
Reporting Category Total		1	

Reporting Category 8: Assess personal strengths and weaknesses as they relate to job objectives, career exploration, personal development, and life goals			
12.01	Identify job skills and personal characteristics necessary for career success.	1	1 level 1 or 1 Level 2
12.02	Identify high skill/high wage occupations requiring specialized training with growth potential for future employment.	1	1 level 1 or 1 Level 2
12.03	Explain relationship between life roles and job and career roles.	1	1 level 2 or 1 Level 3
12.07	Describe steps involved in planning for education, career, and life goals	1	1 level 2 or 1 Level 3
12.09	Complete and analyze a personal traits inventory and use the results to select a career goal.	1	1 level 2 or 1 Level 3
Reporting Category Total		5	
Reporting Category 9: Demonstrate an understanding and application of technology in the workplace-			
13.01	Identify types of technology used in the workplace	1	1 level 2
Reporting Category Total		1	

Overall Percentage for Written Test: 20%

Overall Percentage for Performance Tasks: 80%

Course Name: Diversified Career Technology Principles 1

Course Number: 8303010

Overall Percentage for Performance Tasks: 80%

Performance Task #1	Portfolio
Weighting Percent for this Task	80%
Standard	04.03, 04.05, 04.07, 09.02, 09.03, 09.10, 12.07,
Additional Information	
Suggested Assessment Team	Identify the assessment team for the portfolio

Rubric:

DCT Principles Portfolio Grading Rubric

NAME:

	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Portfolio Content					
Resume Cover Letter Thank you Letter Reference Sheet Personal Data Sheet 2 Letters of Recommendations 1 Job Application Job Interview Questions Work Appropriate email address	0	1-3	4-7	8-10	
Education					
Grade Sheet from class Academic History Awards, Certificates					
Report Format					
Arranged in Binder or Report Folder Clear and concise presentation with logical arrangement of information Correct grammar, punctuation, spelling, and acceptable business style					
Subtotal					/160 max
Penalty Points Deduct five (5) points for not adhering to Portfolio Guidelines (maximum of twenty (20) points: __Cover incorrect, __missing table of contents, __no page numbers, __markings on page, __name not included					
Total Points					/160 max