

Course Title:	Guided Workplace-Learning (EDITS)
Course Number:	8300430

NGSSS Benchmark	Content Focus	Number of Points Possible	Suggested Cognitive Complexity (per CPALMS)
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Reporting Category 1: Demonstrate mathematics knowledge and skills-

04.01	Demonstrate knowledge of arithmetic operations	1	1 level 3
04.02	Analyze and apply data and measurements to solve problems and interpret documents	1	1 level 2

Reporting category total

2

Reporting Category 2: Use oral and written communication skills in creating, expressing and interpreting information and ideas

06.01	Select and employ appropriate communication concepts and strategies to enhance oral and written communication in the workplace.	1	1 level 3
06.03	Design, develop and deliver formal and informal presentations using appropriate media to engage and inform diverse audiences.	1	1 level 3 1 level 2
06.04	Interpret verbal and nonverbal cues/behaviors that enhance communication.	1	1 level 1
06.05	Apply active listening skills to obtain and clarify information.	1	1 level 3
06.06	Develop and interpret tables and charts to support written and oral communications.	1	1 level 2
06.07	Exhibit public relations skills that aid in achieving customer satisfaction.	1	1 level 3

Reporting category total

6

Reporting Category 3: Demonstrate language arts knowledge and skills

07.01	Locate, comprehend and evaluate key elements of oral and written information.	1	1 level 1
07.02	Draft, revise, and edit written documents using correct grammar, punctuation and vocabulary.	1	1 level 3 1 level 1
07.03	Present information formally and informally for specific purposes and audiences.	1	1 level 2

Reporting category total

3

Reporting Category 4: Solve problems using critical thinking skills, creativity and innovation

08.01	Employ critical thinking skills independently and in teams to solve problems and make decisions.	1	1 level 3
08.02	Employ critical thinking and interpersonal skills to resolve conflicts.	1	1 level 3

Reporting category total:

2

Reporting Category 4: Use information technology tools

10.02	Employ technological tools to expedite workflow including word processing, databases, reports, spreadsheets, multimedia presentations, electronic	1	1 level 3
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	calendar, contacts, email, and internet applications.		
10.03	Employ computer operations applications to access, create, manage, integrate, and store information.	1	1 level 2
Reporting category total			2
Reporting Category 5: Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives			
11.02	Establish and maintain effective working relationships with others in order to accomplish objectives and tasks.	1	1 level 2
11.03	Conduct and participate in meetings to accomplish work tasks.	1	1 level 2
Reporting category total			2
Reporting Category 6: Describe the importance of professional ethics and legal responsibilities			
14.01	Evaluate and justify decisions based on ethical reasoning.	1	1 level 2
14.02	Evaluate alternative responses to workplace situations based on personal, professional, ethical, legal responsibilities, and employer policies.	1	1 level 2
Reporting category total			2
Reporting Category 7: Explain the importance of employability and entrepreneurship skills--The students will be able to			
15.01	Identify and demonstrate positive work behaviors needed to be employable.	1	1 level 1
Reporting category total			1

Overall Percentage for Written Test: ____20%____
Overall Percentage for Performance Tasks: __80%_____

Course Name: Guided Workplace-Learning
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Overall Percentage for Performance Tasks: 80%

Performance Task #1	Student will complete 1 of the following from the list: Pass 1 Industry Certification Exam (ie. Microsoft Office Word) Complete a FBLA/DECA Project Assigned sections on the Procedures Manual for Coffee Spot/FBLA Snack Stand or SBE Project Planning Packet for Mr. And Miss Matanzas – Orientation Packet, Fast Track, and Printed Program for M/MM
Weighting Percent for this Task	80%
Standard	
Additional Information	
Suggested Assessment Team	if student choose FBLA the student will be given the rubric prior to competition being selected. Rubrics are individual and dependent on topics to be selected. The project will be graded by a business community member or CTE Department Faculty Member.

