

Please note that we might need colored copies of test and will definitely need one test in Braille.

Course Title: Career Preparation			
Course Number: 7980110			
NGSSS Benchmark	Content Focus	Number of Questions	Suggested Cognitive Complexity (per CPALMS)
<i>Reporting Category 1: Career Planning</i>			
3	Describe the purpose and components of a personal career plan.	1	2
<i>Reporting Category Total</i>		1	
<i>Reporting Category 2:Employability Skills</i>			
7	Demonstrate competencies to conduct a job search, including locating job openings using a newspaper, Internet, and networking with others.	2	2
8	Demonstrate competencies to apply for a job, including completing a generic job application (electronic or paper), creating a basic resume and preparing responses to common questions in job interviews and pre-employment inventories.	2	2
9	Describe effective work habits and ethical behavior in the workplace.	1	2
10	Describe appropriate attire and personal care skills that meet demands of a variety of workplace situations.	1	2
<i>Reporting Category Total</i>		5	
<i>Reporting Category 3: Workplace Competencies</i>			
17	Identify competencies for employment in a variety of settings.	1	2
<i>Reporting Category Total</i>		1	

Overall Percentage for Written Test: _____

Overall Percentage for Performance Tasks: _____