

- **CF.WORK.K-5.1** - All students will apply basic communication skills (e.g., reading, writing, speaking, and listening), apply scientific and social studies concepts, perform mathematical processes, and apply technology in work-related situations.
 - **CF.WORK.K-5.1.RE3** - Reading, English & Language Arts
 - **CF.WORK.K-5.1.1** - Explore careers by reading about them and write a report using correct grammar, spelling, and punctuation.
 - **CF.WORK.K-5.1.MA** - Mathematics
 - **CF.WORK.K-5.1.2** - Perform basic mathematical computations to solve workplace problems (such as using measuring devices). Write a report explaining the process and the answer
 - **CF.WORK.K-5.1.3** - Work in teams on projects that require listening to directions, outlining the processes used. Give a verbal presentation detailing the process, the time spent, and the results.
 - **CF.WORK.K-5.1.TBS** - Technology Basic Skills
 - **CF.WORK.K-5.1.4** - Identify basic technology used in the classroom, school, and the workplace and explain how it is used.
- **CF.WORK.K-5.2** - All students will acquire, organize, interpret, and evaluate information from career awareness and exploration activities, career assessment, and work-based experiences to identify and to pursue their career goals.
 - **CF.WORK.K-5.2.1** - Identify and explore varied career and employment opportunities (e.g., using MOIS, guest speakers, field trips, interviewing family members or family friends).
 - **CF.WORK.K-5.2.2** - Discuss the importance of the contributions of workers in a variety of fields.
 - **CF.WORK.K-5.2.3** - Identify activities that one likes and dislikes (e.g., hobbies, sports, school tasks).
 - **CF.WORK.K-5.2.4** - Portray oneself in several potential career activities of one's choice.
 - **CF.WORK.K-5.2.5** - Use a decision-making model to determine a course of action regarding a home, school, or community activity.
 - **CF.WORK.K-5.2.6** - Explore the broad range of career options available to women and men without discrimination based on gender, race, or other stereotype.
 - **CF.WORK.K-5.2.7** - Explore the role of work in society and the ways people prepare for employment.
- **CF.WORK.K-5.3** - All students will demonstrate the ability to combine ideas or information in new ways, make connections between seemingly unrelated ideas, and organize and present information in formats such as symbols, pictures, schematics, charts, and graphs.
 - **CF.WORK.K-5.3.1** - Interpret simple data contained in symbols, pictures, charts, and graphs.
 - **CF.WORK.K-5.3.2** - Collect information from multiple sources.
 - **CF.WORK.K-5.3.3** - Use imagination freely to present ideas and relationships in new ways.
 - **CF.WORK.K-5.3.4** - Evaluate ideas for general relevance.
 - **CF.WORK.K-5.3.5** - Communicate ideas in varied formats (e.g., pictures, charts, graphs, oral reports, and three dimensional objects).
- **CF.WORK.K-5.4** - All students will make decisions and solve problems by specifying goals, identifying resources and constraints, generating alternatives, considering impacts, choosing appropriate alternatives, implementing plans of action, and evaluating results.
 - **CF.WORK.K-5.4.1** - Identify a problem and explain it (i. e why it is a problem, how it affects a situation, etc.).
 - **CF.WORK.K-5.4.2** - Identify ways to solve a problem. Then decide and explain which solution to use.
 - **CF.WORK.K-5.4.3** - Identify ways to measure the impact of a solution to determine its effectiveness.
- **CF.WORK.K-5.5** - All students will display personal qualities such as responsibility, self-management, self-confidence, ethical behavior, and respect for self and others.
 - **CF.WORK.K-5.5.RE** - Responsibility
 - **CF.WORK.K-5.5.1** - Explain the importance of regular attendance.
 - **CF.WORK.K-5.5.2** - Identify and demonstrate good study and work habits.
 - **CF.WORK.K-5.5.3** - Describe the relationship between doing well in school and performing well in a career.
 - **CF.WORK.K-5.5.SE** - Self-Management
 - **CF.WORK.K-5.5.4** - Initiate projects and extra activities for personal satisfaction.
 - **CF.WORK.K-5.5.5** - Monitor and evaluate accurately one's progress towards a goal or completion of a project.
 - **CF.WORK.K-5.5.6** - Demonstrate health and safety practices and drug-free behavior in school and/ or workplace settings.
 - **CF.WORK.K-5.5.7** - Follow directions.
 - **CF.WORK.K-5.5.8** - Identify basic goals or items to accomplish.
 - **CF.WORK.K-5.5.9** - Work independently with some supervision.
 - **CF.WORK.K-5.5.10** - Be responsible for one's own thoughts and actions.
 - **CF.WORK.K-5.5.EB** - Ethical Behavior
 - **CF.WORK.K-5.5.11** - Demonstrate knowledge of established school rules.
 - **CF.WORK.K-5.5.12** - Respect the property rights of other students.

- **CF.WORK.K-5.5.13** - Exhibit honesty and fairness in everyday behavior.
- **CF.WORK.K-5.5.RSO** - Respect for Self and Others
 - **CF.WORK.K-5.5.14** - Assess one's own strength and limitations and acknowledge strengths while developing strategies to overcome weaknesses.
 - **CF.WORK.K-5.5.15** - Respect the rights of others while helping them make needed adjustments to be part of the class or group.
 - **CF.WORK.K-5.5.16** - Use social manners appropriate to the classroom.
 - **CF.WORK.K-5.5.17** - Respect individuality and give recognition to other students for their achievements.
 - **CF.WORK.K-5.5.18** - Respect the individuality of others.
- **CF.WORK.K-5.6** - All students will identify, organize, plan, and allocate resources (such as time, money, material, and human resources) efficiently and effectively.
 - **CF.WORK.K-5.6.TI** - Time
 - **CF.WORK.K-5.6.1** - Use clocks to tell time.
 - **CF.WORK.K-5.6.2** - Understand and use calendars.
 - **CF.WORK.K-5.6.3** - Follow a daily routine.
 - **CF.WORK.K-5.6.4** - Identify and prioritize tasks to be completed.
 - **CF.WORK.K-5.6.MO** - Money
 - **CF.WORK.K-5.6.5** - Count money accurately.
 - **CF.WORK.K-5.6.6** - Use money to make purchases and make correct change.
 - **CF.WORK.K-5.6.7** - Differentiate between wants and needs.
 - **CF.WORK.K-5.6.MA** - Materials
 - **CF.WORK.K-5.6.8** - Identify materials, tools, and processes to a task.
 - **CF.WORK.K-5.6.9** - Identify and list resources from the home or school environment that can be used to solve problems.
 - **CF.WORK.K-5.6.10** - Show proper care of supplies and equipment used in school.
 - **CF.WORK.K-5.6.HR** - Human Resources
 - **CF.WORK.K-5.6.11** - Work cooperatively with classmates in teams in simulated work activities.
 - **CF.WORK.K-5.6.12** - Use active listening and speaking skills with adults and peers.
 - **CF.WORK.K-5.6.13** - Delegate tasks according to differing interests and abilities.
- **CF.WORK.K-5.7** - All students will work cooperatively with people of diverse backgrounds and abilities, identify with the group's goals and values, learn to exercise leadership, teach others new skills, serve clients or customers, and will contribute to a group process with ideas, suggestions, and efforts.
 - **CF.WORK.K-5.7.GP** - Group Participation
 - **CF.WORK.K-5.7.1** - Describe one's role as a team member (e.g., leader, follower, recorder, reporter).
 - **CF.WORK.K-5.7.2** - Help group establish goals.
 - **CF.WORK.K-5.7.3** - Plan one's personal contribution to a project.
 - **CF.WORK.K-5.7.4** - Share tasks necessary to complete a team project.
 - **CF.WORK.K-5.7.CR** - Conflict Resolution
 - **CF.WORK.K-5.7.5** - Demonstrate small group listening, speaking, and questioning skills.
 - **CF.WORK.K-5.7.6** - State a problem clearly.
 - **CF.WORK.K-5.7.7** - Accept and offer suggestions in a positive way.
 - **CF.WORK.K-5.7.8** - Understand compromise and respect the decision of the group and/ or the supervising adult.
 - **CF.WORK.K-5.7.9** - Participate in the implementation of a decision and evaluate the results.
 - **CF.WORK.K-5.7.10** - Understand the concept of "compromise."
 - **CF.WORK.K-5.7.DI** - Diversity
 - **CF.WORK.K-5.7.11** - Explore one's own culture, the cultures of others, and how cultures differ and are the same.
 - **CF.WORK.K-5.7.12** - Work effectively with peers of the opposite gender, of differing abilities, and of one's own and other cultures.
 - **CF.WORK.K-5.7.LE** - Leadership
 - **CF.WORK.K-5.7.13** - Understand the qualities of positive leadership.
- **CF.WORK.K-5.8** - All students will communicate ideas to support a position and negotiate to resolve divergent interests.
 - **CF.WORK.K-5.8.1** - Determine the role of information in an argument and how the lack of information affects an argument.
 - **CF.WORK.K-5.8.2** - Locate information to support a point of view and state a position.
 - **CF.WORK.K-5.8.3** - Demonstrate listening to the ideas of others and making an informed choice.
- **CF.WORK.K-5.9** - All students will learn to understand, monitor, and improve complex systems, including social, technical, and mechanical systems, and work with and maintain a variety of technologies.
 - **CF.WORK.K-5.9.US** - Understanding Systems

- **CF.WORK.K-5.9.1** - Identify several different kinds of systems.
- **CF.WORK.K-5.9.SS** - Social Systems
 - **CF.WORK.K-5.9.2** - Discuss ways that the classroom, school, community, and workplace are social systems.
 - **CF.WORK.K-5.9.3** - Connect family or community needs with the businesses or organizations that meet them.
- **CF.WORK.K-5.9.TSM** - Technical Systems and Mechanical Systems
 - **CF.WORK.K-5.9.4** - Identify examples of technological systems describe how they work (input, process, output).
 - **CF.WORK.K-5.9.5** - Name examples of how an outcome of a technological system can be desired or undesired, expected or unexpected.
 - **CF.WORK.K-5.9.6** - Suggest how common resources and products are used and/ or might be improved to accomplish desired results.
 - **CF.WORK.K-5.9.7** - Identify simple equipment and machines and give examples of common uses.
- **CF.WORK.K-5.9.UMT** - Using and Maintaining Technology
 - **CF.WORK.K-5.9.8** - Access and use computers and other technology to find and use information.
 - **CF.WORK.K-5.9.9** - Input information into a technological system, including keyboarding and word processing skills.
 - **CF.WORK.K-5.9.10** - Use technology to send messages and to prepare communications.
 - **CF.WORK.K-5.9.11** - Use technology in solving specific problems (physical, informational, and bio-related).
 - **CF.WORK.K-5.9.12** - Understand and demonstrate basic care in using computers (e.g. keeping machines clean, storing software, disks, and CD's, etc.).
- **CF.WORK.K-5.10** - All students will integrate employability skills into behaviors which prepare one for obtaining, maintaining, advancing, and changing employment.
- **CF.WORK.K-5.10.1** - Use a portfolio to collect evidence of interests and strengths.

Curriculum Framework

Career and Employability Skills

Middle School

- **CF.WORK.6-8.1** - All students will apply basic communication skills (e.g., reading, writing, speaking, and listening), apply scientific and social studies concepts, perform mathematical processes, and apply technology in work-related situations.
 - **CF.WORK.6-8.1.RE3** - Reading, English & Language Arts
 - **CF.WORK.6-8.1.1** - Read and interpret a business report that includes charts, graphs, and schedules. Use maps to find locations using coordinates or other marking tools.
 - **CF.WORK.6-8.1.2** - Read a passage containing a problem and identify the details about the situation. Identify cause-effect relationships, and interpret or summarize the events leading to a conclusion.
 - **CF.WORK.6-8.1.3** - Select an article from the newspaper and write a report explaining it (using correct spelling, grammar, and punctuation).
 - **CF.WORK.6-8.1.MA** - Mathematics
 - **CF.WORK.6-8.1.4** - Apply mathematical reasoning to workplace situations (e.g. making correct change without a calculator, measuring materials, balancing a checkbook, measuring for changes). Situations will include fractions, decimals, percentages, and averages.
 - **CF.WORK.6-8.1.L3**; - Listening & Presentation Skills
 - **CF.WORK.6-8.1.5** - Use correct grammar to communicate verbally.
 - **CF.WORK.6-8.1.6** - Listen to a spoken message and record important information. Report back identifying the central idea and key points.
 - **CF.WORK.6-8.1.TBS** - Technology Basic Skills
 - **CF.WORK.6-8.1.7** - Apply technology to classroom situations.
- **CF.WORK.6-8.2** - All students will acquire, organize, interpret, and evaluate information from career awareness and exploration activities, career assessment, and work-based experiences to identify and to pursue their career goals.
 - **CF.WORK.6-8.2.1** - Develop an understanding of career clusters and employment opportunities by participating in exploration activities (e.g., business tours, career days, Michigan Occupational Information System--MOIS, job shadowing, the internet, career center/ college visitations).
 - **CF.WORK.6-8.2.2** - Describe careers or employment which involves working for self and working for others.
 - **CF.WORK.6-8.2.3** - Describe how personal aptitudes and interests may lead to a career choice and select activities and courses that explore career interests.
 - **CF.WORK.6-8.2.4** - Use initial career assessment information to identify career interests and abilities.
 - **CF.WORK.6-8.2.5** - Apply a decision-making model and use career assessment information and career exploration experiences to make an initial career pathway decision.
 - **CF.WORK.6-8.2.6** - Develop an individual Education Development Plan (EDP).

- **CF.WORK.6-8.2.7** - Describe the advanced education and training needed to prepare for a broad variety of technical and professional occupations (or both) within each pathway.
- **CF.WORK.6-8.3** - All students will demonstrate the ability to combine ideas or information in new ways, make connections between seemingly unrelated ideas, and organize and present information in formats such as symbols, pictures, schematics, charts, and graphs.
 - **CF.WORK.6-8.3.1** - Gather and interpret basic data contained in symbols, pictures, charts, blueprints, and graphs.
 - **CF.WORK.6-8.3.2** - Collect and analyze information from multiple sources.
 - **CF.WORK.6-8.3.3** - Generate and organize ideas on a technical or specialized topic.
 - **CF.WORK.6-8.3.4** - Evaluate ideas for detailed accuracy and relevance.
 - **CF.WORK.6-8.3.5** - Communicate detailed ideas in varied formats (e.g., oral reports, written information sheets, pictures, charts, graphs, and three-dimensional objects).
 - **CF.WORK.6-8.3.6** - Use basic technology and materials (e.g. an overhead projector, black/ white board, visual aids) to make presentations to the class.
- **CF.WORK.6-8.4** - All students will make decisions and solve problems by specifying goals, identifying resources and constraints, generating alternatives, considering impacts, choosing appropriate alternatives, implementing plans of action, and evaluating results.
 - **CF.WORK.6-8.4.1** - Apply a problem solving model to a classroom or workplace situation that involves setting goals, implementing a plan of action, and evaluating results.
 - **CF.WORK.6-8.4.2** - Apply problem solving skills to a situation with unclear goals and a team with diverse needs. Identify what the team thinks should be the goals, a task plan, a timeline, and select an approach to accomplishing the task.
- **CF.WORK.6-8.5** - All students will display personal qualities such as responsibility, self-management, self-confidence, ethical behavior, and respect for self and others.
 - **CF.WORK.6-8.5.RE** - Responsibility
 - **CF.WORK.6-8.5.1** - Complete a self-awareness profile of attendance and work habits.
 - **CF.WORK.6-8.5.2** - Develop an action plan to improve study and work habits.
 - **CF.WORK.6-8.5.3** - Take responsibility for successes and failures.
 - **CF.WORK.6-8.5.SE** - Self-Management
 - **CF.WORK.6-8.5.4** - Express thoughts, feelings, and personal preferences in appropriate ways.
 - **CF.WORK.6-8.5.5** - Observe health and safety practices in school and community and understand their importance in the workplace.
 - **CF.WORK.6-8.5.6** - Use transportation with supervision.
 - **CF.WORK.6-8.5.7** - Set goals and identify action steps toward attainment.
 - **CF.WORK.6-8.5.8** - Work independently without supervision.
 - **CF.WORK.6-8.5.9** - Express thoughts and feelings in a constructive and appropriate way.
 - **CF.WORK.6-8.5.EB** - Ethical Behavior
 - **CF.WORK.6-8.5.10** - Comply with established rules, regulations, and policies of the school and community.
 - **CF.WORK.6-8.5.11** - Identify sources which influence unethical behavior and how to resist these influences.
 - **CF.WORK.6-8.5.12** - Build personal credibility through competency, honesty, and integrity.
 - **CF.WORK.6-8.5.13** - Demonstrate positive personal qualities as a member of a work group.
 - **CF.WORK.6-8.5.14** - Describe honesty, fairness, integrity in school and work situations.
 - **CF.WORK.6-8.5.RSO** - Respect for Self and Others
 - **CF.WORK.6-8.5.15** - Increase confidence in one's own abilities and take appropriate risks in meeting new challenges.
 - **CF.WORK.6-8.5.16** - Identify areas for improvement and show increased independence in approaching school-related problems.
 - **CF.WORK.6-8.5.17** - Accept supervision and demonstrate continuous improvement towards one's own goals in school and workplace settings.
 - **CF.WORK.6-8.5.18** - Use telephone etiquette and accurately relay messages.
 - **CF.WORK.6-8.5.19** - Exhibit appropriate social manners in public.
 - **CF.WORK.6-8.5.20** - Define and demonstrate a customer service attitude, including politeness and listening.
- **CF.WORK.6-8.6** - All students will identify, organize, plan, and allocate resources (such as time, money, materials, and human resources) efficiently and effectively.
 - **CF.WORK.6-8.6.TI** - Time
 - **CF.WORK.6-8.6.1** - Successfully follow a sequential schedule of classes and activities by being on time and being prepared.
 - **CF.WORK.6-8.6.2** - Show adaptability to change in routines or schedules.
 - **CF.WORK.6-8.6.3** - Plan and prioritize short term objectives to meet a long term goal.
 - **CF.WORK.6-8.6.MO** - Money
 - **CF.WORK.6-8.6.4** - Estimate costs and prepare a detailed budget for a school-based or work-based project.
 - **CF.WORK.6-8.6.5** - Compare the costs of similar items.

- **CF.WORK.6-8.6.6** - Evaluate the costs of purchases within a proposed budget.
- **CF.WORK.6-8.6.MA** - Materials
 - **CF.WORK.6-8.6.7** - Explore the use of materials, tools, and processes to complete a task.
 - **CF.WORK.6-8.6.8** - Understand how resources are chosen in the early stages of problem solving.
 - **CF.WORK.6-8.6.9** - Read and follow instructions from manuals on the use and care of materials, tools, and equipment.
 - **CF.WORK.6-8.6.10** - Identify and prepare tools, equipment, space, and facilities appropriate for a task.
- **CF.WORK.6-8.6.HR** - Human Resources
 - **CF.WORK.6-8.6.11** - Use networking as a means to secure and share needed information.
 - **CF.WORK.6-8.6.12** - Communicate using formal and informal messages (e.g., phone conversations, letters, notes, memos, e-mail).
 - **CF.WORK.6-8.6.13** - Describe how the unique interests and strengths of self and others contribute to the completion of projects.
- **CF.WORK.6-8.7** - All students will work cooperatively with people of diverse backgrounds and abilities, identify with the group's goals and values, learn to exercise leadership, teach others new skills, serve clients or customers, and will contribute to a group process with ideas, suggestions, and efforts.
 - **CF.WORK.6-8.7.GP** - Group Participation
 - **CF.WORK.6-8.7.1** - Identify teaming skills and talents of self and others.
 - **CF.WORK.6-8.7.2** - Identify and use relevant options in terms of setting and accomplishing a goal.
 - **CF.WORK.6-8.7.3** - Recognize limitations and build on individual strengths of self and others.
 - **CF.WORK.6-8.7.4** - Work as a member of a team to solve problems.
 - **CF.WORK.6-8.7.CR** - Conflict Resolution
 - **CF.WORK.6-8.7.5** - Encourage others and build trust by listening and responding appropriately to the contributions of others.
 - **CF.WORK.6-8.7.6** - Distinguish between fact and opinion and clarify a problem.
 - **CF.WORK.6-8.7.7** - Accept and offer suggestions in a positive way.
 - **CF.WORK.6-8.7.8** - Resolve differences for the benefit of the group as a whole and help to choose a solution to the problem.
 - **CF.WORK.6-8.7.9** - Participate in the implementation of a solution and evaluate the results.
 - **CF.WORK.6-8.7.10** - Show sensitivity to others' views and opinions as part of a compromise.
 - **CF.WORK.6-8.7.DI** - Diversity
 - **CF.WORK.6-8.7.11** - Understand one's own culture, the cultures of others, and how cultures differ and are the same.
 - **CF.WORK.6-8.7.12** - Work effectively with individuals in various age groups of the opposite gender, of differing abilities, and of one's own and other cultures while maintaining one's own individuality.
 - **CF.WORK.6-8.7.13** - Identify what it is to be in the minority.
 - **CF.WORK.6-8.7.LE** - Leadership
 - **CF.WORK.6-8.7.14** - Identify the qualities of leadership.
 - **CF.WORK.6-8.7.15** - Assess and describe one's own leadership ability.
- **CF.WORK.6-8.8** - All students will communicate ideas to support a position and negotiate to resolve divergent interests.
 - **CF.WORK.6-8.8.1** - Identify issues within a school or work setting where more than one viewpoint is held.
 - **CF.WORK.6-8.8.2** - Recognize the best information to support a point of view and use this information to persuade others.
 - **CF.WORK.6-8.8.3** - Demonstrate acceptance of constructive suggestions to one's position.
 - **CF.WORK.6-8.8.4** - Effectively communicate to others a position and its counterpoints.
 - **CF.WORK.6-8.9** - All students will learn to understand, monitor, and improve complex systems, including social, technical, and mechanical systems, and work with and maintain a variety of technologies.
 - **CF.WORK.6-8.9.US** - Understanding Systems
 - **CF.WORK.6-8.9.1** - Develop a flowchart to demonstrate a system and its components.
 - **CF.WORK.6-8.9.SS** - Social Systems
 - **CF.WORK.6-8.9.2** - Discuss ways that the structure of a business or organization relates to its purposes and goals.
 - **CF.WORK.6-8.9.3** - Describe how workers respond to the expectations and demands of an employer and the potential impacts of deviations.
 - **CF.WORK.6-8.9.TSM** - Technical Systems and Mechanical Systems
 - **CF.WORK.6-8.9.4** - Use the systems model (input, process, output, feedback) as a tool to analyze systems.
 - **CF.WORK.6-8.9.5** - Hypothesize, test, and observe impacts of actions on the functioning of a technical system.
 - **CF.WORK.6-8.9.6** - Describe how inventors or other workers have improved a technical system over time and recommend what the next improvements might be.
 - **CF.WORK.6-8.9.7** - Understand and demonstrate how simple equipment and machines work.
 - **CF.WORK.6-8.9.UMT** - Using and Maintaining Technology
 - **CF.WORK.6-8.9.8** - Demonstrate skills needed for searching, accessing, and interpreting information.

- **CF.WORK.6-8.9.9** - Use computer applications software (word processing, database, graphics, and, telecomputing.)
- **CF.WORK.6-8.9.10** - Use technologies as tools for communication, creative expression, and applications.
- **CF.WORK.6-8.9.11** - Use technology in solving specific problems (physical, informational, and bio-related).
- **CF.WORK.6-8.9.12** - Understand basic machine maintenance (e.g. changing printer cartridges, establishing connections to other equipment, etc.).
- **CF.WORK.6-8.9.13** - Address common problems (error messages, printing problems, etc.) in using a computer and identify solutions.
- **CF.WORK.6-8.10** - All students will integrate employability skills into behaviors which prepare one for obtaining, maintaining, advancing, and changing employment.
 - **CF.WORK.6-8.10.1** - Develop an individual four year or six year Education Development Plan (EDP).
 - **CF.WORK.6-8.10.2** - Describe the cause-effect relationship of current school and community activities to reaching a career goal.
 - **CF.WORK.6-8.10.3** - Use an Employability Development Plan (EDP) to set learning goals and to refine a portfolio.

Curriculum Framework

Career and Employability Skills

High School

- **CF.WORK.9-12.1** - All students will apply basic communication skills (e.g., reading, writing, speaking, and listening), apply scientific and social studies concepts, perform mathematical processes, and apply technology in work-related situations.
 - **CF.WORK.9-12.1.RE3** - Reading, English & Language Arts
 - **CF.WORK.9-12.1.1** - Read from a technical manual, and write a clear and logical report explaining the information using standard business English (including correct spelling, grammar and punctuation). Give a verbal report explaining what the manual says.
 - **CF.WORK.9-12.1.2** - Read a case study and identify the details about the situation, define technical terms, jargon, or words with multiple meanings based on context, and summarize the conclusion. Relate the results of the study to a similar situation in a verbal or written report.
 - **CF.WORK.9-12.1.3** - Take a verbal and written position on a topic and use correct grammar to defend it.
 - **CF.WORK.9-12.1.MA** - Mathematics
 - **CF.WORK.9-12.1.4** - Approach practical and workplace problems using a variety of mathematical techniques (e.g. figuring discounts or calculating perimeter and area). Problems include making conversions between the metric system and non-English systems of measurement, mixed units (such as hours and minutes), and can require several steps to finding a solution.
 - **CF.WORK.9-12.1.5** - Research how math is used in the workplace and make a presentation detailing the process.
 - **CF.WORK.9-12.1.L3**; - Listening & Presentation Skills
 - **CF.WORK.9-12.1.6** - Use correct grammar to communicate verbally.
 - **CF.WORK.9-12.1.7** - Listen to a presentation and record important information. Report back identifying central themes and use key points to explain how the message applies to a similar situation.
 - **CF.WORK.9-12.1.TBS** - Technology Basic Skills
 - **CF.WORK.9-12.1.8** - Apply technology to workplace or career situations. Include research and a written paper.
- **CF.WORK.9-12.2** - All students will acquire, organize, interpret, and evaluate information from career awareness and exploration activities, career assessment, and work-based experiences to identify and to pursue their career goals.
 - **CF.WORK.9-12.2.1** - Understand and organize career information and labor market trends from a variety of sources (e.g., MOIS, computer data banks, the internet, interviewing experts and potential employers, mentorships, internships).
 - **CF.WORK.9-12.2.2** - Explain the advantages and disadvantages of working for self and working for others, and being an employee of a large or small organization.
 - **CF.WORK.9-12.2.3** - Analyze information and preferences resulting from work-based opportunities such as job shadowing, mentorships, work experiences, apprenticeships, and/ or occupational coursework.
 - **CF.WORK.9-12.2.4** - Interpret information from a variety of career assessments to identify career interests and abilities.
 - **CF.WORK.9-12.2.5** - Apply a decision-making model and use career assessment information regarding interests and abilities to choose a career pathway.
 - **CF.WORK.9-12.2.6** - Continue the EDP process which includes an annual review with student and counselor and notification of parents.
 - **CF.WORK.9-12.2.7** - Include in the E/ EDP a plan for continuing education, full-time paid employment, career training while working, and/ or working while attending school full-time.
- **CF.WORK.9-12.3** - All students will demonstrate the ability to combine ideas or information in new ways, make connections between seemingly unrelated ideas, and organize and present information in formats such as symbols, pictures, schematics, charts, and graphs.
 - **CF.WORK.9-12.3.1** - Gather, interpret, analyze, and refine data contained in symbols, pictures, charts, blueprints, and/ or graphs.
 - **CF.WORK.9-12.3.2** - Analyze and synthesize information and data from multiple sources.
 - **CF.WORK.9-12.3.3** - Plan and transform ideas and requirements into a concept, service, or product.
 - **CF.WORK.9-12.3.4** - Assess the quality of the concept, service, or product using a predetermined standard.
 - **CF.WORK.9-12.3.5** - Develop a plan to market a new product, service, or concept which includes identification of customers, a graphic presentation, production requirements, and costs.
 - **CF.WORK.9-12.3.6** - Practice and demonstrate presentation skills using a variety of media and interpretive data.
- **CF.WORK.9-12.4** - All students will make decisions and solve problems by specifying goals, identifying resources and constraints, generating alternatives, considering impacts, choosing appropriate alternatives, implementing plans of action, and evaluating results.
 - **CF.WORK.9-12.4.1** - Apply a problem solving model to a classroom or workplace situation that involves setting goals, implementing a plan of action, and evaluating results.
 - **CF.WORK.9-12.4.2** - Identify typical problems that occur in a workplace situation and use a problem solving model to devise solutions, compare alternatives to past solutions, and predict their success.

- **CF.WORK.9-12.5** - All students will display personal qualities such as responsibility, self-management, self-confidence, ethical behavior, and respect for self and others.
 - **CF.WORK.9-12.5.RE** - Responsibility
 - **CF.WORK.9-12.5.1** - Demonstrate regular attendance, promptness, and staying with a school/ work task until satisfactory completion.
 - **CF.WORK.9-12.5.2** - Complete assignments with minimum supervision and meet school/ work deadlines.
 - **CF.WORK.9-12.5.3** - Use mistakes as learning opportunities, demonstrate persistence and adaptability to change.
 - **CF.WORK.9-12.5.SE** - Self-Management
 - **CF.WORK.9-12.5.4** - Follow directions and ask for clarification or help as needed.
 - **CF.WORK.9-12.5.5** - Demonstrate health and safety practices and drug-free behavior. Relate their importance to workplace settings.
 - **CF.WORK.9-12.5.6** - Read/ draw maps of the community and identify transportation alternatives.
 - **CF.WORK.9-12.5.7** - Obtain a driver license and demonstrate driving skills and safety and/ or use public transportation.
 - **CF.WORK.9-12.5.8** - Prioritize and accomplish tasks independently.
 - **CF.WORK.9-12.5.9** - Use appropriate personal expression and relate to school and work settings.
 - **CF.WORK.9-12.5.EB** - Ethical Behavior
 - **CF.WORK.9-12.5.10** - Demonstrate ethical behavior in school, work, and community situations.
 - **CF.WORK.9-12.5.11** - Describe employer-employee rights and responsibilities.
 - **CF.WORK.9-12.5.12** - Demonstrate appropriate behaviors necessary to maintaining employment.
 - **CF.WORK.9-12.5.13** - Demonstrate positive personal qualities as a group leader.
 - **CF.WORK.9-12.5.RSO** - Respect for Self and Others
 - **CF.WORK.9-12.5.14** - View accomplishments or failures of self and others accurately and in a positive manner.
 - **CF.WORK.9-12.5.15** - Understand how to make improvements and ask for help from adults as needed.
 - **CF.WORK.9-12.5.16** - Offer encouragement and ideas to others as they work toward attaining their goals.
 - **CF.WORK.9-12.5.17** - Provide for customer needs and expectations in a helpful and courteous manner.
 - **CF.WORK.9-12.5.18** - Respect other points of view.
 - **CF.WORK.9-12.5.19** - Demonstrate customer service skills in an appropriate setting by listening, suggesting solutions, and communicating the issues at hand.
- **CF.WORK.9-12.6** - All students will identify, organize, plan, and allocate resources (such as time, money, materials, and human resources) efficiently and effectively.
 - **CF.WORK.9-12.6.TI** - Time
 - **CF.WORK.9-12.6.1** - Determine goals and develop an action plan to accomplish them within a given time frame.
 - **CF.WORK.9-12.6.2** - Read time charts and work schedules and perform tasks within time constraints of school and/ or the workplace.
 - **CF.WORK.9-12.6.3** - Prioritize tasks and revise schedules as needed.
 - **CF.WORK.9-12.6.MO** - Money
 - **CF.WORK.9-12.6.4** - Estimate costs and prepare a detailed budget for a school-based or work-based project.
 - **CF.WORK.9-12.6.5** - Report the costs of various components of a budget and adjust budget items as needed.
 - **CF.WORK.9-12.6.6** - Understand compensation practices and financial management and explain how financial resources can be used effectively and efficiently.
 - **CF.WORK.9-12.6.MA** - Materials
 - **CF.WORK.9-12.6.7** - Utilize materials, tools, and processes to complete a task related to a career selection.
 - **CF.WORK.9-12.6.8** - Compile a list of materials and supplies needed in advance of an assignment.
 - **CF.WORK.9-12.6.9** - Acquire resources in a timely fashion and take responsibility for their care.
 - **CF.WORK.9-12.6.10** - Identify and prepare tools, equipment, space, and facilities appropriate for a task.
 - **CF.WORK.9-12.6.11** - Work within constraints of safety precautions and available resources.
 - **CF.WORK.9-12.6.HR** - Human Resources
 - **CF.WORK.9-12.6.12** - Learn cooperation and leadership in a team at school or in a workplace setting.
 - **CF.WORK.9-12.6.13** - Organize and communicate with members of a team using varied methods of communication.
 - **CF.WORK.9-12.6.14** - Recognize the individual roles of team members, delegate tasks, and give feedback on performance.
 - **CF.WORK.9-12.6.15** - Acknowledge and utilize the skills, abilities, and input of all members of a team.
- **CF.WORK.9-12.7** - All students will work cooperatively with people of diverse backgrounds and abilities, identify with the group's goals and values, learn to exercise leadership, teach others new skills, serve clients or customers, and will contribute to a group process with ideas, suggestions, and efforts.
 - **CF.WORK.9-12.7.GP** - Group Participation

- **CF.WORK.9-12.7.1** - Exhibit teamwork skills in a work or classroom setting including trust and loyalty to group, and demonstrating connectedness to group members, values, and culture.
- **CF.WORK.9-12.7.2** - Take personal responsibility for influencing and accomplishing group goals.
- **CF.WORK.9-12.7.3** - Demonstrate understanding of how effective teams operate within organizational and diverse settings.
- **CF.WORK.9-12.7.4** - Solve a career/ work-related problem as a member of a team.
- **CF.WORK.9-12.7.CR** - Conflict Resolution
 - **CF.WORK.9-12.7.6** - Demonstrate leadership by listening to others and asking appropriate questions to clarify a problem or issue.
 - **CF.WORK.9-12.7.7** - Summarize a problem clearly and in appropriate detail.
 - **CF.WORK.9-12.7.8** - Suggest constructive alternatives with confidence that will help resolve a conflict.
 - **CF.WORK.9-12.7.9** - Compromise and/ or build consensus within a group and summarize the decision of the group while maintaining respect for minority viewpoints.
 - **CF.WORK.9-12.7.10** - Participate in the implementation of a group's decision and evaluate the results.
 - **CF.WORK.9-12.7.11** - Show sensitivity to others' thoughts and opinions and relate them to the resolution process.
- **CF.WORK.9-12.7.DI** - Diversity
 - **CF.WORK.9-12.7.12** - Understand and respect the concerns of members of cultural, gender, age, and ability groups.
 - **CF.WORK.9-12.7.13** - Be respectful of a variety of differences of people in a work/ school setting (e.g., customs, religion, beliefs, learning and work styles, and economic status).
 - **CF.WORK.9-12.7.14** - Demonstrate ability to work with others with different backgrounds, cultures, and abilities.
- **CF.WORK.9-12.7.LE** - Leadership
 - **CF.WORK.9-12.7.15** - Demonstrate leadership ability in a work or school setting or on projects.
 - **CF.WORK.9-12.7.16** - Recognize and take advantage of leadership opportunities that give direction to other team members, or that encourage other members to complete tasks.
- **CF.WORK.9-12.8** - All students will communicate ideas to support a position and negotiate to resolve divergent interests.
- **CF.WORK.9-12.8.1** - Using correct terminology, clarify the problem or issue to be negotiated.
- **CF.WORK.9-12.8.2** - Identify, organize, and define ideas from various sources to logically support a position and use these ideas in debate.
- **CF.WORK.9-12.8.3** - Demonstrate objectivity in assessing other viewpoints by considering all sides of an issue, using past experience, data and logical analysis, and showing respectful behavior towards others.
- **CF.WORK.9-12.8.4** - Responsibly challenge existing policies and procedures and identify new solutions or policy changes.
- **CF.WORK.9-12.9** - All students will learn to understand, monitor, and improve complex systems, including social, technical, and mechanical systems, and work with and maintain a variety of technologies.
- **CF.WORK.9-12.9.US** - Understanding Systems
 - **CF.WORK.9-12.9.1** - Identify trends and how they affect changes within a system.
- **CF.WORK.9-12.9.SS** - Social Systems
 - **CF.WORK.9-12.9.2** - Demonstrate an understanding of business systems (e.g., develop a business plan or a customer service policy).
 - **CF.WORK.9-12.9.3** - Compare management systems (e.g., military, total quality) and consider how employees function and adapt to change within them.
- **CF.WORK.9-12.9.TSM** - Technical Systems and Mechanical Systems
 - **CF.WORK.9-12.9.4** - Describe the technical systems related to a career interest area.
 - **CF.WORK.9-12.9.5** - Diagnose and make necessary corrections or improvements to a technical system in a business, industry, or simulated workplace setting.
 - **CF.WORK.9-12.9.6** - Describe how changes in technology have impacted business and industry, identify current trends, and recommend how a technical system might be improved.
 - **CF.WORK.9-12.9.7** - Demonstrate the use of equipment and machines to solve practical or work-based problems.
- **CF.WORK.9-12.9.UMT** - Using and Maintaining Technology
 - **CF.WORK.9-12.9.8** - Demonstrate effective use of a variety of on-line technological resources.
 - **CF.WORK.9-12.9.9** - Determine what kind of application is needed for a given task (tool, machine, computer, communication device) and use effectively.
 - **CF.WORK.9-12.9.10** - Use technologies as tools for communication of technical or work-related information.
 - **CF.WORK.9-12.9.11** - Use technology effectively in solving problems in an area of career interest.
 - **CF.WORK.9-12.9.12** - Understand and demonstrate basic computer hardware and software installation and maintaining efficient machines (e.g. understanding concepts like available memory, disk space, etc.).
 - **CF.WORK.9-12.9.13** - Demonstrate ability to adapt to different software applications, comparing and contrasting specific functions and applying them to different projects.

- **CF.WORK.9-12.10** - All students will integrate employability skills into behaviors which prepare one for obtaining, maintaining, advancing, and changing employment.
 - **CF.WORK.9-12.10.1** - Continue the EDP process which includes an annual review with student and counselor and notification of parents.
 - **CF.WORK.9-12.10.2** - Participate in work-based opportunities such as job-shadowing, mentorships, work experiences, apprenticeships, etc.
 - **CF.WORK.9-12.10.3** - Show ability to market oneself by preparing for and completing an interview process.
 - **CF.WORK.9-12.10.4** - Accurately complete records/ documents to support job applications (inquiry letters, resume, references, evaluations, follow-up letters).
 - **CF.WORK.9-12.10.5** - Use a portfolio, resume, record of attendance, certificates, and/ or transcript as self-marketing tools to demonstrate interest and competence.
 - **CF.WORK.9-12.10.6** - Apply career and labor market information to seek and obtain employment and/ or pursue educational goals.
 - **CF.WORK.9-12.10.7** - Research availability of educational programs, financial requirements, and resources and complete an application process as appropriate for career goals.
 - **CF.WORK.9-12.10.8** - Understand the need for lifelong learning in a rapidly changing job market.
 - **CF.WORK.9-12.10.9** - Identify avenues for conducting a job search, (e.g. networking, employment agencies, internet, Michigan Works!, etc.).