

NORTH CAROLINA ESSENTIAL STANDARDS

Occupational Course of Study

Occupational Preparation 1

Note: All students following the Occupational Course of Study are also required to take [English I, II, III, and IV](#), [Math I](#), [American History I](#) and [American History II](#), and [Health](#) and [Physical Education](#).

Grade: High School

Course: Self-Determination

- **OPrep1.1** - The learner will develop self-determination skills for participating in transition planning and making a successful adjustment to adult life.
 - **OPrep1.1.01** - Explains the terms self-determination and self-advocacy and relates these concepts to personal rights and planning for the future.
 - **OPrep1.1.02** - Develops the self-awareness needed to identify personal traits and attributes affecting success in the following activities of adult life: self-concept, self-confidence, strengths and weaknesses, expression of emotions, acceptance of praise, acceptance of criticism, personal social skills, accommodations and modifications needed due to disability, positive characteristics, listening skills, problem-solving skills.
 - **OPrep1.1.03** - Identifies the information provided through evaluations and assessments and applies the information to transition and career planning: aptitudes, temperaments, attitudes, values, lifestyles and preferences, learning styles, functional academic skills, health and medical issues.
 - **OPrep1.1.04** - States the major concepts and strategies in career planning: post-secondary outcome goals, dreams and visions, active listening, strategic planning for goal achievement, interagency teams (e.g. appropriate service providers as team members), negotiation, compromise, independence and accompanying responsibilities, decision-making and choice-making.

Course: Career Development

- **OPrep1.2** - The learner will actively participate in career development activities (e.g. awareness, exploration, and planning) to determine a career goal.
 - **OPrep1.2.01** - Defines terms related to vocational training (e.g. apprenticeships, cooperative education, job shadowing, on-the-job training, internships).
 - **OPrep1.2.02** - Identifies major benefits of employment along with specific advantages and disadvantages of certain careers.
 - **OPrep1.2.03** - Identifies various sources of occupational information and strategies for accessing information.
 - **OPrep1.2.04** - Develops an awareness of things to be considered when making a career pathway choice: occupational interests, job possibilities in areas of interests, required training or education, salary ranges, working conditions, job requirements, employee and environment match.
 - **OPrep1.2.05** - Participates successfully in multiple school-based activities to complete the 300-hour requirement for the Occupational Course of Study by graduation: vocational assessment activities, school factories, school-based enterprises, hands-on vocational training in Career-Technical Education courses, job fairs, Vocational Rehabilitation work adjustment training, Job Clubs.



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Course: Job Seeking Skills

- **OPrep1.3** - The learner will develop the job-seeking skills necessary to secure employment in the chosen career pathway.
 - **OPrep1.3.01** - Defines terms in various employment and career related areas: job applications, job interviews, orientation and training, salary and benefits, career advancement.
 - **OPrep1.3.02** - Identifies and describes job search strategies: job listings, Employment Security Commission, employment agencies, family and friend network, Vocational Rehabilitation counselor, Career Guidance Counselor, Internet, Yellow pages, want Ads, help wanted signs, teachers, Direct Application.
 - **OPrep1.3.03** - Understands the process for obtaining and completing job applications: steps for requesting an application; parts of an application; required information; optional information; timeliness; neatness, legibility. and accuracy; submission of an application (traditionally and electronically).

Course: Personal Management

- **OPrep1.4** - The learner will develop the work behaviors, habits, and skills in the area of personal management needed to obtain, maintain, and advance in chosen career pathway.
 - **OPrep1.4.01** - Develop a work ethic based on understanding the importance of work: work personality, rewards of working, contributions to society, expectations of the world of work.
 - **OPrep1.4.02** - Identifies personal hygiene and grooming skills appropriate for chosen career path and their importance to successful employment: grooming products and their usage, work wardrobe, seasonal wear, hair care, dental care, body care, skin care.

Course: Job Performance

- **OPrep1.5** - The learner will develop the work behaviors, habits, and skills in the area of job performance needed to obtain, maintain, and advance in chosen career pathway.
 - **OPrep1.5.01** - States the need for abiding by rules, procedures, and regulations in the workplace and identifies rules common to a variety of occupations.
 - **OPrep1.5.02** - Explains basic safety rules applicable to a variety of workplace situations: basic safety guidelines, use of safety equipment, notification of safety issues, warning signs, use of hand and power tools, use of equipment, Lifting.
 - **OPrep1.5.03** - States the purpose and responsibilities of the Environmental Protection Agency.
 - **OPrep1.5.04** - Acquires knowledge of environmental-related issues: poisons and appropriate usage/disposal, cleaners and appropriate usage/disposal, combustibles and appropriate usage/disposal, trash disposal, hazardous materials and appropriate usage, recycling.

Course: Interpersonal Relationship Skills

- **OPrep1.6** - The learner will develop the interpersonal relationship skills needed for success in the workplace.
 - **OPrep1.6.01** - Defines the terms friend, co-worker, supervisor, and customer.



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- **OPrep1.6.02** - Recognizes the importance and desirable characteristics of workplace friends.
- **OPrep1.6.03** - Describes appropriate social amenities, social routines, conversational topics, and language for a variety of workplace situations: introductions, greetings, farewells, compliments, apologies, requests, breaktime, same sex conversations, opposite sex conversations, questions/comments from coworkers and supervisors, humorous situations, requests for permission, interruptions, casual conversation, work-related conversation.
- **OPrep1.6.04** - Identifies appropriate body language, body space, voice tone, volume, and attitude during social interactions in the workplace: introductions (e.g. shaking hands, voice tone, body posture, eye contact, etc.), conversation, customer interactions, coworker interactions.
- **OPrep1.6.05** - Explains methods of demonstrating cooperation, camaraderie, cheerfulness, and empathy in the workplace: attitude, conversation, gestures, tokens of helpfulness, expressions of concern/sympathy, recognition of special occasions, written greetings/condolences, company sponsored recreation and social events.

