

WYCTA EASY REFERENCE GUIDE

RESOURCES

Students effectively manage time, money, materials, facilities, and human resources.

CV11.1.1 *Students prepare and analyze person financial information.*

WYCTA skill areas	
Communication	Reading
Applied Mathematics	Basic Mathematical Operations Data Representation & Interpretation
Affective & Thinking	Problem Solving
Technology	Hardware and Software Applications Internet Searches
Employability	Task Completion Rate and Productivity

CV11.1.2 *Students assess individual skills and evaluate performance, and adjust accordingly.*

WYCTA skill areas	
Communication	Speaking Writing
Affective & Thinking	Problem Solving Thinking
Employability	Skill Performance

CV11.1.3 *Students prioritize and manage time, materials, facilities, and resources to set and achieve goals.*

WYCTA skill areas	
Affective & Thinking	Problem Solving Work Ethic Thinking

INTERPERSONAL SKILLS

Students acquire and demonstrate interpersonal skills necessary to be successful in the workplace.

CV11.2.1 *Students work with individuals/groups of diverse abilities and backgrounds in a workplace setting.*

WYCTA skill areas	
Communication	Listening Speaking
Affective & Thinking	Cooperation & Interpersonal Skills Problem Solving Work Ethic Thinking
Employability	Interpersonal Relations

CV11.2.2 *Students communicate using a variety of methods in a workplace setting.*

WYCTA skill areas	
Communication	Listening Speaking
Affective & Thinking	Cooperation & Interpersonal Skills Problem Solving Thinking
Employability	Interpersonal Relations

CV11.2.3 *Students assume a leadership role in a group setting to accomplish group goals.*

WYCTA skill areas	
Communication	Listening Speaking
Affective & Thinking	Cooperation & Interpersonal Skills Problem Solving Thinking Leadership
Employability	Interpersonal Relations

CV11.2.4 *Students demonstrate and/or teach a learned skill.*

WYCTA skill areas	
Communication	Speaking
Affective & Thinking	Cooperation & Interpersonal Skills Leadership
Technology	Operating Systems Industrial & Business Technology
Employability	Interpersonal Relations Skill Performance

INFORMATION

Students acquire and use workplace information.

CV11.3.1 *Students acquire and evaluate workplace information.*

WYCTA skill areas	
Communication	Listening Reading
Applied Mathematics	Data Representation & Interpretation
Affective & Thinking	Problem Solving Thinking
Technology	Internet Searches
Pre-Employability	Career Interests & Characteristics

CV11.3.2 *Students organize and update workplace information.*

WYCTA skill areas	
Applied Mathematics	Data Representation & Interpretation
Affective & Thinking	Problem Solving Thinking
Technology	Internet Searches
Pre-Employability	Employment Potential Resume, Application, & Interview

CV11.3.3 *Students interpret and communicate workplace information.*

WYCTA skill areas	
Communication	Speaking Writing
Applied Mathematics	Data Representation & Interpretation
Technology	Internet Searches
Pre-Employability	Resume, Application, & Interview
Employability	Task Completion Rate & Productivity

CV11.3.4 *Students use technology to process workplace information.*

WYCTA skill areas	
Technology	Operating Systems Hardware & Software Applications Internet Searches Industrial & Business Technology

SYSTEMS

Students demonstrate an understanding of how social, organizational, and technological systems work.

CV11.4.1 *Students evaluate quality and performance of a variety of systems.*

WYCTA skill areas	
Applied Mathematics	Measurement
Affective & Thinking	Problem Solving Thinking
Applied Science	Data Analysis & Interpretation
Technology	Operating Systems Internet Searches
Employability	Punctuality & Attendance Interpersonal Relations Attitude & Appearance

CV11.4.2 *Students suggest modifications to existing systems and develop new or alternative systems to improve performance.*

WYCTA skill areas	
Communication	Speaking Reading Writing
Applied Mathematics	Measurement Data Representation & Interpretation
Affective & Thinking	Problem Solving Thinking Leadership
Applied Science	Data Analysis & Interpretation
Technology	Operating Systems Internet Searches
Employability	Task Completion Rate & Productivity

TECHNOLOGY

Students demonstrate the ability to use a variety of workplace technologies.

CV11.5.1 Students choose and utilize procedures, tools or equipment including computers and related technologies.

WYCTA skill areas	
Applied Science	Occupational Lab Procedures & Safety Skills
Technology	Operating Systems Hardware & Software Applications Internet Searches
Employability	Skill Performance

CV11.5.2 Students demonstrate proper procedure for set-up, operation, and routine maintenance of workplace equipment.

WYCTA skill areas	
Communication	Reading
Applied Science	Occupational Lab Procedures & Safety Skills Scientific Method
Technology	Operating Systems Hardware & Software Applications Internet Searches
Employability	Skill Performance

CV11.5.3 Students use workplace equipment to solve problems.

WYCTA skill areas	
Communication	Reading
Applied Mathematics	Measurement
Affective & Thinking	Problem Solving Thinking
Applied Science	Occupational Lab Procedures & Safety Skills Scientific Method
Technology	Operating Systems Hardware & Software Applications Internet Searches
Employability	Skill Performance

CV11.5.4 *Students apply safe and ethical practices when using workplace technologies.*

WYCTA skill areas	
Communication	Listening Reading
Affective & Thinking	Problem Solving Thinking
Applied Science	Occupational Lab Procedures & Safety Skills Scientific Method
Technology	Industrial & Business Technology

CAREERS

Students develop skills in career planning and workplace readiness.

CV11.6.1 *Students interpret information from a variety of self-assessments to identify career interests, abilities, personal traits, and work values.*

WYCTA skill areas	
Communication	Reading
Affective & Thinking	Problem Solving Thinking
Pre-Employability	Career Interests & Characteristics

CV11.6.2 *Students locate and interpret career information and labor market trends from a variety of sources.*

WYCTA skill areas	
Communication	Reading
Affective & Thinking	Problem Solving Thinking
Technology	Internet Searches
Pre-Employability	Career Interests & Characteristics Career Prerequisites

CV11.6.3 *Students create, evaluate, and revise career plans.*

WYCTA skill areas	
Communication	Writing
Affective & Thinking	Problem Solving
Pre-Employability	Career Interests & Characteristics

CV11.6.4 *Students demonstrate skills to seek, obtain, maintain, and change jobs.*

WYCTA skill areas	
Communication	Listening Speaking Reading Writing
Technology	Industrial & Business Technology
Pre-Employability	Resume, Application, & Interview
Employability	Punctuality & Attendance Attitude & Appearance Task Completion Rate & Productivity