

Keystone: Grades 9, 10

Adopted 2009

Keys to Personal and Academic Success

1.1 Define terms related to the Keystone program, personal and academic success

1. Apply terminology correctly and appropriately [1.1.1](#)
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1.2 Summarize the importance of school policies

1. Design a personal plan that correlates school goals to personal goals [1.2.1](#)
 2. Evaluate personal goals in relation to community/society needs [1.2.2](#)
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1.3 Name resources for local school

1. Determine appropriate resources for specific needs: administrators, counselors, nurse, librarian [1.3.1](#)
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1.4 Describe the benefits of participation in extracurricular activities and CTSO

1. Investigate available extracurricular activities [1.4.1](#)
 2. Determine which extracurricular activity is most appropriate [1.4.2](#)
 3. Identify the Career Technical Student Organization within your school in relation to Keystone [1.4.3](#)
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1.5 Discuss the concepts of change and transition

1. Identify personal change and transitional events: Maturity, Education and Career [1.5.1](#)
 2. Develop adaptation strategies to deal with personal change and transition [1.5.2](#)
 3. Visualize yourself transitioning through school, life, career [1.5.3](#)
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1.6 Identify importance of organizational skills

1. Implement the use of personal organizational systems: agenda, date planner, hand held device, etc. [1.6.1](#)
 2. Re-organize use of time and activities to promote academic success [1.6.2](#)
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1.7 Express goals in specific format/terms

1. Produce individual short, medium, and long-term goals in relation to a career [1.7.1](#)

1.8 Review effective study behaviors

1. Compare the effectiveness of studying in a group vs. studying alone [1.8.1](#)
 2. Analyze different note taking strategies [1.8.2](#)
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1.9 Explain different test taking strategies

1. Examine the different possible tests: multiple choice, true false, essay, short answer, open response [1.9.1](#)
 2. Apply different strategies to the various tests [1.9.2](#)
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1.10 Describe the different learning styles

1. Complete learning style assessment [1.10.1](#)
 2. Generate a plan for utilizing personal learning style most effectively [1.10.2](#)
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1.11 Assess personal aptitudes

1. Complete aptitude assessment [1.11.1](#)
 2. Evaluate natural abilities [1.11.2](#)
 3. Strategize plan to make best use of natural ability/aptitudes [1.11.3](#)
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1.12 Explain the benefits of a positive attitude and personal motivation

1. Evaluate personal attitude and motivation [1.12.1](#)
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1.13 Assess school goals with personal goals in relation to the overall economy

1. Evaluate how success with graduation, degrees, industry certification, citizenship and employability affects society [1.13.1](#)
 2. Examine one's responsibility to society, school and self [1.13.2](#)
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Life Skills**2.1 Define terms related to life skills**

1. Apply terminology correctly and appropriately [2.1.1](#)
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2.2 Identify proper communication strategies in a given situation

1. Demonstrate effective communication in social introduction [2.2.1](#)
 2. Model effective communication in interpersonal settings: workplace, school, home, peer group, community [2.2.2](#)
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2.3 Identify listening strategies

1. Demonstrate the ability to remember information [2.3.1](#)
2. Develop the ability to listen for different purposes: active listening, empathetic listening, informative listening, enjoyment listening [2.3.2](#)

2.4 Summarize approaches to resolving conflicts

1. Identify emotions that cause conflict [2.4.1](#)
2. Identify bias/prejudice that cause conflict [2.4.2](#)
3. Implement personal conflict resolution strategies: win/win, agree to disagree, avoidance, intervention [2.4.3](#)

2.5 Identify characteristics of effective leaders

1. Compare different types of leadership styles: Laissez-Faire, Democratic, Authoritarian, Authoritative [2.5.1](#)
2. Demonstrate the qualities of effective leaders [2.5.2](#)

2.6 Identify characteristics and goals of an effective team member

1. Analyze the different groups to which you belong: small group, classroom, club, school, community, family and workplace [2.6.1](#)
2. Reflect on individual roles within groups to which you belong [2.6.2](#)
3. Analyze employer/employee relationship [2.6.3](#)

2.7 Identify local community service and volunteer opportunities

1. Design a personal or group volunteerism plan [2.7.1](#)

2.8 Recognize social, cultural and religious diversity

1. Compare and contrast social interactions between cliques/social groups in a school setting [2.8.1](#)
2. Explore characteristics that make up the differences between ethnic groups [2.8.2](#)
3. Explore characteristics that make up the differences between geographic areas in a global economy [2.8.3](#)
4. Identify possible conflicts that could arise from language barriers: regional dialect, slang, foreign language, connotative meaning [2.8.4](#)
5. Identify possible conflicts that could arise from religious, age or morality barriers [2.8.5](#)
6. Establish methods to overcome barriers and build workable relationships [2.8.6](#)
7. Explain unity through diversity and find the useful qualities in a diverse population, workforce or class [2.8.7](#)

Financial Management

3.1 Define terms related to financial management

1. Apply terminology correctly and appropriately [3.1.1](#)

3.2 Discuss and compare needs vs. wants

1. Identify personal wants and needs [3.2.1](#)
 2. Identify lifestyle and long term goals [3.2.2](#)
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3.3 Discuss a monthly budget

1. Produce an itemized budget based on projected salary [3.3.1](#)
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3.4 Discuss personal money management

1. Compare resources for financial management such as banking accounts, credit, debit, bankruptcy, upside down loan, mortgage, balloon notes, interest rates (fixed and variable) [3.4.1](#)
 2. Identify and explain combined assets and debts: dual ownership in marriage or partnership [3.4.2](#)
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Career Planning and Employability Skills

4.1 Define terminology related to career and workforce skills

1. Apply terminology in appropriate situations [4.1.1](#)
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4.2 Investigate individual abilities, skills, interests, aptitudes and values

1. Utilize Navigator, KeyTrain and/or other resources to match personal qualities with career opportunities [4.2.1](#)
 2. Assess career options using resources such as Internet, job shadowing, career publications, interest inventories, and networking [4.2.2](#)
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4.3 Develop a career exploration research project

1. Re-evaluate and present future academic/career plan for high school and postsecondary [4.3.1](#)
 2. Identify courses necessary for graduation [4.3.2](#)
 3. Relate elective options to career goals [4.3.3](#)
 4. Identify options for post secondary opportunities: Community College, Associate Degree, Apprenticeship, Internship, On-the-job training, and Testing for certification [4.3.4](#)
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4.4 Identify skills needed for employment

1. Demonstrate appropriate interview behaviors [4.4.1](#)
2. Demonstrate ability to complete a sample employment application [4.4.2](#)
3. Create a résumé [4.4.3](#)
4. Exhibit necessary skills to maintain desired employment such as punctuality, teamwork, good attendance and positive work ethic [4.4.4](#)