

FBLA MS Career Exploration[§]

Career Readiness (10 test items)

1. Assess personal strengths and weaknesses (EI:002, LAP-EI-902) (PQ)
2. Assess personal behavior and values (EI:126, LAP-EI-126) (PQ)
3. Maintain appropriate personal appearance (PD:002, LAP-PD-002) (PQ)
4. Demonstrate systematic behavior (PD:009) (PQ)
5. Set personal goals (PD:018, LAP-PD-918) (CS)

Critical-Thinking Skills (5 test items)

1. Explain the need for innovation skills (PD:126, LAP-PD-126) (CS)
2. Make decisions (PD:017, LAP-PD-017) (CS)
3. Demonstrate problem-solving skills (PD:077, LAP-PD-077) (CS)

Career Planning (20 test items)

1. Identify desirable personality traits important to business (EI:018, LAP-EI-918) (PQ)
2. Assess personal interests and skills needed for success in business (PD:013) (PQ)
3. Analyze employer expectations in the business environment (PD:020) (PQ)
4. Explain the rights of workers (PD:021) (PQ)
5. Identify sources of career information (PD:022) (CS)
6. Identify tentative occupational interest (PD:023) (CS)
7. Explain employment opportunities in business (PD:025, LAP-PD-025) (CS)
8. Explain career opportunities in entrepreneurship (PD:066, LAP-PD-066) (CS)

[§] Sources: These learning outcomes are part of MBA Research's National Business Administration Standards.

Job-Search Skills (10 test items)

1. Utilize job-search strategies (PD:026) (PQ)
2. Complete a job application (PD:027) (PQ)
3. Interview for a job (PD:028) (PQ)
4. Write a follow-up letter after job interviews (PD:029) (CS)
5. Write a cover letter (PD:030) (CS)
6. Prepare a resume (PD:031) (CS)

Career Advancement (5 test items)

1. Describe techniques for obtaining work experience (e.g., volunteer activities, internships) (PD:032) (PQ)
2. Explain the need for ongoing education as a worker (PD:033) (PQ)
3. Explain the possible advancement patterns for jobs (PD:034) (PQ)

References

- MBA Research and Curriculum Center. *National Business Administration Standards*.
<https://www.mbaresearch.org/local-educators/teaching-resources/standards/>
- CareerOneStop. <https://www.careeronestop.org/>
- Indeed. *Career guide*. <https://www.indeed.com/career-advice>
- U.S. Bureau of Labor Statistics. <https://www.bls.gov/k12/>

LAP List

Objective #	LAP #*	LAP Title
EI:002	LAP-EI-902	Assess for Success (Assessing Personal Strengths and Weaknesses)
EI:126	LAP-EI-126	Assess Yourself (Assessing Your Personal Behavior and Values)
PD:002	LAP-PD-002	Look Good, Feel Good (Personal Appearance)
PD:018	LAP-PD-918	Go for the Goal (Goal Setting)
PD:126	LAP-PD-126	Ideas in Action (Innovation Skills)
PD:017	LAP-PD-017	Weigh Your Options (Decision-Making)
PD:077	LAP-PD-077	No Problem (Demonstrating Problem-Solving Skills)
EI:018	LAP-EI-918	You've Got Personality (Personality Traits in Business)
PD:025	LAP-PD-025	Go for It! (Careers in Business)
PD:066	LAP-PD-066	Own Your Own (Career Opportunities in Entrepreneurship)

* LAP #s subject to change