# A) Demonstrate effective communication skills (such as public speaking, listening, reading, and writing) to function successfully in a variety of settings including school, home, and work.

**Explain the importance of writing effectively**

- **Writing effectively is important as it allows you to convey your point. With bad writing skills, it will be difficult to have others understand what you're writing about. If your writing is confusing, no one will understand it.**

**ingDemonstrate effective communication with others**

- **Communication Example**



Naviance Question

Reid, Robert
Hello Mr. Vazquez, I requested letters of recommendation from Ismael Caro and Laura Dubois, but when I went to ad...

Vazquez, Radames (Cheney)
Rob, I just added them to the teacher list so you should be able to see them on the list and add them as recommen...

Reid, Robert
To: ○ Vazquez, Radames (Cheney)

It worked! Thank you for your help!

...

Vazquez, Radames (Cheney)
No problem. I will send the transcripts and a few other forms I have to fill out by tomorrow night. Radamés Vázquez ...

**Practice active listening**

- **In economics class on 3/17/2023, I practiced active listening during the class. When Mr. Starvish started talking, I looked at him and followed his instructions when he said to close all laptops. I then listened to what he was talking about relating to investments.**

**Describe how to read with understanding**

- **Make sure to have background knowledge of a subject, so if you were reading an article on chemistry you would need to know what chemistry is.**

**Review a professional journal**

- **I read https://thescipub.com/abstract/jcssp.2023.454.466 and it is about security models such as ISP, ASP, and IISPM protocols. It is short, but describes the basics of the security protocols.**

**Complete a job application**

- I cannot find the form I submitted, but I did create and submit a job application to the scout camp JN Webster a few weeks ago.

**Research resume writing**

- **Here is an a resume assignment I turned in.**

Update: Cover Letter & **Res**ume                                    Due Feb 1

Posted Jan 30                                                               Turned in

Update and polish up your Cover letter and Resume.

Add them to your e-portfolio in Google Sites.

Mark this as done when complete.

View assignment

**Demonstrate interviewing skills**

- **In the 2022 SkillsUSA competition that I participated in, there was an interview section where I had to describe a theoretical network hack. In my opinion, I did well, as I remained confident in the interview while using technical descriptions. I even managed to get the interviewer to laugh with a few jokes during the conversion.**

**Develop a working relationship with a mentor**

- **A mentor of mine is Brian Schwanda. He was the main leader (and continues to be a leader) of my boy scout troop. He has taught me a lot about leadership and how to tie knots. He has helped me take on the role of SPL (senior patrol leader)within my troop.**

**Develop and make a presentation promoting career choice**

- **https://docs.google.com/presentation/d/1ohr4OIuLl423jf72I6U2jkPIErZt51MWIvf UvAhK3Cc/edit?usp=sharing**

**Write an article for a professional journal in a career area**

- **https://docs.google.com/document/d/1KyTRqKmviT2FjvWoPFQEtFFP-ETG5EqVzs mW8Kz7-Ko/edit?usp=sharing**

# B) Develop an understanding of effective customer relations and demonstrate proper customer

**Define the customer (internal and external)**
- An external customer is someone who has no connection to the company they are shopping in. An internal customer has connections to the company they're shopping in.

**Identify customer expectations**
- Able to ask questions
- Able to converse with staff in a polite and productive manner
- Able to purchase an item they see advertised
- Able to get support on their purchase

**Develop customer service skills**
- I am able to
- Listen to customers
- Help customers with questions
- Find the product they are looking for
- Direct them to other staff members if needbe
- Teach them about the product

**Understand the cost of customer service**
- Customer service can cost a company much money to provide
- It can also subtract from their profits if they provide no or bad customer service

**Demonstrate career research and career development skills**
- I completed these assignments about researching a career

- 

**Research career interests**



- 
- **A slide from my career research**

**Participate in a job shadow**

- In 2021, I worked as a counselor in training for the camp JN Webster for two weeks. I assisted full staff and learned from working with them and observing them.

**Define future occupations**

- **A future occupation is what you perceive yourself to be working at in the future.**

**Identify personal interests**

- **I am interested in learning more about computers and electronics**
- **Being able to earn money and buy  better equipment**
- **Elevate my position within a company**

**Evaluate career goals and establish long-term goals**

- **My long term career goal is, after college, to get a full time job in my field.**

## C) Recognize how quickly jobs change and opportunities arise

**Explore opportunities for advanced training**



-

**Effectively use available resources to identify fast growing career areas**



-

**Formulate a Career Action Plan**

-

| Goal | Start | End | Timeline |
|---|---|---|---|
| Start college | 2023 summer | 2027 spring | 4 years |
| Get part time job | 2024 summer | 2027 spring | 3 years |
| Get full time job | 2027 spring | ? | ? |
| Get a car | 2023 or 2024 summer | ? | ? |

●

**Construct a job search network**

- I have created a job search network within the camp of JN Webster. I have met many of the people who work there and developed friendships with some. I am able to contact them and can work with them to obtain a job.

**Complete a job application**

- As I stated before, I have applied to JN webster, however I can no longer access the form and I am waiting for them to respond.

**Research resume writing**



●

**Demonstrate interviewing skills**

- As I said before, in the 2022 SkillsUSA competition that I participated in, there was an interview section where I had to describe a theoretical network hack. In my

## D) Demonstrate essential workplace or life skills

**Recognize and identify stress factors**
- **Bills**
- **Work**
- **Bosses**
- **Coworkers**

**Recognize the importance of goals**
- **Goals give you something to work towards and something to aspire to be. They may increase your happiness when you complete them and help you work harder.**
- **Evaluate professional development traits**
- **Willingness to learn**
- **Positive attitude**
- **Ability to resolve conflicts**
- **Helpfulness**
- **Integrity**
- **Can manage stress**
- **Solution-oriented**
- **motivation**

**Complete a self-assessment and identify individual learning styles**
- **Use the snip feature to place self assessment results from naviance or another site (include web ULR )**
  **https://drive.google.com/file/d/1MVOkN9lNwPYgMLCF7ztSlJDGQp_fgb3V/view?usp=sharing**

**Discover self-motivation techniques and establish short-term goals**
- **Self motivation: the risk of failing both assignments and life, if i can get a job I can buy things like a car**
- **Short term goals:**
- **Learn how to drive**
- **Get a car**
- **Make it through the rest of school**

**Determine individual time-management skills**
- **I will use my time wisely to complete what I have to do and refrain from doing what I shouldn't be doing.**

**Measure/modify short-term goals**

- **Learn how to drive by this summer**
- **Get a car in two years**
- **Complete high school by the summer**
- **Get a part time job this summer**
- **Goto college by fall**

**Effectively use time-management tools, such as day planners, electronic schedulers and online calendars**



- 
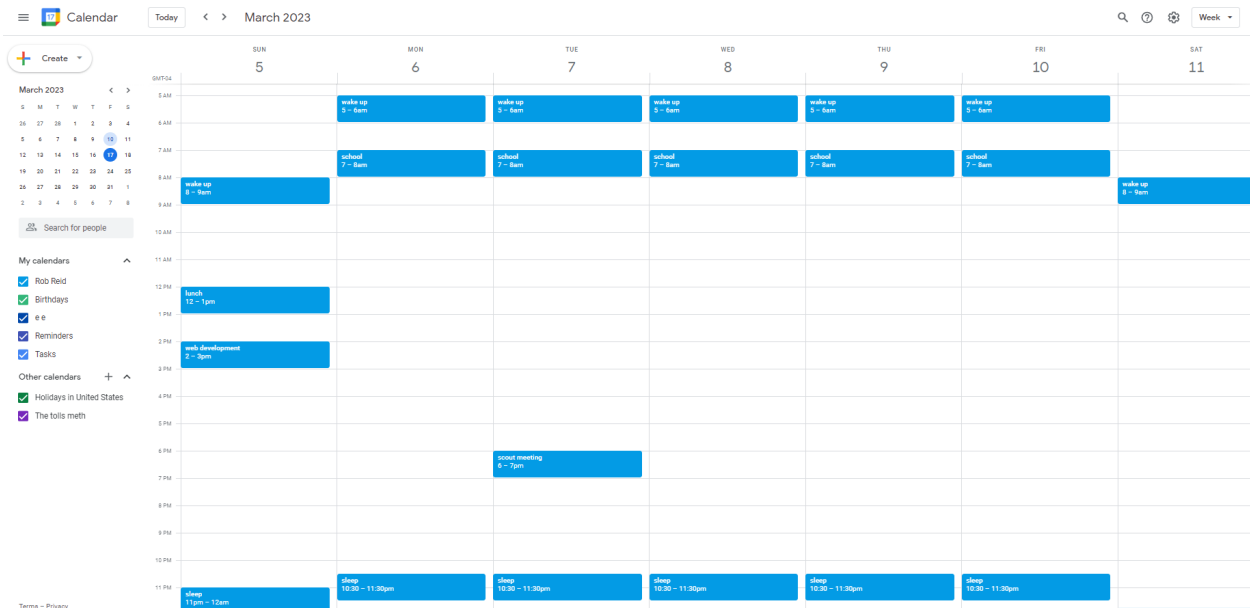
# E) Develop personal financial skills

**Develop a budget and differentiate between needs and wants**

> Food- need
>
> Drink - need
>
> Ice cream -want
>
> Capacitors - want

**Prioritize purchases with a budget**

> Food should be first, and out of foods it should be meal food, then water, then luxuries.

**Create a spending and savings plan**

> $100 goes to groceries
>
> $50 goes to savings
>
> 50% of the rest of the money goes to savings and other spendings

**Develop a business plan**

     Get permits

     Buy location

     Hire employees

     Train employees

     Buy stock

     Open

     Sell stock

## F) Develop social etiquette and interpersonal skills

**Identify cooperative behaviors**
- **Being polite, working with others and helping others all show cooperative behaviors**

**Engage in team building and negotiating**
- **A team building exercise I was part of was an escape room I completed with my boy scout troop. We worked together to piece together the room's story and found our way out in the time limit.**

**Explain the importance of first impressions**
- **First impressions are important as they will dictate how someone will feel about you and how they will act towards you throughout many of your interactions.**

**Describe and perform proper introductions**
- **You greet the new person with a statement like hello and tell them your name. An example of this would be the famous line said by Gus, "Hello and welcome to the Los Pollos Hermanos Family. My name is Gustavo but you can call me Gus."**

**Set basic table settings**

| This is an example of a table with basic settings | |
|---|---|
| Row | Row |

## G) Understand technology systems and use information technology tools

**Identify the various types of computer-based data**

     **There are many data types like an int (integer, numbers without decimals), float (number with decimals), string (text or non math), bool (boolean, yes or no), char (single character), date (uses dates), and arrays (a way of storing multiple data points) are all examples of data types and ways to store data types.**

**Use basic email functions,**

<span style="color:red">**I am certified in Outlook**</span>

**Use web-search applications**

<span style="color:red">I am not only capable of using web search applications, I am capable of creating them too.</span>

**Demonstrate software applications - word-processing, presentation, database, spreadsheet, design software and Web page software**

<span style="color:red">I am certified in Word 2016, PowerPoint 2016, Excel 2016, and have completed the testout certification for them as well. The score below is showing my TestOut certification, which covers word, excel and powerpoint.</span>
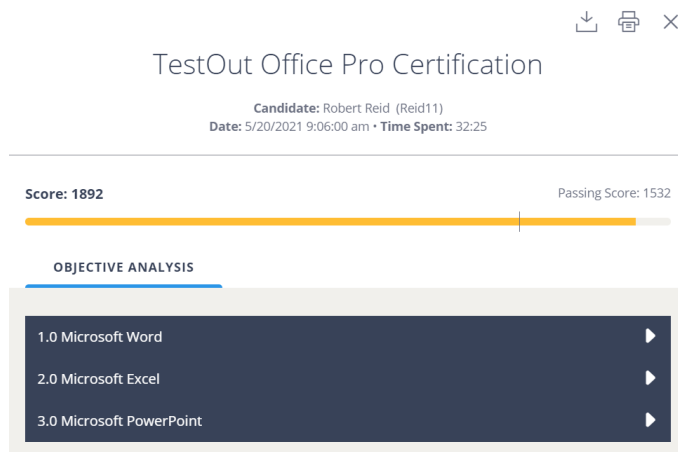


<span style="color:red">The below image is a picture of my website I created by using HTML, CSS, JavaScript, MySQL, and PHP.</span>
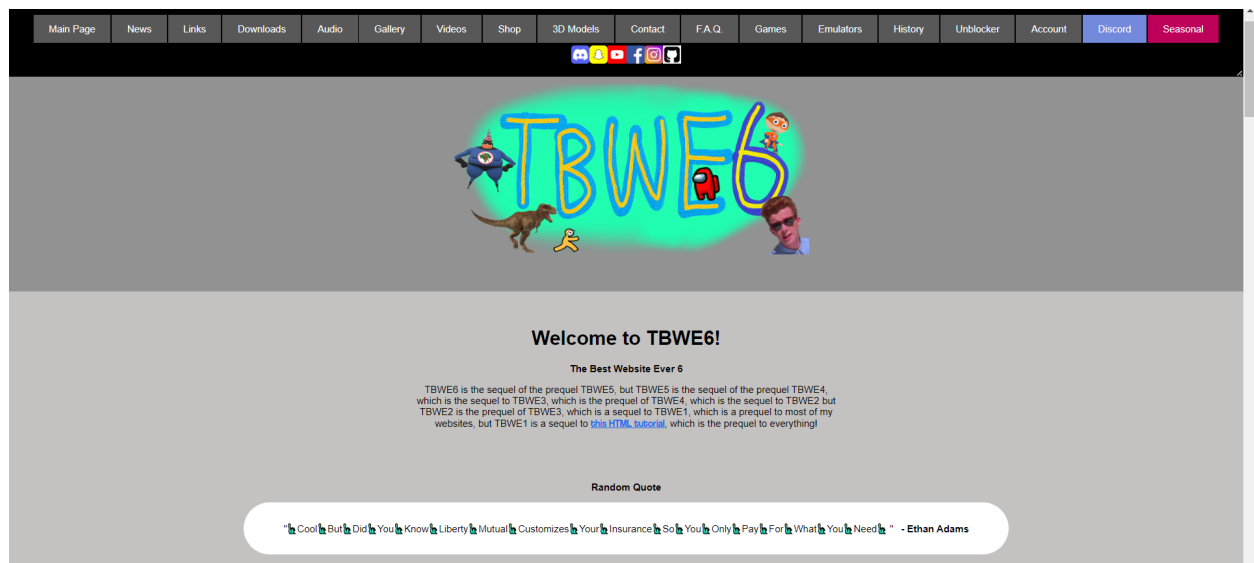


<span style="color:red">The below picture is of a MariaDB database viewer, MariaDB is a version of SQL, this is a table of user accounts that have been deleted. The password info visible here is encrypted.</span>
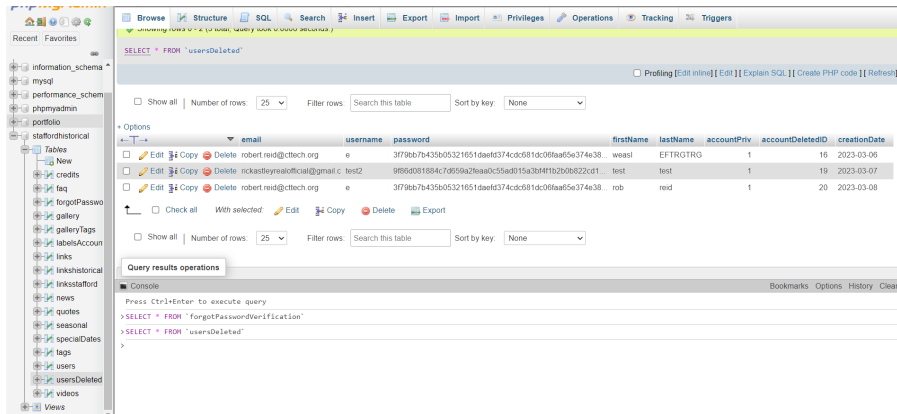
## Design, conduct and evaluate a survey

**A comical survey where participants were asked about the meaning of life and if fortnite is the meaning**

Is fortnite the meaning of life?

3 responses



- Yes
- No
- Option 3
- I like roblox more

33.3%

66.7%

## Assemble an electronic employment portfolio

**These are some of the files that make up my portfolio**

```
.git                    links page.php
.github                 login.php
audio                   logout.php
certifications          main.css
documents               makeaccount.php
fonts                   news.php
images                  profile.php
pageparts               README.md
pagetemplates           seasonal.php
videos                  test.php
.gitattributes          videos.php
accounts.php
audio.php
contact.php
downloads.php
faq.php
gallery.php
index.php
```

**Construct a job search network**

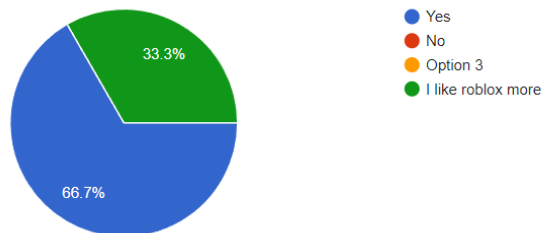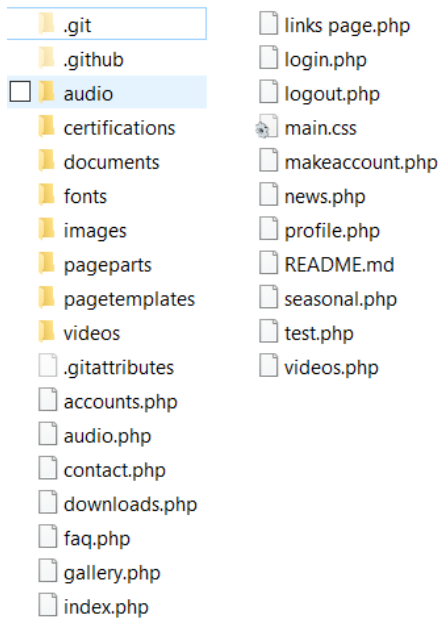<span style="color:red">As I said before, I have created a job search network within the camp of JN Webster. I have met many of the people who work there and developed friendships with some. I am able to contact them and can work with them to obtain a job.</span>

# H) Apply conflict management skills, and an understanding of cultural, social, and ethnic diversity to  achieve group goals and consensus

**Explore what's ethical in the workplace or school**
- <span style="color:red">To respect others culture, ideas, traditions,and to treat people with respect</span>

**Identify personal conflicts that arise in the workplace**
- <span style="color:darkred">Some people may not like others based on what they believe</span>
- <span style="color:darkred">Some people disagree with others on what they should be doing</span>
- <span style="color:darkred">People may lie to their boss for gain.</span>
- <span style="color:darkred">People may threaten others</span>

**Develop awareness of cultural diversity and equity issues**
- <span style="color:red">Other cultures should be respected along with their traditions.</span>

**Devise methods of conflict resolution**
- <span style="color:darkred">Discover what is causing the conflict</span>
- <span style="color:darkred">Talk to the participants</span>
- <span style="color:darkred">Come to an agreement</span>

**Demonstrate evaluation skills**

- **I can evaluate what is necessary to do to stop conflict at a meeting. For example, at my troop meetings, I can stop squabbles between the boys by talking to them or by taking away what they are fighting about.**

## I) Understand legal and ethical responsibilities and exhibit personal accountability, integrity, and responsibility

**Identify personal qualities that are desirable for the workplace**
- **Productive**
- **Clean**
- **On time**
- **Hard working**
- **multitasking**
- **Wanting to go further up the company ladder.**

**Describe workplace components**
- **Activity- a task or tasks the people will complete**
- **Variety- changing of the tasks to avoid monotony**
- **Management - a capable person will manage the tasks and make sure everyone is doing what they should be doing.**

**Select characteristics of a positive image**
- happy
- **motivated**
- **Hard working**
- **optimistic**

**Examine ethics and values in workplace**
- **One should follow their ethics when in a workplace as it will help them make decisions that align with their viewpoint.**

## J) Identify problems, understand context, and develop creative solutions.

**Demonstrate evaluation skills**
- **I can evaluate what to do in a situation by determining what should be done and what should not be done to further the goals of a company**

**Produce a list of potential volunteer activities**
- **Soup kitchen**
- **Raking leaves**

**Recognize benefits of doing a community service project**
- **Betters the community it is part of**
- **People will appreciate what you do**

**Serve as a volunteer in the community**

- **One instance of volunteer work had me cleaning and raking all the leaves from a cemetery in my town with my troop. It took several hours, but it was much cleaner if anyone wanted to visit the graves, which were largely 1800s and early 1900s people.**