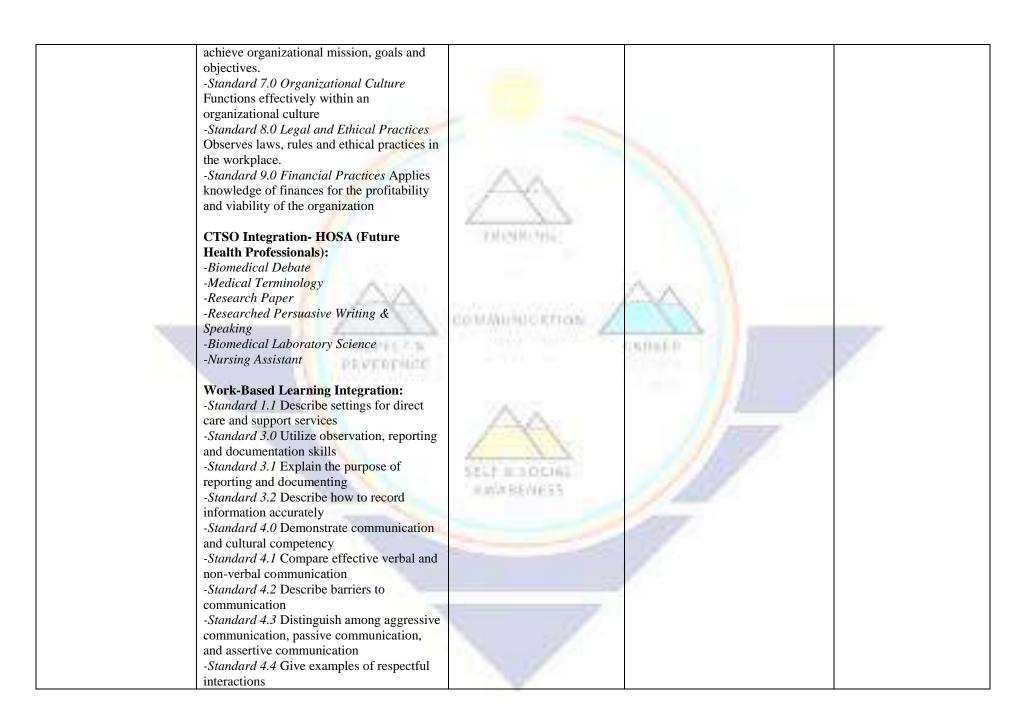
## Ganado Unified School District #20 Home Health Aide II/11<sup>th</sup> Grade

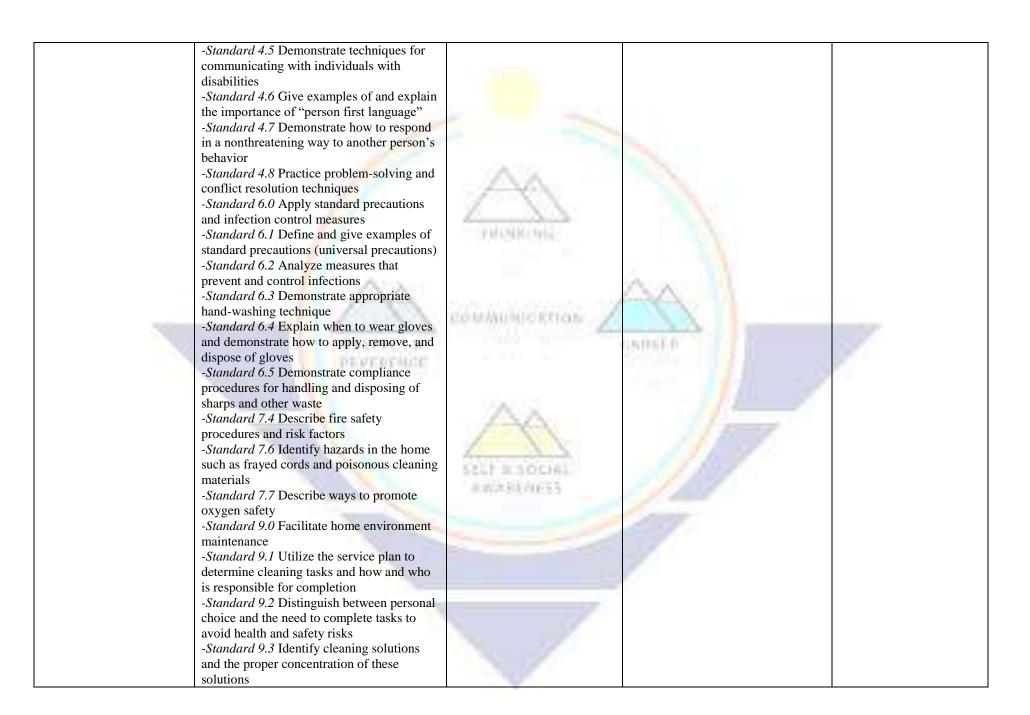
## PACING Guide SY 2022-2023

Time Line & Resources (Identify textbook, page number or website link & etc.)	AZ College and Career Readiness Standard	Essential Question (HESS Matrix)	Learning Goal	Vocabulary (Content/Academic)		
	First Quarter					
-iCEV	Technical Standards:	-What are the stages and	-Researching and examining fetal	Genes		
https://login.icevonline.co	-Standard 12.0 Examine physical and	genetic roles in fetal and	and infant development	Chromosomes		
m/mycourses	emotional needs of an individual	infant development?		Anomaly		
-ECAP	- Control of the Cont	-What are the physical,	-Identifying the physical, emotional,	Ovulation		
https://portal.azcis.intoca	Academic Integration:	emotional, social and	social, and intellectual development	Ovum		
reers.org/	-Literacy Standar <mark>ds:</mark>	intellectual needs of toddlers,	of toddlers, preschoolers and school	Fertilization		
-Guest Speakers	CCSS.ELA-Litaracy.SL.11-12.1	preschoolers and school age	age children	Implantation		
	CCSS.ELA-Litaracy.SL.11-12.2	children?	J. J. Lines	Amphimixis		
	CCSS.ELA-Litaracy.SL.11-12.3	-What activities are good for	-Examining the development of the	Zygote		
	CCSS.ELA-Litaracy.SL.11-12.4	encouraging growth in	adolescent female	Cleavage		
Unit 1:	CCSS.ELA-Litaracy.SL.11-12.5	toddlers, preschoolers and	Carlo Marie Control	Cephalic		
Human Development:	CCSS.ELA-Litaracy.SL.11-12.6	school age children?	-Examining the development of the	Evaginations		
Fetal & Infant	-Writing Standards:	-How do we ensure toddlers,	adolescent female	Celom		
	CCSS.ELA-Litaracy.WHST.11-12.1	preschoolers and school age		Paturition		
Unit 2:	CCSS.ELA-Litaracy.WHST.11-12.2	children are meeting their	Identifying the physical,	Labor		
Human Development:	CCSS.ELA-Litaracy.WHST.11-12.4	dietary needs on a daily	emotional, social, and intellectual	Toddler		
Toddlers, Preschoolers,	CCSS.ELA-Litaracy.WHST.11-12.5	basis?	development of emerging	Preschoolers		
School Age Children	CCSS.ELA-Litaracy.WHST.11-12.6	-What are the changes taking	adulthood, early adulthood, middle	Puberty		
	CCSS.ELA-Litaracy.WHST.11-12.7	place with the female	adulthood and late adulthood	Metacognition		
Unit 3:	CCSS.ELA-Litaracy.WHST.11-12.8	anatomy and physiology		Introspection		
Human Development: The	CCSS.ELA-Litaracy.WHST.11-12.9	during puberty?		Relativism		
Adolescent Female	CCSS.ELA-Litaracy.WHST.11-12.10	-What are the roles of		Ovary		
	-Reading Standards:	hormones in growth,		Uterus		
Unit 4:	CCSS.ELA-Litaracy.RST.11-12.1	development and personal		Cervix		
Human Development: The	CCSS.ELA-Litaracy.RST.11-12.2	health?		Vagina		
Adolescent Male	CCSS.ELA-Litaracy.RST.11-12.3	-What is reproduction, its		Urethra		
	CCSS.ELA-Litaracy.RST.11-12.6	process and birth?		Adolescence		
	CCSS.ELA-Litaracy.RST.11-12.9			Acne		

Unit 5:	Arizona Professional Skills:	-What emotional		Cyst
Human Development:	-Standard 1.0 Complex Communication	development takes place		Pimple
Adulthood	Employs complex communication skills in a	during adolescence?		Embryo
	manner that adds to organizational	-What are the structures and		Fetus
	productivity.	functions of the male		Hypertension
		anatomy?		Osteoporosis
	CTSO Integration- HOSA (Future	-What are common diseases	No. of the last of	Testis
	Health Professionals):	associated with adulthood?		Epididymis
		-What are the 5 stages of		Spermatogenesis
	Work-Based Learning Integration:	grief?		Olfaction
	-Standard 12.0 Examine physical and	-What are the physical,		
	emotional needs of an individual	emotional, social and		
	-Standard 12.1 Describe the impact of aging	intellectual needs of emerging		
	on the physical and emotional needs of an	adulthood, early adulthood,		
	individual	middle adulthood and late	- 1	
	-Standard 12.3 Give examples of how to	adulthood?	Marian	
	determine a person's abilities, needs, and			
	desires when providing services	COMMUNICATION /		
	-Standard 12.4 Discuss the possible	Commission Colone		
	emotional impact of a physical disability or	The state of the s	080660	
	a chronic disease	and the same of th	22//////	
	-Standard 12.5 Describe how age, illness,		1111	
	and disability affect sexuality		1 / //	
		Second Quarter		
-iCEV	Technical Standards:	-What are the basics and	-Learning about the basics of	Hypothesis
https://login.icevonline.co	-Standard 1.0 Examine roles and	limitations of science as well	science, and how hypotheses,	Law
m/mycourses	responsibilities of the Home Health Care	as how are scientific	theories and laws are used in the	Science
-ECAP	Agency	hypotheses, theories, and	scientific field	Theory
https://portal.azcis.intoca	-Standard 3.0 Utilize observation, reporting,	laws different?	and the same of th	Diversity
reers.org/	and documentation skills	-What are the roles of	-Understanding the elements and	Communication
-Guest Speakers	-Standard 4.0 Demonstrate communication	positive relations in society,	importance of health relationships	Friend
-	and cultural competency	family and personal life?		Dating
	-Standard 6.0 Apply standard precautions	-What roles to	-Analyzing the importance of and	Feedback
	and infection control measures	communication and conflict	understanding the components of	Consensus
Unit 6:	-Standard 7.0 Analyze safety and	resolution play in building	the communication process	Concession
Science Explained:	emergency procedures	strong relationships?		Accommodation
Anatomy & Physiology	-Standard 9.0 Facilitate home environment	-What are the communication	-Understanding various leadership	Compromise
	maintenance	and listening processes?	styles and the role they serve in	Sender
Unit 7:	-Standard 11.0 Analyze chronic diseases	-What are the different	group settings	Message
Positive Relationships	and physical disabilities	communication models?		Channel
				Receiver

Unit 8:	Academic Integration:	-How can non-verbal	-Learning and demonstrating	Thinking
Communication Styles	-Literacy Standards:	communication cause an	essential laboratory safety measures	Encoding
	CCSS.ELA-Litaracy.SL.11-12.1	effect?	essential factorial surety incustates	Transmitting
Unit 9:	CCSS.ELA-Litaracy.SL.11-12.4	-Why is professional	-Learning and demonstrating basic	Propaganda
Leadership Styles	CCSS.ELA-Litaracy.SL.11-12.5	communication important?	nursing skills; checking vital signs	Fallacy
	CCSS.ELA-Litaracy.SL.11-12.6	-What are the leadership		Leadership
Unit 10:	-Writing Standards:	styles, the characteristics of a	-Explaining and analyzing the	Authoritative
Lab Safety Procedures	CCSS.ELA-Litaracy.WHST.11-12.2	leader, and the purpose of	principles of body mechanics	Participative
	CCSS.ELA-Litaracy.WHST.11-12.4	groups and the leadership's		Laissez Faire
Unit 11:	CCSS.ELA-Litaracy.WHST.11-12.5	role within them?		Abdicratic
Washing Your Hands	CCSS.ELA-Litaracy.WHST.11-12.6	-What are verbal and non-		
	CCSS.ELA-Litaracy.WHST.11-12.7	verbal communication		
<b>Unit 12:</b>	-Reading Standards:	strategies?		
Putting On and Removing	CCSS.ELA-Litaracy.RST.11-12.1	-Why is knowing laboratory		
Gloves	CCSS.ELA-Litaracy.RST.11-12.2	safety procedures and	7.7	
	CCSS.ELA-Litaracy.RST.11-12.3	techniques important?	Manager at	
Unit 13:	CCSS.ELA-Litaracy.RST.11-12.4	-How do local, state and		
Counting & Recording	CCSS.ELA-Litaracy.RST.11-12.5	federal regulations play a role		
Radial Pulse	CCSS.ELA-Litaracy.RST.11-12.6	in laboratory safety		
1	CCSS.ELA-Litaracy.RST.11-12.9	-Why are handwashing and	0.00000	
Unit 14:	properties	donning proper PPE	25//////	
Counting & Recording	Arizona Professional Skills:	important?	///	
Respirations	-Standard 1.0 Complex Communication	What are the proper	111111111	
1	Employs complex communication skills in a	procedures for handwashing	1.2	
Unit 15:	manner that adds to organizational	and donning proper PPE?		
Measuring & Recording	productivity.	-Why would there be need to	/ / Amile	
Weight	-Standard 2.0 Collaboration Collaborates,	check for basic vital signs;		
	in person and virtually, to complete tasks	temperature, pulse,	1 1000	
	aimed at organizational goals.	respirations, blood pressure,		
	-Standard 3.0 Thinking and Innovation	height, weight, oxygen level?		
	Integrates expertise in technical knowledge	-How do we check for basic	and the same of th	
	and skills with thinking and reasoning	vital signs?	100	
	strategies to create, innovate, and devise		1000	
	solutions.			
	-Standard 4.0 Professionalism Conducts			
1	oneself in a professional manner appropriate		25	
	to organizational expectations.			
	-Standard 5.0 Initiative and Self-Direction			
1	Exercises initiative and self-direction in the			
	workplace.			
	-Standard 6.0 Integrational and Cross-			
	Cultural Competence Interacts effectively	100		
	with different cultures and generations to			





	-Standard 9.4 Explain procedures for trash disposal and cleaning up clutter -Standard 9.5 Practice general procedures for homemaking skills -Standard 11.0 Analyze chronic diseases and physical disabilities -Standard 11.2 Identify body systems and			
	determine their function -Standard 11.3 Identify common conditions affecting body systems and their potential effect on a person's care -Standard 12.0 Examine physical and emotional needs of an individual -Standard 12.1 Describe the impact of aging on the physical and emotional needs of an	Otonomi.		
	individual  -Standard 12.2 Describe the physical and emotional needs of a person with a psychological or cognitive condition  -Standard 12.3 Give examples of how to determine a person's abilities, needs, and desires when providing services  -Standard 12.4 Discuss the possible emotional impact of a physical disability or a chronic disease	COMMUNICATION Z	Sales in the sales	
	-Standard 12.5 Describe how age, illness, and disability affect sexuality	011 8 300061	11/10/	
		Third Quarter		
-iCEV https://login.icevonline.co m/mycourses -ECAP https://portal.azcis.intoca reers.org/ -OSHA 10 https://campus.careersaf eonline.com/index.k2 -Guest Speakers	Technical Standards: -Standard 1.0 Examine roles and responsibilities of the Home Health Care Agency -Standard 3.0 Utilize observation, reporting, and documentation skills -Standard 5.0 Demonstrate job management and self-care skills -Standard 10.0 Utilize proper body mechanics and back safety techniques -Standard 13.0 Utilize transferring and positioning skills	-Why would there be need to check for basic vital signs; temperature, pulse, respirations, blood pressure, height, weight, oxygen level? -How do we check for basic vital signs? -Why is using proper body mechanics important? -How do the muscles, bones and joints allow for movement of the body?	-Learning and demonstrating basic nursing skills; checking vital signs  -Explaining and analyzing the principles of body mechanics  -Learning and demonstrating transfers using transfer belt  -Examining the necessary steps and considerations for matching career objectives with personal goals and life styles	Lateral Medial Superior Inferior Anterior Posterior Proximal Distal Extension Flexion Abduction Adduction Elevation

		-Learning about the pathways in the	Depression
-Literacy Standards:	pressure, movement, torque,	health science career cluster	Dorsiflexion
CCSS.ELA-Litaracy.SL.11-12.1	tension and elasticity on the		Inversion
CCSS.ELA-Litaracy.SL.11-12.2	body?		Eversion
CCSS.ELA-Litaracy.SL.11-12.3	-What is a transfer belt, why		Rotation
CCSS.ELA-Litaracy.SL.11-12.4	is it important and how is it		Pronation
CCSS.ELA-Litaracy.SL.11-12.5	used?	The second second	Supination
CCSS.ELA-Litaracy.SL.11-12.6	-What are the 5 career		Joints
-Writing Standards:	pathways of health science		Bones
CCSS.ELA-Litaracy.WHST.11-12.1	and the occupation options of		Bicep
CCSS.ELA-Litaracy.WHST.11-12.2	each?		Radius
CCSS.ELA-Litaracy.WHST.11-12.4	Account of the Contract of the		Humerus
CCSS.ELA-Litaracy.WHST.11-12.5	PARAMETER		Fulcrum
CCSS.ELA-Litaracy.WHST.11-12.6			Vertebra
CCSS.ELA-Litaracy.WHST.11-12.7			Trapezius
CCSS.ELA-Litaracy.WHST.11-12.8		Maria Carlo	Torque
CCSS.ELA-Litaracy.WHST.11-12.9			University
CCSS.ELA-Litaracy.WHST.11-12.10	Constitution Present		College
-Reading Standards:	COSMISSION /		Major
CCSS.ELA-Litaracy.RST.11-12.1	The state of the s	0.00000	Mentor
CCSS.ELA-Litaracy.RST.11-12.2	and the same of th	22/1/10/1	Scholarship
CCSS.ELA-Litaracy.RST.11-12.3		///	Grant
		1111111111	Loan
	0000000	1.2	Employability
	1000	1	Initiative
Arizona Professional Skills:		/ / Admit/	Lifestyle
			Burnout
	CALL STRUCKS	1 1000	Leisure
			Discrimination
productivity.	0.00753570033		Morale
-Standard 3.0 Thinking and Innovation		and the same of th	Stereotype
		100	Economy
		100	Recession
			Resume
solutions.			Portfolio
		20	Professional
			Advertising
			Marketing
			Interview
CTSO Integration- HOSA (Future	1		Presentation
			Criticism
-Nursing Assistant	1000		Etiquette
	CCSS.ELA-Litaracy.SL.11-12.1 CCSS.ELA-Litaracy.SL.11-12.3 CCSS.ELA-Litaracy.SL.11-12.4 CCSS.ELA-Litaracy.SL.11-12.5 CCSS.ELA-Litaracy.SL.11-12.6 -Writing Standards: CCSS.ELA-Litaracy.WHST.11-12.1 CCSS.ELA-Litaracy.WHST.11-12.2 CCSS.ELA-Litaracy.WHST.11-12.2 CCSS.ELA-Litaracy.WHST.11-12.5 CCSS.ELA-Litaracy.WHST.11-12.6 CCSS.ELA-Litaracy.WHST.11-12.5 CCSS.ELA-Litaracy.WHST.11-12.6 CCSS.ELA-Litaracy.WHST.11-12.7 CCSS.ELA-Litaracy.WHST.11-12.7 CCSS.ELA-Litaracy.WHST.11-12.8 CCSS.ELA-Litaracy.WHST.11-12.9 CCSS.ELA-Litaracy.WHST.11-12.10 -Reading Standards: CCSS.ELA-Litaracy.RST.11-12.1 CCSS.ELA-Litaracy.RST.11-12.2 CCSS.ELA-Litaracy.RST.11-12.3 CCSS.ELA-Litaracy.RST.11-12.6 CCSS.ELA-Litaracy.RST.11-12.9  Arizona Professional Skills: -Standard 1.0 Complex Communication Employs complex communication skills in a manner that adds to organizational productivityStandard 3.0 Thinking and Innovation Integrates expertise in technical knowledge and skills with thinking and reasoning strategies to create, innovate, and devise solutionsStandard 4.0 Professionalism Conducts oneself in a professional manner appropriate to organizational expectations.  CTSO Integration- HOSA (Future Health Professionals):	CCSS.ELA-Litaracy.SL.11-12.1 CCSS.ELA-Litaracy.SL.11-12.3 CCSS.ELA-Litaracy.SL.11-12.4 CCSS.ELA-Litaracy.SL.11-12.5 CCSS.ELA-Litaracy.SL.11-12.6 -Writing Standards: CCSS.ELA-Litaracy.WHST.11-12.1 CCSS.ELA-Litaracy.WHST.11-12.2 CCSS.ELA-Litaracy.WHST.11-12.4 CCSS.ELA-Litaracy.WHST.11-12.5 CCSS.ELA-Litaracy.WHST.11-12.5 CCSS.ELA-Litaracy.WHST.11-12.6 CCSS.ELA-Litaracy.WHST.11-12.7 CCSS.ELA-Litaracy.WHST.11-12.7 CCSS.ELA-Litaracy.WHST.11-12.9 CCSS.ELA-Litaracy.WHST.11-12.10 -Reading Standards: CCSS.ELA-Litaracy.RST.11-12.1 CCSS.ELA-Litaracy.RST.11-12.3 CCSS.ELA-Litaracy.RST.11-12.3 CCSS.ELA-Litaracy.RST.11-12.9  Arizona Professional Skills: -Standard 1.0 Complex Communication Employs complex communication Employs complex communication Employs complex communication Employs complex communication Integrates expertise in technical knowledge and skills with thinking and Innovation Integrates expertise in technical knowledge and skills with thinking and reasoning strategies to create, innovate, and devise solutionsStandard 4.0 Professional manner appropriate to organizational expectations.  CTSO Integration- HOSA (Future Health Professionals):	CCSS.ELA-Litaracy.SL.11-12.1 CCSS.ELA-Litaracy.SL.11-12.3 CCSS.ELA-Litaracy.SL.11-12.4 CCSS.ELA-Litaracy.SL.11-12.5 CCSS.ELA-Litaracy.SL.11-12.6 CWriting Standards: CCSS.ELA-Litaracy.WHST.11-12.1 CCSS.ELA-Litaracy.WHST.11-12.2 CCSS.ELA-Litaracy.WHST.11-12.4 CCSS.ELA-Litaracy.WHST.11-12.5 CCSS.ELA-Litaracy.WHST.11-12.5 CCSS.ELA-Litaracy.WHST.11-12.6 CCSS.ELA-Litaracy.WHST.11-12.6 CCSS.ELA-Litaracy.WHST.11-12.7 CCSS.ELA-Litaracy.WHST.11-12.9 CCSS.ELA-Litaracy.WHST.11-12.0 -Reading Standards: CCSS.ELA-Litaracy.RST.11-12.1 CCSS.ELA-Litaracy.RST.11-12.3 CCSS.ELA-Litaracy.RST.11-12.3 CCSS.ELA-Litaracy.RST.11-12.6 CCSS.ELA-Litaracy.RST.11-12.9 Arizona Professional Skills: -Standard 1.0 Complex Communication Employs complex communication skills in a manner that adds to organizational productivityStandard 3.0 Thinking and Innovation Integrates expertise in technical knowledge and skills with thinking and reasoning strategies to create, innovate, and devise solutionsStandard 4.0 Professionalism Conducts oneself in a professional manner appropriate to organizational expectations.  CTSO Integration-HOSA (Future Health Professionals):

## **Unit 28: Work-Based Learning Integration:** -Standard 1.0 Examine roles and Introduction to responsibilities of the Home Health Care Professional Communication agency -Standard 1.1 Describe settings for direct care and support services -Standard 1.2 Describe types of services provided to individuals and families -Standard 1.3 Identify Arizona agencies and programs that offer direct care services and require training and testing for direct care workers -Standard 1.4 Distinguish among activities of daily living (ADLs) and instrumental activities of daily living (IADLs) -Standard 1.5 Describe the basics functions of the service team and the importance of teamwork in providing services -Standard 1.6 Describe the training requirements for a home health aide/direct care worker -Standard 1.7 Describe positive caregiver traits and professional standards -Standard 1.8 Explain how professional standards influence the relationship between the direct care worker (DCW) and the person receiving services -Standard 1.9 Explain the importance of notifying the agency/supervisor about a change in the direct care worker's schedule -Standard 1.10 Describe the supervisory role with examples of questions about specific procedures -Standard 3.0 Utilize observation, reporting and documentation skills -Standard 3.1 Explain the purpose of reporting and documenting -Standard 3.2 Describe how to record information accurately -Standard 5.0 Demonstrate job management and self-care skills -Standard 5.4 Identify ways to practice appropriate time management

	-Standard 5.5 Identify strategies to improve			
	organizational skills			
	-Standard 5.6 Distinguish between personal			
	and professional boundaries			
	-Standard 10.0 Utilize proper body			
	mechanics and back safety techniques			
	-Standard 10.1 Explain the importance of			
	good body mechanics and lifting techniques			
	-Standard 10.2 Describe elements of good	V2AC02		
	body mechanics such as proper use of leg			
	muscles and keeping the center of gravity			
	over the base of support	Z		
	-Standard 10.3 Demonstrate good	Patrick Market		
	techniques for moving objects with good	171-171-171-1	7.7	
	body alignment			
	-Standard 10.4 Identify assistive devices		A	
	-Standard 13.0 Utilize transferring and			
	positioning skills	CURTY WITH CONTROL OF		
100	-Standard 13.1 Identify common assistive	COMMUNICATION /		
	devices		0.80660	
70	-Standard 13.2 Explain the importance of		25//2///	100
	proper transfer skills and the safe use of			
	assistive devices		1111	
	-Standard 13.5 Practice assistance with	0.000.000	J. 188	
	ADLs	1000		
	ADLS		/ American	
		Fourth Quarter		
-iCEV	Technical Standards:	-What are the different	-Understanding the basic skills	Body
	-Standard 4.0 Demonstrate communication	components of a speech and	needed to perform a speech	Conclusion
https://login.icevonline.co	and cultural competency	which is used when	correctly for different audiences in	Connection
m/mycourses -ECAP			various situations	Inform
https://portal.azcis.intoca	-Standard 5.0 Demonstrate job management and self-care skills	presenting in a formal or informal setting?	various situations	
	and sen-care skins	-What various factors are	-Explaining the key components of	Introduction Motivate
reers.org/ -OSHA 10	Academic Integration:	considered when creating a	effective written communication	Persuade
	-Literacy Standards:		effective written communication	
https://campus.careersaf eonline.com/index.k2	-Literacy Stanaaras: CCSS.ELA-Litaracy.SL.11-12.1	speech for a variety of audiences?	-Understanding teamwork and	Plagiarism Preview
-Guest Speakers	CCSS.ELA-Litaracy.SL.11-12.1	-What are the various avenues	collaboration while exhibiting	Purpose
-Guest Speakers	CCSS.ELA-Litaracy.SL.11-12.2	in research and preparations	leadership and teamwork skills	Review
	CCSS.ELA-Litaracy.SL.11-12.5	for communications?	leadership and teamwork skills	
			Evaloring traits and skills desired:	Support
II:4 20.	CCSS.ELA-Litaracy.SL.11-12.5	-Why is using appropriate	-Exploring traits and skills desirable in a member of a health care team	Analyze
Unit 29:	CCSS.ELA-Litaracy.SL.11-12.6	grammar, spelling and	in a member of a nearth care team	Compare
Public Speaking Basics	-Writing Standards:	punctuation important in		Interpret
	CCSS.ELA-Litaracy.WHST.11-12.1	written communications?		Evaluate

	CCSS.ELA-Litaracy.WHST.11-12.2	-What are the differences	-Understanding the uses of cover	Explain
	CCSS.ELA-Litaracy.WHST.11-12.4	between the various learning	letters and resumes and how to	Prove
	CCSS.ELA-Litaracy.WHST.11-12.5	styles <mark>, personali</mark> ty traits and	create them	Audience
	CCSS.ELA-Litaracy.WHST.11-12.6	leade <mark>rship styles</mark> found in the		Genre
	CCSS.ELA-Litaracy.WHST.11-12.7	classroom and workplace?		Brainstorming
	CCSS.ELA-Litaracy.WHST.11-12.8	What are the leadership and		Genre
Collaboration	CCSS.ELA-Litaracy.WHST.11-12.9	teamwork qualities that create		Facts
	CCSS.ELA-Litaracy.WHST.11-12.10	a pleasant working		Ethos
	-Reading Standards:	atmosphere?		Logos
Employability Skills in	CCSS.ELA-Litaracy.RST.11-12.1	-Why is workplace		Pathos
Healthcare	CCSS.ELA-Litaracy.RST.11-12.3	collaboration important/		Hierarchically
	CCSS.ELA-Litaracy.RST.11-12.9	-What are the professional		Sequentially
Unit 33:	CCSS.ELA-Litaracy.RST.11-12.10	standards in health care?		Emoticons
Cover Letters & Resumes	W W	-What basic academic and		En Dash
	Arizona Professional Skills:	technical competencies are in	- 10	Em Dash
	-Standard 1.0 Complex Communication	health care occupations?	Maria Carlo	Hyphen
	Employs complex communication skills in a	-Why is correctly formatted		Coordination
	manner that adds to organizational	covers and resumes		Subordination
	productivity.	important?		Teamwork
	-Standard 2.0 Collaboration Collaborates,	-What are the necessary steps	0.1001.0	Collaboration
1.70	in person and virtually, to complete tasks	and guidelines followed in	22/1/11/	Skills
	aimed at organizational goals.	building and constructing a	1 1 1	Talents
	-Standard 3.0 Thinking and Innovation	cover letter and resume?	11/1	Leadership
	Integrates expertise in technical knowledge	000000	7.2	Reliability
	and skills with thinking and reasoning		The second second	Enthusiasm
	strategies to create, innovate, and devise		11 1000	Integrity
	solutions.	No. of the second		Patience
	-Standard 4.0 Professionalism Conducts	SELF BISOCIAL	1 1000	Loyalty
	oneself in a professional manner appropriate	####BE/#ES3		Flexibility
	to organizational expectations.	10.00 (10.		Respect
	-Standard 6.0 Integrational and Cross-		-	Communication
	Cultural Competence Interacts effectively			Empathy
	with different cultures and generations to			Tact
	achieve organizational mission, goals and			Hygiene
	objectives.			Competence
	-Standard 7.0 Organizational Culture			Discretion
	Functions effectively within an			STEM
	organizational culture			Objectives
	-Standard 8.0 Legal and Ethical Practices			References
	Observes laws, rules and ethical practices in	1/		
	the workplace.			

