



CORRELATION COURSE REQUIREMENTS

COURSE TITLE: Workplace Essentials

COURSE NUMBER: 8303010

SUBMISSION TITLE: Succeeding in the World of Work © 2003

PUBLISHER: Glencoe/McGraw-Hill

INTENDED OUTCOMES & SSS/BENCHMARKS (Number and outcome)	PAGE(S) OR LOCATION(S) WHERE TAUGHT	I/M*
01.0 <u>DEMONSTRATE KNOWLEDGE AND APPLICATION OF WORKPLACE EMPLOYABILITY SKILLS</u> --The student will be able to:		
01.01 Identify resources used in a job search (e.g., newspaper, Internet, networking).	SE: 17, 21, 44–45, 52, 53, 54, 55, 64–65, 112–114, 115, 116, 117, 522–523 TWE: 17, 21, 44–45, 52, 53, 54, 55, 64–65, 112–114, 115, 116, 117, 522–523	I
01.02 Discuss importance of drug tests and criminal background checks in identifying possible employment opportunities.	SE: 126, 157, 217–218 TWE: 126, 157, 217–218	I
01.03 Identify steps of the job application process including arranging for references and proper documentation (e.g., green card).	SE: 119–120, 121, 122–124, 125, 126, 128 TWE: 119–120, 121, 122–124, 125, 126, 128	I

INTENDED OUTCOMES & SSS/BENCHMARKS (Number and outcome)	PAGE(S) OR LOCATION(S) WHERE TAUGHT	I/M*
01.04 Identify procedures and documents required when applying for a job (e.g., application, W-4, I-9).	SE: 119–120, 121, 122–124, 125, 126, 128–129, 464, 465 TWE: 119–120, 121, 122–124, 125, 126, 128–129, 464, 465	I
01.05 Prepare a resume (electronic and traditional), letter of application, follow-up letter, acceptance/rejection letter, letter of resignation, and letter of recommendation.	SE: 122–124, 125–126, 129, 144, 145–146, 495, 500 TWE: 122–124, 125–126, 129, 144, 145–146, 495, 500	I
01.06 Demonstrate appropriate dress and grooming for employment.	SE: 134, 135, 157–158, 266 TWE: 134, 135, 157–158, 266	I
01.07 Demonstrate effective interviewing skills (behavioral).	SE: 132–133, 134, 135, 136, 137, 138–139, 140–141, 142, 149, 150–151 TWE: 132–133, 134, 135, 136, 137, 138–139, 140–141, 142, 149, 150–151	I
01.08 Describe methods for handling illegal interview and application questions.	SE: 121, 142 TWE: 121, 142	I
01.09 Discuss state and federal labor laws regulating the workplace (e.g., Child Labor Law, sexual harassment, EEOC, ADA, FMLA).	SE: 234–236, 237–238, 239–240, 270, 250–251 TWE: 234–236, 237–238, 239–240, 270, 250–251	I

INTENDED OUTCOMES & SSS/BENCHMARKS (Number and outcome)	PAGE(S) OR LOCATION(S) WHERE TAUGHT	I/M*
01.10 Identify positive work attitudes and behaviors such as honesty, compassion, respect, responsibility, fairness, trustworthiness, and caring.	SE: 13, 31, 32, 136, 139, 167, 174–179, 181, 182–183, 184, 185–186, 187–188, 190–191, 194–195, 196–197, 198–201, 203–208, 258–259, 262 TWE: 13, 31, 32, 136, 139, 167, 174–179, 181, 182–183, 184, 185–186, 187–188, 190–191, 194–195, 196–197, 198–201, 203–208, 258–259, 262	I
01.11 Describe importance of producing quality work and meeting performance standards.	SE: 166, 167–168, 176, 356–364, 366–370 TWE: 166, 167–168, 176, 356–364, 366–370	I
01.12 Identify qualities typically required for promotion (e.g., productivity, dependability, responsibility).	SE: 174–179, 181–188, 194–201, 203–208, 258, 259–260, 261–264, 486–488 TWE: 174–179, 181–188, 194–201, 203–208, 258, 259–260, 261–264, 486–488	I
01.13 Identify how to prepare for job separation and re-employment.	SE: 168, 491–492, 493–495, 496–497, 498 TWE: 168, 491–492, 493–495, 496–497, 498	I

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01.14 Write a job description that includes the responsibilities of an entry-level position.	SE: 149 TWE: 149	I
01.15 Prepare a classified ad for an entry-level position.	SE: 149 TWE: 149	I
01.16 Create a list of interview questions for an entry-level position.	SE: 149 TWE: 149	I
02.0 DEMONSTRATE, APPLY, AND IMPLEMENT KNOWLEDGE OF ENVIRONMENTAL, HEALTH, AND SAFETY ISSUES-- The student will be able to:		
02.01 Identify health and safety regulatory agencies responsible for overseeing the work environment and the functions they perform (e.g., OSHA, EPA).	SE: 222, 223 TWE: 222, 223	I
02.02 Describe importance of complying with federal, state, and local agency regulations.	SE: 222, 223, 234 TWE: 222, 223, 234	I
02.03 Explain purpose of Workers' Compensation.	SE: 222, 440, 473 TWE: 222, 440, 473	I
02.04 Identify types of hazards in the workplace.	SE: 222–223, 224, 225, 226–28, 230–231, 252–253 TWE: 222–223, 224, 225, 226–28, 230–231, 252–253	I
02.05 Describe types of personal protective equipment.	SE: 223, 224, 252–253 TWE: 223, 224, 252–253	I

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02.06 Describe necessary emergency evacuation procedures.	SE: 226, 231 TWE: 226, 231	I
02.07 Identify hazardous chemicals and their characteristics.	The opportunity to address this objective is available. See the following: SE: 223 TWE: 223	M
02.08 Define meaning of “drug-free workplace.”	The opportunity to address this objective is available. See the following: SE: 126, 157, 217–218 TWE: 126, 157, 217–218	M
02.09 Identify causes of accidents on the job (e.g., human error).	The opportunity to address this objective is available. See the following: SE: 214, 217, 218, 222, 223, 225, 230 TWE: 214, 217, 218, 222, 223, 225, 230	M
02.10 Identify routine security precautions in the workplace.	SE: 223, 224, 230–231 TWE: 223, 224, 230–231	I

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02.11 Report on violence in the workplace.	This objective falls outside the scope of Glencoe/McGraw-Hill Succeeding in the World of Work.	
02.12 Identify basic safety training techniques to deal with medical emergencies in the workplace.	SE: 225–226, 230 TWE: 225–226, 230	I
03.0 DEMONSTRATE, APPLY, AND IMPLEMENT AN UNDERSTANDING OF PROFESSIONAL, LEGAL, AND ETHICAL RESPONSIBILITIES--The student will be able to:		
03.01 Describe workplace codes of professional/business conduct.	SE: 174–179, 181–188, 190–191, 194–201, 203–208, 210–211 TWE: 174–179, 181–188, 190–191, 194–201, 203–208, 210–211	I
03.02 Identify ways to work cooperatively in various settings with diverse populations.	SE: 174–175, 269–270, 272, 273, 293 TWE: 174–175, 269–270, 272, 273, 293	I
03.03 Explain importance of self-control and initiative when minimum direction and supervision are given.	SE: 12–13, 176–177, 178–179, 259, 272, 303, 487 TWE: 12–13, 176–177, 178–179, 259, 272, 303, 487	I

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03.04 Explain concepts of integrity, credibility, and reliability.	SE: 12–13, 174–179, 182–183, 185–186, 187–188, 194–195, 198–201, 203–208 TWE: 12–13, 174–179, 182–183, 185–186, 187–188, 194–195, 198–201, 203–208	I
03.05 Demonstrate such interpersonal skills as courtesy, loyalty, and being a team player.	SE: 20–21, 84, 104, 149, 179, 210, 266, 272, 282, 292, 435, 500 TWE: 20–21, 84, 104, 149, 179, 210, 266, 272, 282, 292, 435, 500	I
03.06 Define and discuss issues involving gender equity, disability, age, and sexual harassment.	SE: 237, 238, 239–240, 250–251, 270 TWE: 237, 238, 239–240, 250–251, 270	I
03.07 Demonstrate importance of adhering to schedules and deadlines.	SE: 359–362, 372–373 TWE: 359–362, 372–373	I
03.08 Define ethics and describe several ethical situations that could arise within a school or workplace setting.	SE: 34, 55, 126, 157, 181–188, 190–191, 201, 247, 322, 338, 350, 390, 399, 424, 446 TWE: 34, 55, 126, 157, 181–188, 190–191, 201, 247, 322, 338, 350, 390, 399, 424, 446	I

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03.09 Identify and define friendliness, adaptability, empathy, and politeness as relates to group settings.	SE: 185, 258–261, 262, 263, 488 TWE: 185, 258–261, 262, 263, 488	I
03.10 Identify key ways a company can benefit its community.	SE: 27, 61, 178 TWE: 27, 61, 178	I
03.11 Describe importance of volunteerism.	SE: 27, 61, 200, 518 TWE: 27, 61, 200, 518	I
03.12 Describe importance of providing access for the physically challenged.	SE: 238 TWE: 238	I
04.0 DEMONSTRATE, APPLY, AND IMPLEMENT KNOWLEDGE OF FINANCIAL SKILLS AND PLANNING--The student will be able to:		
04.01 Compute and compare gross pay, net pay, overtime pay, and specific payroll deductions.	SE: 171, 415, 467 TWE: 171, 415, 467	I
04.02 Compute different methods of monetary compensation (e.g., annual salary, hourly wages, commission, piecework).	SE: 60, 164, 165, 171, 415 TWE: 60, 164, 165, 171, 415	I
04.03 Prepare a month's budget based on income and expenses.	SE: 398–399, 400–401, 402, 403, 404, 405, 406–407, 415 TWE: 398–399, 400–401, 402, 403, 404, 405, 406–407, 415	I

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04.04 Describe importance of long-term personal financial planning.	SE: 409–412, 415 TWE: 409–412, 415	I
04.05 Evaluate various investment opportunities for financial growth.	SE: 418–419, 420 TWE: 418–419, 420	I
04.06 Calculate exemptions, deductions, and taxable income and use tax tables to prepare a federal income tax form.	SE: 459, 460, 463–464, 465, 466, 467, 476–477 TWE: 459, 460, 463–464, 465, 466, 467, 476–477	I
04.07 Describe importance of maintaining an accurate checkbook balance.	SE: 424, 425, 426 TWE: 424, 425, 426	I
04.08 Compare personal insurance costs using a variety of deductibles and coverages.	SE: 438–440, 441–447, 449–451, 454–455 TWE: 438–440, 441–447, 449–451, 454–455	I
04.09 Identify, compare, and contrast a variety of available housing options.	SE: 504–505, 506–507, 508–509, 520, 521 TWE: 504–505, 506–507, 508–509, 520, 521	I

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04.10 Perform mathematical calculations appropriate to a specific occupation (e.g., ratios, proportions, scales).	SE: 20, 43, 65, 85, 129, 149, 171, 190, 293, 395, 435, 476, 521 TWE: 20, 43, 65, 85, 129, 149, 171, 190, 293, 395, 435, 476, 521	I
05.0 DEMONSTRATE, APPLY, AND IMPLEMENT LEADERSHIP SKILLS--The student will be able to:		
05.01 Describe qualities of an effective leader.	SE: 285, 286, 290, 292–293 TWE: 285, 286, 290, 292–293	I
05.02 Describe different methods of leadership.	SE: 286, 292 TWE: 286, 292	I
05.03 Identify opportunities available for development of leadership skills in a career and technology student organization.	The opportunity to address this objective is available. See the following: SE: 98–101, 285, 286, 290, 292–293 TWE: 98–101, 285, 286, 290, 292–293	M
05.04 Demonstrate use of workplace etiquette.	The opportunity to address this objective is available. See the following: SE: 266–267 TWE: 266–267	M

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05.05 Demonstrate use of parliamentary procedure.	The opportunity to address this objective is available. See the following: SE: 287–288 TWE: 287–288	M
05.06 Identify purposes and functions of professional/trade and student organizations.	SE: 98, 99, 100, 101 TWE: 98, 99, 100, 101	I
05.07 Identify roles and responsibilities of organization members.	SE: 280, 282 TWE: 280, 282	I
05.08 Develop a list of qualities necessary for being an effective team player.	SE: 282 TWE: 282	I
05.09 Work cooperatively within a group to achieve organizational goals.	SE: 104, 293 TWE: 104, 293	I
06.0 DEMONSTRATE, APPLY, AND IMPLEMENT PROFICIENCY IN COMMUNICATION SKILLS--The student will be able to:		
06.01 Explain importance of effective written and verbal communication.	SE: 294–296, 297, 298–303, 305–306, 307, 308, 309–310 TWE: 294–296, 297, 298–303, 305–306, 307, 308, 309–310	I

INTENDED OUTCOMES & SSS/BENCHMARKS (Number and outcome)	PAGE(S) OR LOCATION(S) WHERE TAUGHT	I/M*
06.02 Read and comprehend written communications.	SE: 305–306, 307, 308, 309–310, 312–313 TWE: 305–306, 307, 308, 309–310, 312–313	I
06.03 Compare and contrast different forms of written business communication as utilized in the workplace.	SE: 307, 308, 310, 312–313 TWE: 307, 308, 310, 312–313	I
06.04 Prepare a business letter, memorandum, fax, and e-mail.	SE: 307, 308, 310, 312–313 TWE: 307, 308, 310, 312–313	I
06.05 Identify and utilize methods to improve oral communication skills.	SE: 42, 148, 296, 297, 298, 299, 300–301, 302–303, 313 TWE: 42, 148, 296, 297, 298, 299, 300–301, 302–303, 313	I
06.06 Prepare and deliver an introductory speech to an audience.	SE: 42, 148, 313 TWE: 42, 148, 313	I
06.07 Identify and utilize methods to improve listening strategies.	SE: 84, 137, 175, 264, 300–301, 302, 312 TWE: 84, 137, 175, 264, 300–301, 302, 312	I
06.08 Identify means of nonverbal communication.	SE: 136–137, 138–139, 200, 263, 297, 299, 301 TWE: 136–137, 138–139, 200, 263, 297, 299, 301	I

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06.09 Demonstrate proper businesslike methods of placing/receiving telephone calls and recording telephone messages.	SE: 115–116, 133, 300, 301, 310 TWE: 115–116, 133, 300, 301, 310	I
06.10 Demonstrate ability to listen to and follow directions.	The opportunity to address this objective is available. See the following: SE: 175, 313 TWE: 175, 313	M
06.11 Discuss importance of developing networking skills to expand business contacts.	SE: 112–114 TWE: 112–114	I
06.12 Discuss importance of providing clear directions, descriptions, and explanations.	SE: 296–300, 305–306, 312–313 TWE: 296–300, 305–306, 312–313	I

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06.13 Demonstrate ability to locate, understand, and interpret information found in contracts, trade journals, manuals, graphs, schedules, charts, diagrams, tables of contents, indexes, labels, and Internet resources.	This objective is addressed throughout. See, for example: SE: 25, 28, 42, 129, 165, 184, 190, 239, 297, 345, 346, 368, 372, 394, 403, 415, 442, 477 TWE: 25, 28, 42, 129, 165, 184, 190, 239, 297, 345, 346, 368, 372, 394, 403, 415, 442, 477	I
07.0 DEMONSTRATE KNOWLEDGE OF HUMAN RESOURCES AND LABOR ISSUES AS WELL AS THE SOCIAL, LEGAL, AND ECONOMIC ASPECTS OF EMPLOYMENT--The student will be able to:		
07.01 Explain importance of a written job description.	SE: 57–62, 149 TWE: 57–62, 149	I
07.02 Describe various work schedules (e.g., flex scheduling).	SE: 4, 54–55, 59, 369, 463, 514 TWE: 4, 54–55, 59, 369, 463, 514	I
07.03 Describe workplace usage of teams to increase productivity and product quality.	SE: 276–277, 278, 279, 280, 363–364, 373 TWE: 276–277, 278, 279, 280, 363–364, 373	I
07.04 Identify and discuss the role of the employee as a team member.	SE: 280, 282 TWE: 280, 282	I
07.05 Describe employee recognition systems for individuals and teams.	SE: 32, 61, 166–167 TWE: 32, 61, 166–167	I

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07.06 Compare advantages and disadvantages of self-employment (independent contractor) and employment by a company.	SE: 68, 69, 106–107 TWE: 68, 69, 106–107	I
07.07 Explain the change in the role and purpose of labor unions from their inception in the early 1900's to the present day.	SE: 235, 236–237 TWE: 235, 236–237	I
08.0 DEMONSTRATE AN UNDERSTANDING OF NATIONAL AND INTERNATIONAL ECONOMIC PRINCIPLES --The student will be able to:		
08.01 Explain principles of America's economic system.	SE: 380–386, 394–395 TWE: 380–386, 394–395	I
08.02 Describe government's involvement in the economy.	SE: 222, 381, 391–392 TWE: 222, 381, 391–392	I
08.03 Identify and describe economic impact of employment.	SE: 386 TWE: 386	I
08.04 Explain interaction between supply and demand and its effect on the economy.	SE: 383, 389 TWE: 383, 389	I
08.05 Analyze and discuss the role of Social Security.	SE: 459–460, 471, 472–473, 476–477 TWE: 459–460, 471, 472–473, 476–477	I

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08.06 Discuss impact of the economy on the stock market and private enterprise.	The opportunity to address this objective is available. See the following: SE: 381–383 TWE: 381–383	M
08.07 Discuss examples of how the economy impacts business and industry.	SE: 380–383, 385–386 TWE: 380–383, 385–386	I
08.08 Describe elements and economic implications of the consumer price index	SE: 385–386 TWE: 385–386	I
9.0 ASSESS PERSONAL STRENGTHS AND WEAKNESSES AS THEY RELATE TO JOB OBJECTIVES, CAREER EXPLORATION, PERSONAL DEVELOPMENT, AND LIFE GOALS--The student will be able to:		
09.01 Identify job skills and personal characteristics necessary for career success.	SE: 13, 57–62, 88–91, 174–179, 181–183, 194–195, 203–208, 258–264, 266–270, 282, 285, 286 TWE: 13, 57–62, 88–91, 174–179, 181–183, 194–195, 203–208, 258–264, 266–270, 282, 285, 286	I

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09.02 Identify high skill/high wage occupations requiring specialized training with growth potential for future employment.	SE: 44–45, 56, 77, 92, 98–102, 118, 143, 163, 180, 202, 241, 284, 323, 343, 365, 387, 408, 428 TWE: 44–45, 56, 77, 92, 98–102, 118, 143, 163, 180, 202, 241, 284, 323, 343, 365, 387, 408, 428	I
09.03 Explain relationship between life roles and job and career roles.	SE: 511–513, 514–515, 516–518, 521 TWE: 511–513, 514–515, 516–518, 521	I
09.04 Differentiate between traditional and non-traditional career options.	The opportunity to address this objective is available. See the following: SE: 44–45, 88–91 TWE: 44–45, 88–91	M
09.05 Explain how changes in one’s personal and professional life affect career decisions.	SE: 27–29, 30–34, 44–45, 88–91, 491, 494, 514–515 TWE: 27–29, 30–34, 44–45, 88–91, 491, 494, 514–515	I
09.06 Explain importance of updating occupational skills and knowledge through continued education and training and the use of learning-to-learn techniques.	SE: 98–99, 100–101, 176, 485–486, 487 TWE: 98–99, 100–101, 176, 485–486, 487	I

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09.07 Describe steps involved in planning for education, career, and life goals.	SE: 25, 26, 27–29, 30–34, 36–40, 44–45, 94–97 TWE: 25, 26, 27–29, 30–34, 36–40, 44–45, 94–97	I
09.08 List sources of career information.	SE: 44–45, 50–55, 57–62, 64–65, 112–117, 522–523 TWE: 44–45, 50–55, 57–62, 64–65, 112–117, 522–523	I
09.09 Complete and analyze a personal traits inventory and use the results to select a career goal.	SE: 30–34, 36–40, 42–43, 57–62, 64–65, 88, 89, 90–91 TWE: 30–34, 36–40, 42–43, 57–62, 64–65, 88, 89, 90–91	I
09.10 Match desires, abilities, temperaments, and assets to a career goal.	SE: 30–34, 36–40, 42–43, 44–45, 57–62, 64–65, 88, 89, 90–91, 93 TWE: 30–34, 36–40, 42–43, 44–45, 57–62, 64–65, 88, 89, 90–91, 93	I
10.0 DEMONSTRATE AN UNDERSTANDING AND APPLICATION OF TECHNOLOGY IN THE WORKPLACE--The student will be able to:		
10.01 Identify types of technology used in the workplace.	SE: 336–339, 344–346, 348–349, 352, 353 TWE: 336–339, 344–346, 348–349, 352, 353	I

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10.02 Describe applications of technology in the workplace.	SE: 14–15, 336–339, 342, 344–346, 347, 348–349, 350, 352, 353 TWE: 14–15, 336–339, 342, 344–346, 347, 348–349, 350, 352, 353	I
10.03 Identify emerging technologies and market trend changes.	SE: 14–15, 16, 17–18, 336–342, 344–346 TWE: 14–15, 16, 17–18, 336–342, 344–346	I
10.04 Discuss ethical issues involving use of technology.	SE: 338, 350 TWE: 338, 350	I
10.05 Describe importance of acquiring, analyzing, and managing information efficiently and effectively.	SE: 319, 339, 356–364, 366–370, 372–373 TWE: 319, 339, 356–364, 366–370, 372–373	I
10.06 Discuss importance of cross-training.	The opportunity to address this objective is available. See the following: SE: 278, 279 TWE: 278, 279	M

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11.0 DEMONSTRATE AN UNDERSTANDING OF THE ROLE OF MANAGEMENT AND MARKETING IN THE DECISION MAKING PROCESS FOR DIFFERENT WORK SITUATIONS--The student will be able to:		
11.01 Describe roles, functions, levels, and types of managers.	SE: 285, 286, 287, 288, 289, 290, 292 TWE: 285, 286, 287, 288, 289, 290, 292	I
11.02 Discuss evolution of management from the Industrial Revolution to current philosophies and theories.	This objective falls outside the scope of Glencoe/McGraw-Hill Succeeding in the World of Work.	
11.03 Identify a variety of management styles.	The opportunity to address this objective is available. See the following: SE: 286, 290, 291 TWE: 286, 290, 291	M
11.04 Cite examples of how workers adjust to different management styles.	The opportunity to address this objective is available. See the following: SE: 286 TWE: 286	M
11.05 Identify a variety of corporate organizational structures.	The opportunity to address this objective is available. See the following: SE: 79, 158, 287–288 TWE: 79, 158, 287–288	M

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11.06 Identify how a corporate “chain of command” works.	The opportunity to address this objective is available. See the following: SE: 158, 287–288 TWE: 158, 287–288	M
11.07 Describe significance of a company's “corporate culture.”	SE: 156–157, 159, 171 TWE: 156–157, 159, 171	I
11.08 Describe importance of achieving internal and external customer satisfaction.	SE: 282, 283, 296, 302–303, 309 TWE: 282, 283, 296, 302–303, 309	I
11.09 Identify examples of how cultural diversity can affect the workplace.	SE: 237–239, 269, 270, 272, 273 TWE: 237–239, 269, 270, 272, 273	I
11.10 List reasons why written policies are needed in the workplace.	SE: 162 TWE: 162	I

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11.11 Discuss role of ethics and morality in management.	The opportunity to address this objective is available. See the following: SE: 181–183, 184–188, 190–191, 285–290 TWE: 181–183, 184–188, 190–191, 285–290	M
11.12 Describe how a company's marketing efforts can effect employees and customers.	SE: 11–18, 380–386, 388–392, 394–395 TWE: 11–18, 380–386, 388–392, 394–395	I

I = Taught Indepth

M = Mentioned only