



CORRELATION COURSE REQUIREMENTS

COURSE TITLE: Exploration of Vocational Occupations

COURSE NUMBER: 9100110

SUBMISSION TITLE: Exploring Careers © 2004

PUBLISHER: Glencoe

INTENDED OUTCOMES & SSS/BENCHMARKS (Number and outcome)	PAGE(S) OR LOCATION(S) WHERE TAUGHT	I/M*
III. INTENDED OUTCOMES		
01.0 IDENTIFY RESOURCES AND TECHNOLOGY FOR CAREER PLANNING--The student will be able to:		
01.01 Using a variety of resources, assess personal abilities, temperaments, interests, values, experiences, personality traits, academic abilities, and work preferences.	SE: 2-8, 9-13, 14-18, 20-21, 45-49, 50-56, 58-59 TAE: 2-8, 9-13, 14-18, 20-21, 45-49, 50-56, 58-59	I
01.02 Identify non-traditional career options.	The opportunity to address this objective is available. See the following: SE: 42-48 TAE: 42-48	M
01.03 Identify high skill/high wage occupations requiring specialized training with growth potential for future employment.	SE: 7, 28, 42-49, 50-56, 66, 71, 87, 88, 90, 105, 137, 166, 216, 254, 328, 354 TAE: 7, 28, 42-49, 50-56, 66, 71, 87, 88, 90, 105, 137, 166, 216, 254, 328, 354	I

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01.04 Using assessments and inventories, match results to a career goal.	SE: 2–8, 9–13, 14–18, 20–21, 42–49, 50–56, 58–59 TAE: 2–8, 9–13, 14–18, 20–21, 42–49, 50–56, 58–59	I
01.05 Describe the steps involved in planning for education, career, and life goals.	SE: 85–87, 88, 89, 9, 92–98, 100–101 TAE: 85–87, 88, 89, 9, 92–98, 100–101	I
01.06 Develop a career plan to include training/education requirements, tasks/responsibilities, employment prospects, and career/advancement opportunities.	SE: 70–75, 85–87, 88–89, 95–97, 101 TAE: 70–75, 85–87, 88–89, 95–97, 101	I
01.07 Discuss advantages/disadvantages of entering the military, attending a trade/technical school, and/or enrolling at a community college/four-year university.	SE: 85, 86, 87, 90, 91 TAE: 85, 86, 87, 90, 91	I
01.08 Begin creating a portfolio of documents for job placement	SE: 21, 39, 59, 79, 101, 123, 148, 181, 195, 221, 245, 269, 315, 359 TAE: 21, 39, 59, 79, 101, 123, 148, 181, 195, 221, 245, 269, 315, 359	I

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02.0 IDENTIFY AVAILABLE CAREER AND TECHNICAL EMPLOYMENT OPPORTUNITIES--The student will be able to:		
02.01 Identify employment opportunities in the area of agriscience and natural resources	SE: 7, 19, 44 TAE: 7, 19, 44	I
02.02 Identify employment opportunities in the area of construction.	SE: 28, 37, 44 TAE: 28, 37, 44	I
02.03 Identify employment opportunities in the area of manufacturing.	SE: 44, 282, 289 TAE: 44, 282, 289	I
02.04 Identify employment opportunities in the area of logistics, transportation, and distribution services.	SE: 44, 345, 347 TAE: 44, 345, 347	I
02.05 Identify employment opportunities in the area of information technology services.	SE: 44, 232, 243 TAE: 44, 232, 243	I
02.06 Identify employment opportunities in the area of wholesale/retail sales and services	SE: 44, 297, 313 TAE: 44, 297, 313	I
02.07 Identify employment opportunities in the area of financial services.	SE: 44, 105, 121 TAE: 44, 105, 121	I
02.08 Identify employment opportunities in the area of hospitality and tourism.	SE: 44, 179, 193 TAE: 44, 179, 193	I

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02.09 Identify employment opportunities in the area of business and administrative services.	SE: 44, 66, 77, 137 TAE: 44, 66, 77, 137	I
02.10 Identify employment opportunities in the area of health services.	SE: 44, 166, 169 TAE: 44, 166, 169	I
02.11 Identify employment opportunities in the area of human services.	SE: 44, 216, 219 TAE: 44, 216, 219	I
02.12 Identify employment opportunities in the area of arts and communication services.	SE: 44, 45, 57 TAE: 44, 45, 57	I
02.13 Identify employment opportunities in the area of legal and protective services.	SE: 44, 254, 267 TAE: 44, 254, 267	I
02.14 Identify employment opportunities in the area of scientific, engineering, and technical services.	SE: 44, 328, 333 TAE: 44, 328, 333	I
03.0 IDENTIFY COMPONENTS OF SELF-UNDERSTANDING--The student will be able to:		
03.01 Explain how values are acquired and changed.	SE: 5, 6, 7, 257–261, 265 TAE: 5, 6, 7, 257–261, 265	I
03.02 Explain how work is affected by values.	SE: 5, 6, 7, 257–261, 265 TAE: 5, 6, 7, 257–261, 265	I

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03.03 Identify how individuals from diverse backgrounds offer unique contributions.	The opportunity to address this objective is available. See the following: SE: 17, 31, 34, 35, 43, 75, 83, 119, 143, 153, 184, 209, 235, 261, 273, 298, 319, 326, 344 TAE: 17, 31, 34, 35, 43, 75, 83, 119, 143, 153, 184, 209, 235, 261, 273, 298, 319, 326, 344	M
03.04 Discuss methods for adapting learning styles to the method of instructional delivery.	The opportunity to address this objective is available. See the following: SE: 15, 16, 163, 250, 251, 350–351 TAE: 15, 16, 163, 250, 251, 350–351	M
04.0 DEFINE AND DEMONSTRATE COGNITIVE SKILLS--The student will be able to:		
04.01 Describe importance of time management to complete tasks accurately and on time.	SE: 321, 322, 323, 324, 325, 334, 335 TAE: 321, 322, 323, 324, 325, 334, 335	I
04.02 Outline strategies for effective time management.	SE: 321, 322, 323, 324, 325, 334, 335 TAE: 321, 322, 323, 324, 325, 334, 335	I

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04.03 Describe role and relationship between values, aptitudes, abilities, and goal setting and attainment of academic and occupational skills.	SE: 3–4, 5, 6, 7, 9, 10, 11–12, 13, 28, 92–3, 96–97 TAE: 3–4, 5, 6, 7, 9, 10, 11–12, 13, 28, 92–3, 96–97	I
04.04 Set personal goals and develop a plan of action to achieve those goals.	SE: 70–72, 82–84, 85–90, 92–97, 101, 257–261 TAE: 70–72, 82–84, 85–90, 92–97, 101, 257–261	I
04.05 Identify problems and consequences of meeting goals.	SE: 66, 93, 96–97, 257–261 TAE: 66, 93, 96–97, 257–261	I
04.06 Describe ways to deal with success and failure.	SE: 66, 68, 230–231, 341, 352 TAE: 66, 68, 230–231, 341, 352	I
04.07 Exhibit awareness of and respect for others.	SE: 17, 31, 34, 35, 43, 75, 83, 119, 143, 153, 174, 175, 184, 209, 235, 261, 273, 298, 319, 326, 327, 344 TAE: 17, 31, 34, 35, 43, 75, 83, 119, 143, 153, 174, 175, 184, 209, 235, 261, 273, 298, 319, 326, 327, 344	I
04.08 Demonstrate ways to improve test-taking skills, including preparing for standardized tests.	The opportunity to address this objective is available. See the following: SE: 15, 136 TAE: 15, 136	M

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04.09 Explain the steps in decision-making.	SE: 63, 64–65, 66, 67, 69, 78 TAE: 63, 64–65, 66, 67, 69, 78	I
04.10 Identify the process involved in problem solving.	SE: 64–65, 66, 67, 178–179, 180–181, 191 TAE: 64–65, 66, 67, 178–179, 180–181, 191	I
04.11 Develop an action plan for solving problems and making decisions.	SE: 63, 64–65, 66, 67, 68, 82– 84, 85–90, 92–97, 101, 178, 257–261 TAE: 63, 64–65, 66, 67, 68, 82– 84, 85–90, 92–97, 101, 178, 257–261	I
04.12 Identify strategies for building self-esteem and enhancing decision-making skills.	SE: 12, 62, 63, 64–65, 66, 67, 68, 71–75, 176, 177, 189, 331 TAE: 12, 62, 63, 64–65, 66, 67, 68, 71–75, 176, 177, 189, 331	I
04.13 Demonstrate knowledge of the planning process.	SE: 84, 85–89, 92–97, 345, 346–347, 351 TAE: 84, 85–89, 92–97, 345, 346–347, 351	I
04.14 Demonstrate ability to think creatively and generate new ideas.	SE: 33, 160, 162, 163, 253 TAE: 33, 160, 162, 163, 253	I

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04.15 Demonstrate the ability to conduct a systematic analysis of personal strengths and weaknesses.	The opportunity to address this objective is available. See the following: SE: 9–12, 71, 166, 167 TAE: 9–12, 71, 166, 167	M
05.0 IDENTIFY AND APPLY A VARIETY OF LEARNING TECHNIQUES AND STYLES--The student will be able to:		
05.01 Describe the advantages of good note taking/outlining and listening skills.	SE: 11, 201, 202–203, 253 TAE: 11, 201, 202–203, 253	I
05.02 Explain and apply a variety of strategies for knowledge retention of specific data, etc.	The opportunity to address this objective is available. See the following: SE: 33, 162, 163 TAE: 33, 162, 163	M
05.03 Describe and apply study techniques.	The opportunity to address this objective is available. See the following: SE: 203–204, 248 TAE: 203–204, 248	M
05.04 Discuss and employ a variety of test-taking strategies.	The opportunity to introduce this objective is available. See the following: SE: 167 TAE: 167	M

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05.05 Discuss the seven intelligences as identified by Howard Gardner (musical, bodily-kinesthetic, logical-mathematical, linguistic, spatial, interpersonal, intrapersonal).	The opportunity to address this objective is available. See the following: SE: 15, 16 TAE: 15, 16	M
05.06 Discuss styles of learning as identified by Anthony Gregoric (concrete sequential, abstract sequential, abstract random, concrete random).	Opportunity to address SE: 15, 16 TAE: 15, 16	I
05.07 Identify learning style as auditory language, visual language, auditory numerical, visual numerical, and/or auditory-visual-kinesthetic combination.	SE: 15, 16 TAE: 15, 16	I
06.0 DEVELOP EFFECTIVE COMMUNICATION SKILLS--The student will be able to:		
06.01 Identify the effectiveness of assertive, aggressive, and passive communication.	The opportunity to address this objective is available. See the following: SE: 198–200, 201 TAE: 198–200, 201	M
06.02 Dramatize the impact of non-verbal behavior on communication.	SE: 139, 140, 141, 201 TAE: 139, 140, 141, 201	I
06.03 Develop ways to provide effective feedback and deal with criticism.	SE: 166–167, 227, 250 TAE: 166–167, 227, 250	I

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06.04 Describe the importance of the proper use of grammar, vocabulary, diction, and etiquette.	SE: 75, 161, 198, 199–200, 201, 203, 205, 206–207 TAE: 75, 161, 198, 199–200, 201, 203, 205, 206–207	I
06.05 Demonstrate ability to communicate in a multicultural setting.	SE: 17, 75, 83, 174–176, 209, 327 TAE: 17, 75, 83, 174–176, 209, 327	I
06.06 Demonstrate ability to listen to, follow, and provide directions.	SE: 161, 162, 198, 199, 200–202, 203–204, 205, 206–207 TAE: 161, 162, 198, 199, 200–202, 203–204, 205, 206–207	I
06.07 Participate in group and committee discussions to reach group consensus.	SE: 174–181, 182, 190, 191, 192, 194 TAE: 174–181, 182, 190, 191, 192, 194	I
06.08 Write, edit, and revise a communication so that it presents information in a clear, correct, concise, complete, consistent, and courteous manner.	SE: 160, 198, 203, 205, 206–207 TAE: 160, 198, 203, 205, 206–207	I

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07.0 DEMONSTRATE LEADERSHIP SKILLS--The student will be able to:		
07.01 Demonstrate ability to negotiate, resolve conflict through peer mediation, handle stress, deal with undesirable behavior in others, share in task accomplishment, and build positive working relationships with others.	SE: 174–181, 184, 185–186, 188–189, 190, 191, 192, 194, 253 TAE: 174–181, 184, 185–186, 188–189, 190, 191, 192, 194, 253	I
07.02 Identify characteristics of a leader and team member.	SE: 90, 174–181, 186, 188–189, 190, 191, 194 TAE: 90, 174–181, 186, 188–189, 190, 191, 194	I
07.03 Define and practice brainstorming.	SE: 186, 185, 194 TAE: 186, 185, 194	I
07.04 Describe the use of teams to increase productivity.	SE: 35, 183–184, 185–186 TAE: 35, 183–184, 185–186	I
07.05 Demonstrate business and social etiquette.	SE: 17, 31, 34, 35, 43, 75, 83, 119, 143, 153, 161, 184, 209, 235, 253, 261, 273, 298, 319, 326, 344 TAE: 17, 31, 34, 35, 43, 75, 83, 119, 143, 153, 161, 184, 209, 235, 253, 261, 273, 298, 319, 326, 344	I

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08.0 DEMONSTRATE WORKPLACE READINESS SKILLS--The student will be able to:		
08.01 Identify resources used in a job search.	SE: 12, 50–55, 56, 71–72, 89, 104–106, 107, 108, 109, 110, 111, 112, 113–119, 120 TAE: 12, 50–55, 56, 71–72, 89, 104–106, 107, 108, 109, 110, 111, 112, 113–119, 120	I
08.02 Discuss importance of drug tests and criminal background checks in identifying possible employment options.	The opportunity to address this objective is available. See the following: SE: 136 TAE: 136	M
08.03 Identify steps of the job application process including arranging for references and proper documentation (e.g., green card).	SE: 126–130, 131, 132–133, 134, 146, 147 TAE: 126–130, 131, 132–133, 134, 146, 147	I
08.04 Demonstrate appropriate dress and grooming for employment.	SE: 138, 151 TAE: 138, 151	I
08.05 Identify documents that may be required when applying for a job.	SE: 126–130, 131, 132, 133, 134, 136, 146, 147 TAE: 126–130, 131, 132, 133, 134, 136, 146, 147	I

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08.06 Prepare a resume (electronic and traditional), letter of application, follow-up letter, acceptance/rejection letter, letter of resignation, letter of recommendation.	SE: 127, 128, 129, 130, 131, 132, 133, 142, 146, 147, 264, 265 TAE: 127, 128, 129, 130, 131, 132, 133, 142, 146, 147, 264, 265	I
08.07 Complete a job application form neatly, legibly, and error free.	SE: 132–133 TAE: 132–133	I
08.08 Demonstrate competence in job interview techniques (behavioral).	SE: 135–138, 139, 140, 141, 142, 143, 144 TAE: 135–138, 139, 140, 141, 142, 143, 144	I

I = Taught Indepth

M = Mentioned only