



Exploring Careers

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STANDARDS	PAGE REFERENCES
1. Review introductory material related to Career Discovery.	
a. Identify policies and procedures for the course.	Teacher Annotated Edition: TM35, TM38-TM39, TM40-TM41, TM173
b. Describe the purpose and goals of the course.	Teacher Annotated Edition: TM24-TM25, TM56, TM64, TM70, TM78, TM88, TM96, TM104, TM112, TM120, TM174
c. Discuss how quality assurance concepts will be integrated throughout the curriculum.	Teacher Annotated Edition: TM45, TM85, TM101, TM141, TM157
2. Discuss jobs and careers as related to the world of work.	
a. Analyze why work is important as related to the work ethic.	Student Edition: 163-165, 170 #4, #8 <i>Character Building</i> 168 <i>Workplace Ethics</i> 164 Teacher Annotated Edition: TA 165; TTA 165
b. Describe the relationship between a job and a career in terms of a person's life.	Student Edition: 26, 29 #1-#2, 260-261 <i>Jobs Lead to Careers</i> 26-27 <i>One Career, Many Jobs</i> 262-263 Teacher Annotated Edition: CA 26; CT 260

STANDARDS	PAGE REFERENCES
c. Discuss how the world of work changes as a result of technology and other factors.	Student Edition: 30-35, 360 #1-#6, 38 #4-#5, #8, 212, 214, 218 #2 <i>Changes in How and Where People Work</i> 35 Teacher Annotated Edition: DS 212; MS 31; TTA 35
d. Summarize information about educational degrees and apprenticeships to include types of college degrees and apprenticeable trades, and advantages/disadvantages of each.	Student Edition: 85, 87, 91 #7-#8 <i>Education and Training Alternatives</i> 86 <i>Increase in Jobs by Education and Training</i> 87 Teacher Annotated Edition: TA 87
e. Identify the United States Department of Education’s career clusters.	Student Edition: 17, 43-45, 49 #2 <i>Investigating Career Clusters</i> 19, 37, 57, 77, 99, 121, 145, 169, 193, 219, 243, 267, 313, 333, 357
3. Identify technology and other resources available to explore the world of work.	
a. Identify tools, instruments, and equipment used to explore the world of work.	Student Edition: 34, 52, 56 #3-#4 <i>Exploration Activity</i> 57, 77 <i>Exploring Online</i> 48 <i>Internet Activity</i> 31, 43 Teacher Annotated Edition: EL 45; GC 52
b. Identify written materials, community, and other resources to explore the world of work.	Student Edition: 51, 52-53, 56 #1, #5-#6 Teacher Annotated Edition: CA 50; EL 27, 45; R 27, 53; TA 51; TTA 55
4. Demonstrate basic computer operation skills in a variety of applications to access and organize information.	
a. Identify current terminology associated with computers.	Student Edition: 33, 214, 216, 218 #4 Teacher Annotated Edition: DS 214; FF 215; TA 214
b. Identify and describe the use and function of the basic components of a computer system.	Student Edition: 212, 214, 217 Teacher Annotated Edition: CA 214; TA 214

STANDARDS	PAGE REFERENCES
c. Identify safety precautions when using computers and printers.	Student Edition: Computer security issues are discussed on page 217.
d. Identify the basic steps of setting up a computer and printer.	Teacher Annotated Edition: Though this topic is not discussed, it could be introduced with the following activity. TA 214
e. Perform basic windows operations.	Student Edition: 212, 214-215, 218 #4, #6, #8 Teacher Annotated Edition: CA 215; CD 214; TA 214; TTA 215
f. Demonstrate basic file management.	Teacher Annotated Edition: Though this topic is not discussed, it could be introduced with the following activity. TA 214
5. Demonstrate basic skills required to utilize other technological resources.	
a. Demonstrate precaution and care when working with other technological resources.	Student Edition: 216-217, 218 #3, #7 Teacher Annotated Edition: DS 212; QA 212
b. Demonstrate the technological knowledge and skills required to utilize the Internet, Career Futures, PowerPoint, and video and/or digital camera.	Student Edition: 130, 216-217, 220 #10, 221 #12, 351 <i>Exploration Activity</i> 121, 145 <i>Get Ready!</i> 197 <i>Internet Activity</i> 17, 184
6. Explore personality development in relation to one's self, others, and the world of work.	
a. Identify forces that shape personality development including personality traits, heredity, and environment.	Student Edition: 14-15, 18 <i>Photo Caption</i> 14 Teacher Annotated Edition: CA 14; DS 15; MS 15; TTA 15
b. Explain how self-concept influences a person's relationship with others.	Student Edition: 15-16, 18 #3-#5, #8, 167, 168 #6, 331 Teacher Annotated Edition: CA 331; EL 167; MS 15

STANDARDS	PAGE REFERENCES
c. Explain how self-esteem influences and enhances behavior.	Student Edition: 176-177, 182 #1-#2, 186, 331 <i>Attitude Counts</i> 68 Teacher Annotated Edition: DS 15
d. Demonstrate ways to improve self-esteem.	Student Edition: 176-177 <i>Attitude Counts</i> 68 <i>Believe in Yourself</i> 177 Teacher Annotated Edition: CT 177; MS 15
7. Identify personal traits that build character.	
a. Describe positive character traits such as honesty, self-discipline, responsibility, compassion, motivation, perseverance, etc. and how they are related to work.	Student Edition: 6, 162-168, 238, 252-255, 281-285, 320, 326-330 Teacher Annotated Edition: CA 162; CT 6, 283; DS 327
b. Explain how a person's character is revealed by his/her behavior.	Student Edition: 163-165, 252-255, 329, 352 <i>Attitude Counts</i> 3, 352 <i>Enjoy Your Work</i> 352 Teacher Annotated Edition: CT 163; MS 327; TA 162; TTA 165
c. Explain how a person's values and goals relate to career choices.	Student Edition: 6-7, 20 #7, 92-97, 258, 354 <i>Step 5. Compare Your Choices</i> 72 <i>Stepping Stones to a Career</i> 94-95 Teacher Annotated Edition: CT 6; DS 258; TA 95, 354
d. Evaluate personality types.	Student Edition: 15, 18 #1-#2, 20 #10 <i>Photo Caption</i> 14 Teacher Annotated Edition: CA 14; TTA 15

STANDARDS	PAGE REFERENCES
8. Determine personal interests and abilities as related to career choices and career planning.	
a. Evaluate his/her interests using an interest checklist.	Student Edition: 2-5, 12, 13 #8 <i>Explore Different Opportunities</i> 258 <i>People, Information, or Technology</i> 4-5 Teacher Annotated Edition: CA 4, 26, 258; MS 4; TTA 12
b. Evaluate personal interests and aptitudes as related to career choices.	Student Edition: 71, 260-261 <i>A Career Change</i> 259 <i>Career Questions</i> 74 <i>Explore Different Opportunities</i> 258 <i>Jobs Lead to Careers</i> 26-27 <i>One Career, Many Jobs</i> 262-263
9. Demonstrate effective verbal and nonverbal communication skills.	
a. Identify and discuss methods of effective communication.	Student Edition: 190, 198-205, 208-209, 210 #1-#6 <i>Common Forms of Business Writing</i> 206-207 Q & A 190 Teacher Annotated Edition: R 200
b. Apply effective communication skills.	Student Edition: 7, 69 #8, 210 #1, #7-#8, 233 #8 <i>Good Speaking Habits</i> 201 <i>Internet Activity</i> 209 <i>Take Careful Notes</i> 205 Teacher Annotated Edition: EL 205; TA 201, 204, 205
10. Demonstrate effective decision making skills.	
a. Discuss the decision making process.	Student Edition: 63-66, 68, 69 #1-#6 <i>Seven Steps to a Decision</i> 64-65 Teacher Annotated Edition: CA 64; DS 63; EL 68; MS 63; T 66; TA 64

STANDARDS	PAGE REFERENCES
b. Apply decision making skills.	Student Edition: 70 <i>Be an Explorer</i> 70 <i>Take Control</i> 63 <i>What Stands in Your Way?</i> 67 Teacher Annotated Edition: CA 63, 70; TA 63
11. Demonstrate effective conflict resolution skills.	
a. Identify and discuss steps to conflict resolution.	Student Edition: 177-181, 182 #1, #3, #6 <i>Steps in Conflict Resolution</i> 180-181 Teacher Annotated Edition: CA 180; EL 181
b. Practice conflict resolution skills.	Student Edition: 178-181, 182 #7-#8 <i>Figure 9.1</i> 180-181 <i>Stay Calm</i> 178 Teacher Annotated Edition: TA 178, 179
12. Demonstrate effective coping skills.	
a. Identify and discuss effective coping skills including wellness, stress management, and resource management.	Student Edition: 224-230, 232, 233 <i>Attitude Counts</i> 227 <i>Choose Healthful Foods</i> 224 <i>Figure 11.2 Coping With Stress</i> 231 Teacher Annotated Edition: MS 225; R 225, 230
b. Apply effective coping skills.	Student Edition: <i>Coping with Stress</i> 231 Teacher Annotated Edition: CA 224, 227, 228; DS 227; EL 232; TA 226
13. Develop leadership skills.	
a. Describe the qualities of an effective leader including positive attitude, image, decision making, communication skills, and knowledge.	Student Edition: 11 <i>Problems Teams Face</i> 191 Q & A 190 Teacher Annotated Edition: CA 191; TA 186

STANDARDS	PAGE REFERENCES
b. Identify opportunities in his/her local community that develop leadership skills.	Student Edition: 98 #8, 120 #8, 168 #8, 192 #8
c. Practice leadership skills.	Student Edition: Q & A 190 Teacher Annotated Edition: MS 185
14. Demonstrate skills to interact with others as a team.	
a. Demonstrate an appreciation and respect for diversity.	Student Edition: 189 <i>A Diverse Team</i> 185 <i>The Global Workplace</i> 184 Teacher Annotated Edition: CA 185; EL 191
b. Apply the components of good teamwork including team dynamics, stages of team growth, and working through team problems.	Student Edition: 183-191, 192 #8 <i>Learn as a Group</i> 187 <i>Work Together</i> 183 Teacher Annotated Edition: CA 187, 189; CT 188; R 188; TA 186, 188
15. Discuss careers in the Agriculture and Natural Resources cluster.	
a. Describe characteristics of careers in the Agriculture and Natural Resources cluster.	Student Edition: 44, 370 <i>Career Opportunities</i> 7 <i>Investigating Career Clusters</i> 19 Teacher Annotated Edition: TM47
b. Identify careers in the Agriculture and Natural Resources cluster.	Student Edition: 44, 370 <i>Career Opportunities</i> 7 <i>Investigating Career Clusters</i> 19 <i>Zookeeper</i> 7 Teacher Annotated Edition: TM47

STANDARDS	PAGE REFERENCES
<p>16. Explore and practice skills related to specific careers in the Agriculture and Natural Resources cluster.</p>	
<p>a. Identify typical tasks, working conditions, education and training, job outlook, wages, and similar jobs.</p>	<p>Student Edition: <i>Exploration Activity</i> 19 <i>Jobs Lead to Careers</i> 26-27 <i>Stepping Stones to a Career</i> 94-95 <i>Zookeeper</i> 7 Teacher Annotated Edition: TM47, TM67 #7 TCO 7</p>
<p>b. Identify technologies related to the job.</p>	<p>Student Edition: <i>Exploration Activity</i> 19 Teacher Annotated Edition: TM47, TM67 #7</p>
<p>c. Practice skills related to the job.</p>	<p>Student Edition: 9-12, 13 #7 <i>Jobs Lead to Careers</i> 26-27 Teacher Annotated Edition: TM67 #8, TM164 CT 12; TCO 7</p>
<p>d. Compare personal interests to characteristics of the job.</p>	<p>Student Edition: 9-12, 20 #6, 45-48 <i>Career Interest Areas</i> 46-47 <i>Career Opportunities</i> 7 <i>Jobs Lead to Careers</i> 26-27 Teacher Annotated Edition: TM79, TM90 DS 10; EL 10; TA 95; TTA 12</p>
<p>17. Discuss careers in the Architecture and Construction cluster.</p>	
<p>a. Describe characteristics of careers in the Architecture and Construction cluster.</p>	<p>Student Edition: 36 #8, 44, 370 <i>Career Opportunities</i> 28 <i>Investigating Career Clusters</i> 37 Teacher Annotated Edition: TM57, TM60 #8</p>

STANDARDS	PAGE REFERENCES
b. Identify careers in the Architecture and Construction cluster.	<p>Student Edition: 36 #8, 44, 370 <i>Career Opportunities</i> 28 <i>Investigating Career Clusters</i> 37 <i>Jobs Lead to Careers</i> 26-27 <i>Landscape Architect</i> 28</p> <p>Teacher Annotated Edition: TM57, TM60 #8</p>
18. Explore and practice skills related to specific careers in the Architecture and Construction cluster.	
a. Identify typical tasks, working conditions, education and training, job outlook, wages, and similar jobs.	<p>Student Edition: 36 #8 <i>Exploration Activity</i> 37 <i>Jobs Lead to Careers</i> 26-27 <i>Landscape Architect</i> 28</p> <p>Teacher Annotated Edition: TM57, TM60 #8, TM67 #7 TCO 28</p>
b. Identify technologies related to the job.	<p>Student Edition: 36 #8 <i>Exploration Activity</i> 37</p> <p>Teacher Annotated Edition: TM57, TM60 #8, TM107</p>
c. Practice skills related to the job.	<p>Student Edition: 9-12, 13 #7</p> <p>Teacher Annotated Edition: TM67 #8 CT 12; TCO 28</p>
d. Compare personal interests to characteristics of the job.	<p>Student Edition: 9-12, 20 #6, 36 #8, 45-48 <i>Career Interest Areas</i> 46-47 <i>Career Opportunities</i> 28 <i>Jobs Lead to Careers</i> 26-27 <i>People, Information, or Technology</i> 5</p> <p>Teacher Annotated Edition: TM60 #8, TM90 DS 10; EL 10; TTA 12</p>

STANDARDS	PAGE REFERENCES
19. Discuss careers in the Arts, A/V Technology, and Communications cluster.	
a. Describe characteristics of careers in the Arts, A/V Technology, and Communications.	Student Edition: 44, 371 <i>Career Opportunities</i> 45 <i>Investigating Career Clusters</i> 57 Teacher Annotated Edition: TM63, TM119
b. Identify careers in the Arts, A/V Technology, and Communications cluster.	Student Edition: 44, 371 <i>Career Opportunities</i> 45 <i>Investigating Career Clusters</i> 57 <i>Museum Curator</i> 45 Teacher Annotated Edition: TM63, TM119
20. Explore and practice skills related to specific careers in the Arts, A/V Technology, and Communications cluster.	
a. Identify typical tasks, working conditions, education and training, job outlook, wages, and similar jobs.	Student Edition: <i>Exploration Activity</i> 57 <i>Museum Curator</i> 45 Teacher Annotated Edition: TM63, TM64, TM67 #7, TM119 TCO 45
b. Identify technologies related to the job.	Student Edition: <i>Exploration Activity</i> 57 Teacher Annotated Edition: TM63, TM107, TM119
c. Practice skills related to the job.	Student Edition: 9-12, 13 #7 Teacher Annotated Edition: TM67 #8 CT 12; TCO 45
d. Compare personal interests to characteristics of the job.	Student Edition: 9-12, 20 #6, 45-48 <i>Career Interest Areas</i> 46-47 <i>Career Opportunities</i> 45 <i>People, Information, or Technology</i> 5 Teacher Annotated Edition: TM90 DS 10; EL 10; TTA 12

STANDARDS	PAGE REFERENCES
21. Discuss careers in the Business and Administration cluster.	
a. Describe characteristics of careers in Business and Administration.	Student Edition: 44, 371 <i>Career Opportunities</i> 66 <i>Investigating Career Clusters</i> 77 Teacher Annotated Edition: TM55, TM77, TM111, TM119, TM151
b. Identify careers in the Business and Administration cluster.	Student Edition: 44, 371 <i>Career Opportunities</i> 66 <i>Investigating Career Clusters</i> 77 <i>Tax Examiner</i> 66 Teacher Annotated Edition: TM55, TM77, TM111, TM119, TM151
22. Explore and practice skills related to specific careers in the Business and Administration cluster.	
a. Identify typical tasks, working conditions, education and training, job outlook, wages, and similar jobs.	Student Edition: 283 <i>Exploration Activity</i> 77 <i>Tax Examiner</i> 66 Teacher Annotated Edition: TM55, TM67 #7, TM77, TM111, TM119, TM143, TM151 TCO 66
b. Identify technologies related to the job.	Student Edition: 33, 159 #7 <i>Exploration Activity</i> 77 Teacher Annotated Edition: TM55, TM77, TM107, TM119, TM122, TM143
c. Practice skills related to the job.	Student Edition: 9-12, 13 #7 Teacher Annotated Edition: TM67 #8, #11, TM82 #7, TM105, TM146 CT 12

STANDARDS	PAGE REFERENCES
d. Compare personal interests to characteristics of the job.	<p>Student Edition: 9-12, 20 #6, 45-48 <i>Career Interest Areas</i> 46-47 <i>Career Opportunities</i> 66 <i>People, Information, or Technology</i> 4</p> <p>Teacher Annotated Edition: TM90, TM146 DS 10; EL 10; TTA 12</p>
23. Discuss careers in the Education and Training cluster.	
a. Describe characteristics of careers in Education and Training.	<p>Student Edition: 44, 372 <i>Career Opportunities</i> 88 <i>Investigating Career Clusters</i> 99</p> <p>Teacher Annotated Edition: TM79, TM159</p>
b. Identify careers in the Education and Training cluster.	<p>Student Edition: 44, 372 <i>Career Opportunities</i> 88 <i>Elementary School Teacher</i> 88 <i>Investigating Career Clusters</i> 99</p> <p>Teacher Annotated Edition: TM79, TM159</p>
24. Explore and practice skills related to specific careers in the Education and Training cluster.	
a. Identify typical tasks, working conditions, education and training, job outlook, wages, and similar jobs.	<p>Student Edition: <i>Elementary School Teacher</i> 88 <i>Exploration Activity</i> 99</p> <p>Teacher Annotated Edition: TM64, TM67 #7, TM79, TM159 TCO 88</p>
b. Identify technologies related to the job.	<p>Student Edition: <i>Exploration Activity</i> 99</p> <p>Teacher Annotated Edition: TM79, TM107</p>
c. Practice skills related to the job.	<p>Student Edition: 9-12, 13 #7</p> <p>Teacher Annotated Edition: TM67 #8, TM121 CT 12; TCO 88</p>

STANDARDS	PAGE REFERENCES
d. Compare personal interests to characteristics of the job.	Student Edition: 9-12, 20 #6, 45-48 <i>Career Interest Areas</i> 46-47 <i>Career Opportunities</i> 88 <i>People, Information, or Technology</i> 4 Teacher Annotated Edition: TM90 DS 10; EL 10; TTA 12
25. Discuss careers in the Finance cluster.	
a. Describe characteristics of careers in Finance.	Student Edition: 44, 372 <i>Career Opportunities</i> 105 <i>Investigating Career Clusters</i> 121 Teacher Annotated Edition: TM92
b. Identify careers in the Finance cluster.	Student Edition: 44, 372 <i>Career Opportunities</i> 105 <i>Financial Planner</i> 105 <i>Investigating Career Clusters</i> 121 Teacher Annotated Edition: TM92
26. Explore and practice skills related to specific careers in the Finance cluster.	
a. Identify typical tasks, working conditions, education and training, job outlook, wages, and similar jobs.	Student Edition: 44, 118, 120 #8 <i>Exploration Activity</i> 121 Teacher Annotated Edition: TM92 TCO 105
b. Identify technologies related to the job.	Student Edition: <i>Exploration Activity</i> 101 Teacher Annotated Edition: TM107
c. Practice skills related to the job.	Student Edition: 9-12, 13 #7 Teacher Annotated Edition: TM67 #8 CT 12; TCO 105

STANDARDS	PAGE REFERENCES
d. Compare personal interests to characteristics of the job.	Student Edition: 9-12, 20 #6, 45-48 <i>Career Interest Areas</i> 46-47 <i>Career Opportunities</i> 105 Teacher Annotated Edition: TM90 DS 10; EL 10; TTA 12
27. Discuss careers in the Government and Public Administration cluster.	
a. Describe characteristics of careers in the Government and Public Administration cluster.	Student Edition: 44, 373 <i>Career Opportunities</i> 137 <i>Investigating Career Clusters</i> 145 Teacher Annotated Edition: TM79
b. Identify careers in the Government and Public Administration cluster.	Student Edition: <i>Career Opportunities</i> 137 <i>Investigating Career Clusters</i> 145 <i>Urban Planner</i> 137 Teacher Annotated Edition: TM79
28. Explore and practice skills related to specific careers in the Government and Public Administration cluster.	
a. Identify typical tasks, working conditions, education and training, job outlook, wages, and similar jobs.	Student Edition: <i>Exploration Activity</i> 145 <i>Urban Planner</i> 137 Teacher Annotated Edition: TM67 #7, TM69, TM71, TM79 TCO 137
b. Identify technologies related to the job.	Student Edition: <i>Exploration Activity</i> 145 Teacher Annotated Edition: TM79, TM107
c. Practice skills related to the job.	Student Edition: 9-12, 13 #7 Teacher Annotated Edition: TM67 #8, TM69 CT 12; TCO 137

STANDARDS	PAGE REFERENCES
d. Compare personal interests to characteristics of the job.	<p>Student Edition: 9-12, 20 #6, 45-48 <i>Career Interest Areas</i> 46-47 <i>Career Opportunities</i> 137 <i>People, Information, or Technology</i> 4</p> <p>Teacher Annotated Edition: TM90 DS 10; EL 10; TTA 12</p>
29. Discuss careers in the Health Science cluster.	
a. Describe characteristics of careers in the Health Science cluster.	<p>Student Edition: 44, 373 <i>Career Opportunities</i> 166 <i>Investigating Career Clusters</i> 169</p> <p>Teacher Annotated Edition: TM69, TM111, TM127</p>
b. Identify careers in the Health Science cluster.	<p>Student Edition: 44, 373 <i>Career Opportunities</i> 166 <i>Health Educator</i> 166 <i>Investigating Career Clusters</i> 169</p> <p>Teacher Annotated Edition: TM69, TM111, TM127</p>
30. Explore and practice skills related to specific careers in the Health Science cluster.	
a. Identify typical tasks, working conditions, education and training, job outlook, wages, and similar jobs.	<p>Student Edition: <i>Exploration Activity</i> 169 <i>Health Educator</i> 166</p> <p>Teacher Annotated Edition: TM67 #7, TM111, TM127 TCO 166</p>
b. Identify technologies related to the job.	<p>Student Edition: <i>Exploration Activity</i> 169</p> <p>Teacher Annotated Edition: TM107</p>
c. Practice skills related to the job.	<p>Student Edition: 9-12, 13 #7</p> <p>Teacher Annotated Edition: TM67 #8; TM127, TM128, TM129 CT 12; TCO 166</p>

STANDARDS	PAGE REFERENCES
d. Compare personal interests to characteristics of the job.	Student Edition: 9-12, 20 #6, 45-48 <i>Career Interest Areas</i> 46-47 <i>Career Opportunities</i> 166 <i>People, Information, or Technology</i> 4-5 Teacher Annotated Edition: TM90 DS 10; EL 10; TTA 12
31. Discuss careers in the Hospitality and Tourism cluster.	
a. Describe characteristics of careers in the Hospitality and Tourism cluster.	Student Edition: 44, 374 <i>Career Opportunities</i> 179 <i>Investigating Career Clusters</i> 193
b. Identify careers in the Hospitality and Tourism cluster.	Student Edition: 44, 374 <i>Career Opportunities</i> 179 <i>Cruise Director</i> 179 <i>Investigating Career Clusters</i> 193
32. Explore and practice skills related to specific careers in the Hospitality and Tourism cluster.	
a. Identify typical tasks, working conditions, education and training, job outlook, wages, and similar jobs.	Student Edition: 182 #7 <i>Cruise Director</i> 179 <i>Exploration Activity</i> 193 Q & A 11 Teacher Annotated Edition: TM 67 #7 TCO 179
b. Identify technologies related to the job.	Student Edition: <i>Exploration Activity</i> 193 Teacher Annotated Edition: TM107
c. Practice skills related to the job.	Student Edition: 9-12, 13 #7, 182 #7 Teacher Annotated Edition: TM67 #8 CT 12; TCO 179

STANDARDS	PAGE REFERENCES
d. Compare personal interests to characteristics of the job.	Student Edition: 9-12, 20 #6, 45-48, 182 #7 <i>Career Interest Areas</i> 46-47 <i>Career Opportunities</i> 179 <i>People, Information, or Technology</i> 4 Teacher Annotated Edition: TM90, TM131 DS 10; EL 10; TTA 12
33. Discuss careers in the Human Services cluster.	
a. Describe characteristics of careers in the Human Services cluster.	Student Edition: 44, 374 <i>Career Opportunities</i> 216 <i>Investigating Career Clusters</i> 219
b. Identify careers in the Human Services cluster.	Student Edition: 44, 374 <i>Career Opportunities</i> 216 <i>Family Counselor</i> 216 <i>Investigating Career Clusters</i> 219
34. Explore and practice skills related to specific careers in the Human Services cluster.	
a. Identify typical tasks, working conditions, education and training, job outlook, wages, and similar jobs.	Student Edition: <i>Exploration Activity</i> 219 <i>Family Counselor</i> 216 Teacher Annotated Edition: TM67 #7 TCO 216
b. Identify technologies related to the job.	Student Edition: <i>Exploration Activity</i> 219 Teacher Annotated Edition: TM107
c. Practice skills related to the job.	Student Edition: 9-12, 13 #7 Teacher Annotated Edition: TM67 #8 CT 12; TCO 216

STANDARDS	PAGE REFERENCES
d. Compare personal interests to characteristics of the job.	Student Edition: 9-12, 20 #6, 45-48 <i>Career Interest Areas</i> 46-47 <i>Career Opportunities</i> 216 <i>People, Information, or Technology</i> 4 Teacher Annotated Edition: TM90 DS 10; EL 10; TTA 12
35. Discuss careers in the Information Technology cluster.	
a. Describe characteristics of careers in the Information Technology cluster.	Student Edition: 44, 375 <i>Career Opportunities</i> 232 <i>Investigating Career Clusters</i> 243 Teacher Annotated Edition: TM167
b. Identify careers in the Information Technology cluster.	Student Edition: 44, 375 <i>Career Opportunities</i> 232 <i>Help Desk Technician</i> 232 <i>Investigating Career Clusters</i> 243 Teacher Annotated Edition: TM167
36. Explore and practice skills related to specific careers in the Information Technology cluster.	
a. Identify typical tasks, working conditions, education and training, job outlook, wages, and similar jobs.	Student Edition: <i>Exploration Activity</i> 243 <i>Help Desk Technician</i> 232 Teacher Annotated Edition: TM67 #7, TM167 TCO 232
b. Identify technologies related to the job.	Student Edition: <i>Exploration Activity</i> 243 Teacher Annotated Edition: TM107, TM167
c. Practice skills related to the job.	Student Edition: 9-12, 13 #7 Teacher Annotated Edition: TM67 #8 CT 12; TCO 232

STANDARDS	PAGE REFERENCES
d. Compare personal interests to characteristics of the job.	Student Edition: 9-12, 20 #6, 45-48 <i>Career Interest Areas</i> 46-47 <i>Career Opportunities</i> 232 <i>People, Information, or Technology</i> 5 Teacher Annotated Edition: TM90 DS 10; EL 10; TTA 12
37. Discuss careers in the Law and Public Safety cluster.	
a. Describe characteristics of careers in the Law and Public Safety cluster.	Student Edition: 44, 375 <i>Career Opportunities</i> 254 <i>Investigating Career Clusters</i> 267 Teacher Annotated Edition: TM79, TM111, TM115
b. Identify careers in the Law and Public Safety cluster.	Student Edition: 44, 375 <i>Assistant District Attorney</i> 254 <i>Career Opportunities</i> 254 <i>Investigating Career Clusters</i> 267 Teacher Annotated Edition: TM79, TM111, TM115
38. Explore and practice skills related to specific careers in the Law and Public Safety cluster.	
a. Identify typical tasks, working conditions, education and training, job outlook, wages, and similar jobs.	Student Edition: <i>Assistant District Attorney</i> 254 <i>Exploration Activity</i> 267 Teacher Annotated Edition: TM67 #7, TM79, TM111, TM115 TCO 254
b. Identify technologies related to the job.	Student Edition: <i>Exploration Activity</i> 267 Teacher Annotated Edition: TM79, TM107
c. Practice skills related to the job.	Student Edition: 9-12, 13 #7 Teacher Annotated Edition: TM67 #8 CT 12; TCO 254

STANDARDS	PAGE REFERENCES
d. Compare personal interests to characteristics of the job.	Student Edition: 9-12, 20 #6, 45-48 <i>Career Interest Areas</i> 46-47 <i>Career Opportunities</i> 254 <i>People, Information, or Technology</i> 4-5 Teacher Annotated Edition: TM90 DS 10; EL 10; TTA 12
39. Discuss careers in the Manufacturing cluster.	
a. Describe characteristics of careers in the Manufacturing cluster.	Student Edition: 44, 376 <i>Career Opportunities</i> 282 <i>Investigating Career Clusters</i> 289 Teacher Annotated Edition: TM103
b. Identify careers in the Manufacturing cluster.	Student Edition: 44, 376 <i>Career Opportunities</i> 282 <i>Investigating Career Clusters</i> 289 <i>Quality Assurance Manager</i> 282 Teacher Annotated Edition: TM103
40. Explore and practice skills related to specific careers in the Manufacturing cluster.	
a. Identify typical tasks, working conditions, education and training, job outlook, wages, and similar jobs.	Student Edition: <i>Exploration Activity</i> 289 <i>Quality Assurance Manager</i> 282 Teacher Annotated Edition: TM67 #7, TM103 TCO 282
b. Identify technologies related to the job.	Student Edition: <i>Exploration Activity</i> 289 Teacher Annotated Edition: TM103, TM107
c. Practice skills related to the job.	Student Edition: 9-12, 13 #7 Teacher Annotated Edition: TM67 #8 CT 12; TCO 282

STANDARDS	PAGE REFERENCES
d. Compare personal interests to characteristics of the job.	Student Edition: 9-12, 20 #6, 45-48 <i>Career Interest Areas</i> 46-47 <i>Career Opportunities</i> 282 Teacher Annotated Edition: TM90 DS 10; EL 10; TTA 12
41. Discuss careers in the Retail/Wholesale Sales and Service cluster.	
a. Describe characteristics of careers in the Retail/Wholesale Sales and Service cluster.	Student Edition: 44, 376 <i>Career Opportunities</i> 297 <i>Investigating Career Clusters</i> 313
b. Identify careers in the Retail/Wholesale Sales and Service cluster.	Student Edition: 44, 376 <i>Buyer</i> 297 <i>Career Opportunities</i> 297 <i>Investigating Career Clusters</i> 313
42. Explore and practice skills related to specific careers in the Retail/Wholesale Sales and Service cluster.	
a. Identify typical tasks, working conditions, education and training, job outlook, wages, and similar jobs.	Student Edition: <i>Buyer</i> 297 <i>Exploration Activity</i> 313 Teacher Annotated Edition: TM67 #7 TCO 297
b. Identify technologies related to the job.	Student Edition: <i>Exploration Activity</i> 313 Teacher Annotated Edition: TM107
c. Practice skills related to the job.	Student Edition: 9-12, 13 #7 Teacher Annotated Edition: TM67 #8 CT 12; TCO 297

STANDARDS	PAGE REFERENCES
d. Compare personal interests to characteristics of the job.	Student Edition: 9-12, 20 #6, 45-48 <i>Career Interest Areas</i> 46-47 <i>Career Opportunities</i> 297 <i>People, Information, or Technology</i> 4 Teacher Annotated Edition: TM90 DS 10; EL 10; TTA 12
43. Discuss careers in the Scientific Research/Engineering cluster.	
a. Describe characteristics of careers in the Scientific Research/Engineering cluster.	Student Edition: 44, 377 <i>Career Opportunities</i> 328 <i>Investigating Career Clusters</i> 333
b. Identify careers in the Scientific Research/Engineering cluster.	Student Edition: 44, 377 <i>Career Opportunities</i> 328 <i>Investigating Career Clusters</i> 333 <i>Research Assistant</i> 328
44. Explore and practice skills related to specific careers in the Scientific Research/Engineering cluster.	
a. Identify typical tasks, working conditions, education and training, job outlook, wages, and similar jobs.	Student Edition: <i>Exploration Activity</i> 333 <i>Research Assistant</i> 328 Teacher Annotated Edition: TM67 #7 TCO 328
b. Identify technologies related to the job.	Student Edition: <i>Exploration Activity</i> 333 Teacher Annotated Edition: TM107
c. Practice skills related to the job.	Student Edition: 9-12, 13 #7 Teacher Annotated Edition: TM67 #8 CT 12; TCO 328

STANDARDS	PAGE REFERENCES
d. Compare personal interests to characteristics of the job.	Student Edition: 45-48 <i>Career Interest Areas</i> 46-47 <i>Career Opportunities</i> 328 <i>People, Information, or Technology</i> 5 Teacher Annotated Edition: TM90 DS 10; EL 10; TTA 12
45. Discuss careers in the Transportation, Distribution, and Logistics cluster.	
a. Describe characteristics of careers in the Transportation, Distribution, and Logistics cluster.	Student Edition: 44, 377 <i>Career Opportunities</i> 354 <i>Investigating Career Clusters</i> 357 Teacher Annotated Edition: TM113
b. Identify careers in the Transportation, Distribution, and Logistics cluster.	Student Edition: 44, 377 <i>Career Opportunities</i> 354 <i>Investigating Career Clusters</i> 357 <i>Warehouse Worker</i> 354 Teacher Annotated Edition: TM113
46. Explore and practice skills related to specific careers in the Transportation, Distribution, and Logistics cluster.	
a. Identify typical tasks, working conditions, education and training, job outlook, wages, and similar jobs.	Student Edition: <i>Exploration Activity</i> 357 <i>Warehouse Worker</i> 354 Teacher Annotated Edition: TM64, TM67 #7, TM113 TCO 354
b. Identify technologies related to the job.	Student Edition: <i>Exploration Activity</i> 357 Teacher Annotated Edition: TM107
c. Practice skills related to the job.	Student Edition: 9-12, 13 #7 Teacher Annotated Edition: TM67 #8 CT 12; TCO 354

STANDARDS	PAGE REFERENCES
d. Compare personal interests to characteristics of the job.	Student Edition: 9-12, 20 #6, 45-48 <i>Career Interest Areas</i> 46-47 <i>Career Opportunities</i> 354 Teacher Annotated Edition: TM90 DS 10; EL 10; TTA 12
47. Compare personal interests to career investigated.	
a. Re-evaluate personal interests and aptitudes as related to career choices.	Student Edition: 71, 260-261 <i>A Career Change</i> 259 <i>Career Questions</i> 74 <i>Explore Different Opportunities</i> 258 <i>Jobs Lead to Careers</i> 26-27 <i>One Career, Many Jobs</i> 262-263
b. Research a specific career using the internet, community resources, career professionals, and computer software.	Student Edition: <i>Exploration Activity</i> 19, 37, 57, 145, 169, 196, 219, 267, 313, 357 Teacher Annotated Edition: R 45, 53, 66, 119
48. Plan and present a final project related to the specific career selected.	
a. Develop a written career report.	Student Edition: <i>Exploration Activity</i> 19, 37, 57, 77, 99, 121, 145, 169, 193, 219, 243, 267, 313, 333, 357
b. Give a visual oral presentation on a career.	Student Edition: <i>Exploration Activity</i> 19, 37, 57, 77, 99, 121, 145, 169, 193, 219, 243, 267, 313, 333, 357
49. Discuss job-seeking skills.	
a. Develop a resume.	Student Edition: 127-131, 134 #2, #4-#5 Q & A 131 Teacher Annotated Edition: CT 130; R 130; TTA 130
b. Complete a job application.	Student Edition: 132-133, 134 #3, #6-#8 <i>A Good Reference</i> 133 Teacher Annotated Edition: CT 133; EL 133; TTA 133

STANDARDS	PAGE REFERENCES
c. Practice job interviewing skills.	<p>Student Edition: 135-141 <i>Body Language</i> 140-141 <i>Dress for Success</i> 138 <i>Get the Job</i> 127</p> <p>Teacher Annotated Edition: CA 138, 140, 142; CT 141; EL 142; TA 139</p>