



Succeeding

IN THE WORLD OF WORK

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STANDARDS		PAGE REFERENCES
Standards/Measurement Criteria		
1.0 EVALUATE INDIVIDUAL STRENGTHS, VALUES AND PERSONALITY TRAITS		
1.1	Evaluate the importance of a positive self concept	<p>Student Edition: 136, 197-198 <i>Information 42 #15</i> <i>Self-Esteem 64 #12</i> <i>Personal Achievements 201</i> <i>Section Review 201 #1</i></p> <p>Teacher Wraparound Edition: A 201; CT 37; DS 100, 137; EI 199</p>
1.2	Explore and relate personal achievements, interests and skills to career options	<p>Student Edition: 18, 36-40, 88-91 <i>Career Facts 9</i> <i>Career Lab 44-45</i></p> <p>Teacher Wraparound Edition: CA 19; ECF 9; MA 4; SP 17; WBLS 23</p>

STANDARDS	PAGE REFERENCES
1.3 Evaluate how personality traits, behavioral styles and personal values influence work habits	Student Edition: 30-33 <i>Ethics in Action</i> 34, 55 <i>Social Studies</i> 43 #16 <i>Role Play</i> 43 #19 Teacher Wraparound Edition: DS 100; ECF 77; EI 31; L2 39; L3 95; TT 31
1.4 Evaluate how personality traits, behavioral styles and values align with career options	Student Edition: 70-72 <i>Career Decision Making</i> 28 <i>Critical Thinking</i> 40 #3 <i>Information</i> 42 #15 <i>Personal Career Profile</i> 89 Teacher Wraparound Edition: IU xx; L3 38; MA 57; PCPP 46; SOE 45
2.0 EXPLORE A VARIETY OF OCCUPATIONAL AREAS	
2.1 Demonstrate the use of technology and other resources to research and obtain career information	Student Edition: 53 <i>Internet Connection</i> 17, 21, 62, 65 #19 Teacher Wraparound Edition: CA 19; EI 53; IT 50; L3 7; MA 50; T30-T31
2.2 Research occupations within Career Pathways and Career Clusters	Student Edition: 57-62 <i>Portfolio Project</i> xx <i>The U.S. Department of Education Career Clusters</i> 51 <i>Career Focus</i> 163 Teacher Wraparound Edition: CT 58; IP 7; L1 6; L2 6; SWCA 49; T19
2.3 Explore various occupations and classify into career clusters	Student Edition: 50-55 <i>Career Focus</i> 9, 35, 56, 77, 92, 143 <i>Careers Related to Data, People, and Things</i> 33 Teacher Wraparound Edition: DS 51; IT 50

STANDARDS	PAGE REFERENCES
2.4 Identify the skills, educational requirements and program of study related to different occupations	Student Edition: <i>Role Play</i> 65 #18 <i>Internet Connection</i> 65 #20 <i>Career Focus</i> 163, 180, 202, 221, 241, 265, 284 Teacher Wraparound Edition: SOT 44; SWCA 3
2.5 Create a financial plan to reach at least one career option.	Student Edition: 73-76, 78-82, 101, 398-407 <i>Portfolio Project</i> 46 <i>Section Review</i> 82 #3 <i>Internet Connection</i> 85 <i>Vocational Education</i> 105 #11 Teacher Wraparound Edition: R 61; TT 100
3.0 DEMONSTRATE AN UNDERSTANDING OF ACADEMIC ACHIEVEMENT AND PERFORMANCE REQUIRED FOR MEETING CAREER GOALS	
3.1 Investigate all postsecondary options; such as two and four year college, military, technical schools, apprenticeships, and on-the-job training	Student Edition: 98-101 <i>Creative Business Practices</i> 95 <i>Section Review</i> 102 #2 <i>Interpersonal Skills</i> 104 <i>Vocational Education</i> 105 #11 Teacher Wraparound Edition: EI 101; L1 96; L2 96; R 99; TT 101
3.2 Assess the importance of educational achievement; appropriate course selection for career opportunities; lifelong learning and success in the workplace	Student Edition: 99 <i>Career Focus</i> 9, 35, 56, 77, 92 <i>Critical Thinking</i> 323 Teacher Wraparound Edition: CT 95; EF 98; TT 98
3.3 Analyze the education and training required to achieve career goals	Student Edition: <i>Setting Planning Goals</i> 96-97 <i>Educational and Career Plan</i> 102 <i>Vocational Education</i> 105 #11 <i>Career Focus</i> 118, 143, 163, 180, 202, 221, 323 <i>Internet Connection</i> 171 Teacher Wraparound Edition: R 99

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3.4 Explore possible barriers to achieving career goals	Student Edition: 29, 237-240 <i>Internet Connection</i> 105 <i>Section Review</i> 240 #3 <i>Critical Thinking</i> 240 Teacher Wraparound Edition: CT 240; TT 240
4.0 DEMONSTRATE CAREER PLANNING SKILLS	
4.1 Demonstrate skills to locate, understand and use career information	Student Edition: 53 <i>Internet Connection</i> 17, 21, 62, 65 #19 Teacher Wraparound Edition: CA 19; EI 53; IT 50; L3 7; MA 50; T30-T31
4.2 Research school and community resources to explore educational and occupational choices	Student Edition: 57-62 <i>Portfolio Project</i> xx <i>The U.S. Department of Education Career Clusters</i> 51 <i>Career Focus</i> 163 Teacher Wraparound Edition: CT 58; IP 7; L1 6; L2 6; SWCA 49; T19
4.3 Develop a 4-6 year career and educational plan	Student Edition: 36-40, 93-102 <i>Section Review</i> 29 #2, 102 #1 <i>Critical Thinking</i> 91 #2, 102 #4 <i>Science</i> 105 #13 Teacher Wraparound Edition: EF 96; MA 93; TT 97
4.4 Develop, maintain, and update a career portfolio	Student Edition: <i>Journal</i> 87 <i>Personal Career Profile</i> 89 <i>Career Lab</i> 106-107, 150-151, 151-152, 252-253, 374-375, 522-523 Teacher Wraparound Edition: ECBP 95; IYC 86; R 99

STANDARDS	PAGE REFERENCES
5.0 DEMONSTRATE DECISION MAKING AND CRITICAL THINKING SKILLS REQUIRED FOR CAREER SUCCESS	
5.1 Identify appropriate methods for problem-solving and decision-making	<p>Student Edition: 244-245, 246-248 <i>How to Use a Seven-Step Decision-Making Process</i> 26 <i>Career Decision Making</i> 28</p> <p>Teacher Wraparound Edition: A 28; CT 25; EI 25; MA 24; R 29; TT 25</p>
5.2 Apply decision-making skills to career planning, course selection and educational transition	<p>Student Edition: 24-29, 30-34, 93-102, 491-498 <i>Creative Business Practices</i> 95 <i>Career Lab</i> 522-523</p> <p>Teacher Wraparound Edition: CT 95; IS 24; L1 27; L3 26</p>
5.3 Solve problems and make decisions in simulated work-related situations	<p>Student Edition: 208, 316-322 <i>Role Play</i> 43 #19, 211 #15, 251 #16, 501 #16 <i>Ethics in Action</i> 90 <i>Internet Connection</i> 211 <i>Work-Based Learning</i> 250 #13</p> <p>Teacher Wraparound Edition: A 247; EI 246</p>
6.0 DEVELOP COMMUNICATION SKILLS FOR PUBLIC AND WORKPLACE ENVIRONMENTS	
6.1 Utilize interpersonal skills to interact positively with others	<p>Student Edition: 132-134, 137, 296-303 <i>Role Play</i> 149 <i>Career Lab</i> 150-151 <i>Techniques for Organizing Spoken Messages</i> 299</p> <p>Teacher Wraparound Edition: CT 303; EF 302; EI 201, 300</p>
6.2 Demonstrate active listening skills	<p>Student Edition: 137, 300-303 <i>Work-Based Learning</i> 250 #13 <i>Handling Customer Complaints</i> 302-303 <i>Section Review</i> 303 #3, 303 #4</p> <p>Teacher Wraparound Edition: DS 302; SP 301; TT 301, 302</p>

STANDARDS	PAGE REFERENCES
6.3 Evaluate the impact of nonverbal communication	Student Edition: 136-142, 157-158 <i>Dressing for Success</i> 135 <i>Section Review</i> 135 #3 <i>Role Play</i> 149 Teacher Wraparound Edition: DS 198; EI 134, 158; IC 158; L1 159; TT 141
6.4 Demonstrate ability to take constructive criticism from others and apply it in a positive manner	Student Edition: 146, 198-199, 203-206, 267 <i>What Makes Criticism Constructive?</i> 205 Teacher Wraparound Edition: CT 199; EI 259; R 209
6.5 Communicate using demonstration and presentation skills	Student Edition: 344 <i>Career Lab</i> 150-151, 252-253, 478-479, 522-523 <i>Helpful Hints</i> 253 Teacher Wraparound Edition: A 303; L3 346, 347
6.6 Communicate using written communication skills	Student Edition: 305-307 <i>Work-Based Learning</i> 250 #12 <i>Business Letter</i> 308 <i>Business E-Mail</i> 308 <i>Internet Connection</i> 310 Teacher Wraparound Edition: IP 151; R 309; SP 309; W 179, 199
6.7 Evaluate and apply techniques for conflict resolution	Student Edition: 208, 235-237, 242-248, 267-268 <i>Steps in Conflict Resolution</i> 268 Teacher Wraparound Edition: A 247; DS 240; EI 246; RP 246; SP 240
6.8 Demonstrate a general understanding of behavioral styles and their impact on effective communication	Student Edition: <i>Role Play</i> 149 Teacher Wraparound Edition: EF 308; R 309

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7.0 DEVELOP LEADERSHIP AND TEAMWORK SKILLS REQUIRED FOR THE WORKPLACE	
7.1 Demonstrate responsibility, dependability, punctuality, cooperation, integrity, and positive attitude expected in the workplace	<p>Student Edition: 174-179, 181-187, 203-208 <i>Section Review</i> 179 #1 <i>Career Checklist</i> 208 <i>Critical Thinking</i> 208</p> <p>Teacher Wraparound Edition: A 179; EI 157; L3 178; R 179</p>
7.2 Adapt organizational and time management skills for task completion	<p>Student Edition: 356-364, 366-370 <i>Internet Connection</i> 358</p> <p>Teacher Wraparound Edition: A 364; CA 361; CT 357; EI 357, 358, 359, 362, 367; EF 360</p>
7.3 Model and demonstrate leadership skills	<p>Student Edition: 176-179, 285-290 <i>Parliamentary Procedure</i> 288-289 <i>Critical Thinking</i> 290</p> <p>Teacher Wraparound Edition: 2CT 285; EF 286; EI 177; L1 287; L3 226; MA 285</p>
7.4 Demonstrate teamwork skills	<p>Student Edition: <i>Role Play</i> 171, 231 <i>Work-Based Learning</i> 250 #12, 250 #13</p> <p>Teacher Wraparound Edition: EI 175, 277; IT 214; L2 145; L3 27; TT 277</p>
7.5 Outline team dynamics	<p>Student Edition: 174-175, 276-284 <i>Ethics in Action</i> 220 <i>Types of Business Teams</i> 279</p> <p>Teacher Wraparound Edition: AWD 203, 276; CT 277; EI 277; L2 278; TT 281</p>
8.0 ANALYZE AND DEVELOP LEGAL AND ETHICAL BEHAVIORS	
8.1 Describe a workplace attendance policy	<p>Student Edition: 266-267 <i>Ethics in Action</i> 34</p> <p>Teacher Wraparound Edition: EI 157</p>

STANDARDS	PAGE REFERENCES
8.2 Choose ethical courses of action in school and work settings	<p>Student Edition: 181-188 <i>Commonly Observed Unethical Behavior</i> 184 <i>Ethics in Action</i> 185, 201 <i>Career Checklist</i> 186 <i>Ethics Quiz</i> 187</p> <p>Teacher Wraparound Edition: C 189; DS 182; EF 182, 187; IT 266; MA 181</p>
8.3 Describe the relationship and roles of supervisors, employees and co-workers	<p>Student Edition: 200, 261-264, 267, 290 <i>Asserting Yourself</i> 200 <i>Section Review</i> 201 #3, 264 #3 <i>Career Checklist</i> 262</p> <p>Teacher Wraparound Edition: EIA 200; RP 264; TT 263</p>
8.4 Determine rules of safe and appropriate conduct when using the Internet and e-mail	<p>Student Edition: 267, 350 <i>Section Review</i> 350 #3</p> <p>Teacher Wraparound Edition: CT 201; IT 266</p>
8.5 Explain the consequences of illegal and unethical use of information technology	<p>Student Edition: <i>Section Review</i> 270 #1</p> <p>Teacher Wraparound Edition: L1 346; SOT 375</p>
8.6 Explain the consequences of sexual harassment	<p>Student Edition: 239-240, 270 <i>Work-Based Learning</i> 250 #12</p> <p>Teacher Wraparound Edition: CT 240; DS 240; TT 240</p>
8.7 Identify legal implications of discrimination	<p>Student Edition: 142, 237-240 <i>Section Assessment</i> 240 #1 <i>Work-Based Learning</i> 250 #12 <i>Research Labor Laws</i> 251</p> <p>Teacher Wraparound Edition: CT 240; EF 244; I 239; TT 240; W 239</p>

STANDARDS	PAGE REFERENCES
9.0 DEMONSTRATE TECHNOLOGICAL LITERACY REQUIRED IN THE WORKPLACE	
9.1 Utilize technology based research tools to locate and collect information	Student Edition: 53 <i>Internet Connection</i> 17, 21, 62, 65 #19 Teacher Wraparound Edition: CA 19; EI 53; IT 50; L3 7; MA 50; T30-T31
9.2 Communicate using e-mail, Internet and other technology tools	Student Edition: 267, 307, 338-339, 342, 349 <i>Business E-Mail</i> 308 <i>Creative Business Practices</i> 309 <i>Internet Connection</i> 310 <i>Internet Terminology</i> 348 Teacher Wraparound Edition: ECBP 309; L3 308
9.3 Demonstrate computer literacy using word processing, spreadsheet and database software	Student Edition: 342 <i>Design Training Program</i> 273 #14 <i>Ethics in Action</i> 338 <i>Internet Connection</i> 358 Teacher Wraparound Edition: CA 269, 289, 361; L3 27, 97, 246; TT 341
9.4 Incorporate technology tools to enhance learning, to increase productivity and creativity	Student Edition: 346, 349 <i>Career Focus</i> 241 <i>Creative Business Practices</i> 347 Teacher Wraparound Edition: CA 351; CT 341; ECF 343; EF 340, 346; L1 347; L3 97
10.0 ANALYZE HOW SOCIAL, ORGANIZATIONAL AND TECHNOLOGICAL SYSTEMS OPERATE	
10.1 Demonstrate basic knowledge of operations and functions of technology systems	Student Edition: 342 <i>Design Training Program</i> 273 #14 <i>Ethics in Action</i> 338 <i>Internet Connection</i> 358 Teacher Wraparound Edition: CA 269, 289, 361; L3 27, 97, 246; TT 341

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10.2 Identify the uses of technology in industry, education, the political arena, and day-to-day consumer affairs	<p>Student Edition: 344-349, 485-486 <i>Critical Thinking</i> 350 <i>Career Lab</i> 374-375 <i>The Ten Fastest Growing Occupations</i> 485 <i>Creative Business Practices</i> 487</p> <p>Teacher Wraparound Edition: A 375; EF 340, 346; L3 347</p>
10.3 Explore the social, ethical, and human issues related to using technology in daily lives	<p>Student Edition: 350 <i>Ethics in Action</i> 298 <i>Section Review</i> 350 #3 <i>Research Telecommuting</i> 353 #14 <i>Role Play</i> 353 #16 <i>Internet Connection</i> 358</p> <p>Teacher Wraparound Edition: L1 346; SOE 375; SOT 522</p>
10.4 Identify the effects of societal, economic and technological trends on occupations	<p>Student Edition: 338-339, 342, 485-486 <i>The Ten Fastest Growing Occupations</i> 485</p> <p>Teacher Wraparound Edition: 2CT 341; A 342; CT 485; EF 340; L1 339; R 341</p>
10.5 Explore the impact of managing a career in a global economy	<p>Student Edition: 337-339, 485-486 <i>Internet Connection</i> 62 <i>Section Review</i> 342 #1 <i>Critical Thinking</i> 342 #3</p> <p>Teacher Wraparound Edition: AWD 301; E 343; L1 338; TT 337</p>
<p>11.0 EVALUATE FACTORS CONTRIBUTING TO A SAFE AND HEALTHY WORK ENVIRONMENT</p>	
11.1 Survey safety procedures required in the workplace	<p>Student Edition: 222-228 <i>Technology Skills</i> 231 #13 <i>Role Play</i> 231</p> <p>Teacher Wraparound Edition: A 228; MA 222; SOT 252; TT 227</p>

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11.2 Demonstrate safety in work related situations	Student Edition: <i>Workplace Safety</i> 224-225 Teacher Wraparound Edition: DS 223, 227
11.3 Practice safe use of tools and equipment	Student Edition: 222-223 Teacher Wraparound Edition: CT 223; EI 226; L1 224; L3 224
11.4 Identify constructive health habits	Student Edition: 214-220 <i>Research Stress Management</i> 211 #13 <i>Internet Connection</i> 215 <i>Food Guide Pyramid</i> 216 <i>Coping With Stress</i> 219 <i>Section Review</i> 220 #1 <i>Creative Business Practices</i> 227 Teacher Wraparound Edition: CA 216; CT 215; IT 214; L2 217
11.5 Demonstrate appropriate and/or required dress for different workplace settings	Student Edition: 134, 157-158 <i>Dressing for Success</i> 135 <i>Section Review</i> 135 #3, 162 #2 <i>Internet Connection</i> 158 Teacher Wraparound Edition: EF 134; EI 158
12.0 DEMONSTRATE AN UNDERSTANDING OF DIVERSITY	
12.1 Explain equal career opportunities for all individuals regardless of race, ethnicity, gender, age and/or disability conditions	Student Edition: 237-239 <i>Section Assessment</i> 240 #1, 240 #2 Teacher Wraparound Edition: CA 269; EF 238, 239; I 239; TT 239; W 239
12.2 Describe how physical, intellectual and cultural diversity can strengthen workplace effectiveness	Student Edition: <i>Creative Business Practices</i> 13, 237 <i>Internet Connection</i> 273 Teacher Wraparound Edition: AWD 57, 93, 268, 276, 336; ECBP 13; L2 217

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12.3 Identify stereotypes, biases and discriminatory behaviors that may impact entering nontraditional occupations	Student Edition: 239, 269-270 <i>Section Review 270 #4</i> Teacher Wraparound Edition: EI 271
12.4 Demonstrate appropriate strategies for dealing with the differences associated with diversity in the workplace	Student Edition: 269-270 <i>Creative Business Practices 13, 23</i> <i>Section Review 270 #4</i> <i>Working with Diversity 272 #13</i> <i>Internet Connection 273</i> Teacher Wraparound Edition: AWD 203, 301; L1 145
12.5 Demonstrate appropriate manners and etiquette when interacting with people of diversity including age, cultural differences and persons with disabilities	Student Edition: 262, 266-267 <i>Foreign Language 171 #17</i> <i>Internet Connection 263</i> <i>Section Review 270 #3</i> <i>Chapter Summary 271</i> <i>Self-Management 272 #12</i> <i>Working with Diversity 272 #13</i> <i>Design Training Program 273 #14</i> Teacher Wraparound Edition: AWD 268