



Entering 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	Student Edition: 28-39, 41-47 <i>Think Critically</i> 48 <i>Write About It</i> 50 Teacher Annotated Edition: CT 32; RA 41, 43; SM 29
1.2	Explore and relate personal achievements, interests and skills to career options	Student Edition: 28-39, 41-47 <i>Point of View</i> 34 <i>Think Critically</i> 50 Teacher Annotated Edition: CT 38, 39; RA 35, 36, 45; TR 36, 39
1.3	Evaluate how personality traits, behavioral styles and personal values influence work habits	Student Edition: 28-39, 41-47, 102-110 <i>Real-World Connection</i> 47 <i>Think Critically</i> 50 Teacher Annotated Edition: CT 29; SM 30; RA 30, 45, 47

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1.4 Evaluate how personality traits, behavioral styles and values align with career options	Student Edition: 28-39, 41-47 <i>Real-World Connection</i> 47 <i>Think Critically</i> 50 Teacher Annotated Edition: CT 29; RA 30, 42, 45, 47; SM 30; TR 30
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: 64-73 <i>Computer Lab</i> 77 Teacher Annotated Edition: RA 68; SM 64; TR 67
2.2 Research occupations within Career Pathways and Career Clusters	Student Edition: 376, 377 <i>Making Good Choices</i> 18, 377 <i>Think Critically</i> 378 <i>Write About It</i> 380 Teacher Annotated Edition: CT 376
2.3 Explore various occupations and classify into career clusters	Student Edition: 54-62 <i>Career Talk</i> 23, 97, 177, 255, 301, 379, 401 Teacher Annotated Edition: RA 23, 55, 97, 177, 255, 301, 379, 401
2.4 Identify the skills, educational requirements and program of study related to different occupations	Student Edition: 80-88, 90-95 <i>Think Critically</i> 89, 98 <i>Write About It</i> 98 Teacher Annotated Edition: CT 65, 81; RA 83, 88
2.5 Create a financial plan to reach at least one career option.	Student Edition: 334-343 <i>Think Critically</i> 344 Teacher Annotated Edition: CA 341; CT 336, 342; SM 335, 338; TR 342

STANDARDS	PAGE REFERENCES
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: 80-88, 90-95 <i>Point of View</i> 93 <i>Real-World Connection</i> 84 <i>Think Critically</i> 96 Teacher Annotated Edition: CT 80, 82, 94; SM 83, 90, 95; TR 91
3.2 Assess the importance of educational achievement; appropriate course selection for career opportunities; lifelong learning and success in the workplace	Student Edition: 80-88, 90-95 <i>Point of View</i> 93 <i>Real-World Connection</i> 84 <i>Think Critically</i> 96 Teacher Annotated Edition: CT 80, 82, 94; SM 83, 90, 95; TR 91
3.3 Analyze the education and training required to achieve career goals	Student Edition: 80-88, 90-95 <i>Point of View</i> 93 <i>Real-World Connection</i> 84 <i>Think Critically</i> 96 Teacher Annotated Edition: CT 80, 82, 94; SM 83, 90, 95; TR 91
3.4 Explore possible barriers to achieving career goals	Student Edition: <i>Making Good Choices</i> 86, 159, 265, 287, 318, 377 Teacher Annotated Edition: RA 86, 287; SM 83
4.0 DEMONSTRATE CAREER PLANNING SKILLS	
4.1 Demonstrate skills to locate, understand and use career information	Student Edition: 54-62, 64-73 <i>Role Play</i> 76 <i>Teamwork Challenge</i> 76 <i>Write About It</i> 76 Teacher Annotated Edition: RA 55, 66, 72; SM 64, 66; TR 60, 67

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4.2 Research school and community resources to explore educational and occupational choices	Student Edition: 54-62, 64-73 <i>Role Play</i> 76 <i>Teamwork Challenge</i> 76 <i>Write About It</i> 76 Teacher Annotated Edition: RA 55, 66, 72; SM 64, 66; TR 60, 67
4.3 Develop a 4-6 year career and educational plan	Student Edition: 102-110, 112-117 <i>Think Critically</i> 121 <i>Write About It</i> 120 Teacher Annotated Edition: BSS 116; CT 108, 110, 113, 114; RA 106, 110; TR 103
4.4 Develop, maintain, and update a career portfolio	Student Edition: 106 <i>Figure</i> 107 <i>Personal Career Portfolio</i> 25, 51, 77, 99, 121, 149, 179, 205 Teacher Annotated Edition: RA 106
5.0 DEMONSTRATE DECISION MAKING AND CRITICAL THINKING SKILLS REQUIRED FOR CAREER SUCCESS	
5.1 Identify appropriate methods for problem-solving and decision-making	Student Edition: 105-110, 275 <i>Check Your Understanding</i> 120 #2 <i>Figure</i> 105 <i>Point of View</i> 275 Teacher Annotated Edition: CT 110; RA 105, 110, 275; SM 108; TR 274
5.2 Apply decision-making skills to career planning, course selection and educational transition	Student Edition: 105-110, 275 <i>Check Your Understanding</i> 120 #2 <i>Figure</i> 105 <i>Point of View</i> 275 Teacher Annotated Edition: CT 110; RA 105, 110, 275; SM 108; TR 274

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5.3 Solve problems and make decisions in simulated work-related situations	Student Edition: <i>Making Good Choices</i> 18, 86, 114, 186, 221, 287, 318, 389 Teacher Annotated Edition: CT 186; RA 18, 86, 221, 389
6.0 DEVELOP COMMUNICATION SKILLS FOR PUBLIC AND WORKPLACE ENVIRONMENTS	
6.1 Utilize interpersonal skills to interact positively with others	Student Edition: 260-267, 269-275 <i>Figure</i> 263 <i>Role Play</i> 278 <i>Think Critically</i> 268 Teacher Annotated Edition: RA 260, 262; TR 263, 266, 267, 271
6.2 Demonstrate active listening skills	Student Edition: 262, 271-273, 275 <i>Personal Career Portfolio</i> 279 <i>Think Critically</i> 279 Teacher Annotated Edition: RA 262, 271, 272
6.3 Evaluate the impact of nonverbal communication	Student Edition: 196, 261, 273 Teacher Annotated Edition: SM 261; TR 196, 273
6.4 Demonstrate ability to take constructive criticism from others and apply it in a positive manner	Student Edition: 296-298 <i>Real-World Connection</i> 8 <i>Teamwork Challenge</i> 303 <i>Think Critically</i> 300 Teacher Annotated Edition: CA 297; RA 8, 296
6.5 Communicate using demonstration and presentation skills	Student Edition: 198, 372 <i>Real-World Connection</i> 73, 241 <i>Role Play</i> 204 Teacher Annotated Edition: BSS 372; RA 198

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6.6	Communicate using written communication skills	Student Edition: <i>Write About It</i> 24, 50, 76, 98, 120, 148, 178, 204, 232, 256, 278, 302
6.7	Evaluate and apply techniques for conflict resolution	Student Edition: 189, 274-275 <i>Point of View</i> 275 <i>Role Play</i> 278 Teacher Annotated Edition: BSS 274; CT 189; TR 274, 275
6.8	Demonstrate a general understanding of behavioral styles and their impact on effective communication	Student Edition: 260-267, 269-275 <i>Figure</i> 263 <i>Role Play</i> 278 <i>Think Critically</i> 268 Teacher Annotated Edition: RA 260, 262; TR 263, 266, 267, 271
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	Student Edition: 260-267 <i>Computer Lab</i> 279 <i>Figure</i> 263 <i>Role Play</i> 278 Teacher Annotated Edition: RA 262; SM 266; TR 263, 264, 267
7.2	Adapt organizational and time management skills for task completion	Student Edition: 226-227, 287-288, 369 <i>Figure</i> 226, 288 <i>Making Good Choices</i> 287 <i>Point of View</i> 311 Teacher Annotated Edition: CT 226, 227, 287, 288; RA 311
7.3	Model and demonstrate leadership skills	Student Edition: 57, 267 <i>Point of View</i> 217 <i>Think Critically</i> 268 Teacher Annotated Edition: RA 267; SM 57

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7.4 Demonstrate teamwork skills	Student Edition: 16, 266-267 <i>Point of View</i> 275 <i>Think Critically</i> 22, 268 Teacher Annotated Edition: RA 275; SM 266; TR 266, 267
7.5 Outline team dynamics	Student Edition: 16, 266-267 <i>Point of View</i> 275 <i>Think Critically</i> 22, 268 Teacher Annotated Edition: RA 275; SM 266; TR 266, 267
8.0 ANALYZE AND DEVELOP LEGAL AND ETHICAL BEHAVIORS	
8.1 Describe a workplace attendance policy	Student Edition: 224, 229, 287 <i>Making Good Choices</i> 287 <i>Real-World Connection</i> 229 Teacher Annotated Edition: R 287; RA 229
8.2 Choose ethical courses of action in school and work settings	Student Edition: 189, 290 <i>Making Good Choices</i> 58, 159, 287, 377 Teacher Annotated Edition: BSS 290; CT 58; R 287, 377; SM 189, 159
8.3 Describe the relationship and roles of supervisors, employees and co-workers	Student Edition: 216, 218-219, 260-267 <i>Making Good Choices</i> 265 <i>Role Play</i> 233 Teacher Annotated Edition: RA 219, 265
8.4 Determine rules of safe and appropriate conduct when using the Internet and e-mail	Student Edition: 67-68, 134-136, 157, 327, 372-373, 377 <i>Making Good Choices</i> 18 <i>Real-World Connection</i> 327 Teacher Annotated Edition: CT 69, 157; RA 18; SM 373

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8.5	Explain the consequences of illegal and unethical use of information technology	<p>Student Edition: 376, 377 <i>Making Good Choices</i> 18, 377 <i>Think Critically</i> 378 <i>Write About It</i> 380</p> <p>Teacher Annotated Edition: CT 376</p>
8.6	Explain the consequences of sexual harassment	<p>Student Edition: 289</p> <p>Teacher Annotated Edition: CT 289</p>
8.7	Identify legal implications of discrimination	<p>Student Edition: 19-21, 261</p> <p>Teacher Annotated Edition: IP TM50; RA 19</p>
9.0 DEMONSTRATE TECHNOLOGICAL LITERACY REQUIRED IN THE WORKPLACE		
9.1	Utilize technology based research tools to locate and collect information	<p>Student Edition: 64-73 <i>Computer Lab</i> 77</p> <p>Teacher Annotated Edition: RA 68; SM 64; TR 67</p>
9.2	Communicate using e-mail, Internet and other technology tools	<p>Student Edition: 67-68, 134-136, 157, 327, 372-373, 377 <i>Making Good Choices</i> 18 <i>Real-World Connection</i> 327</p> <p>Teacher Annotated Edition: CT 69, 157; RA 18; SM 373</p>
9.3	Demonstrate computer literacy using word processing, spreadsheet and database software	<p>Student Edition: 368-372 <i>Computer Lab</i> 381</p> <p>Teacher Annotated Edition: CT 371; RA 370; SM 368; TR 369, 370</p>
9.4	Incorporate technology tools to enhance learning, to increase productivity and creativity	<p>Student Edition: 368-372 <i>Computer Lab</i> 381</p> <p>Teacher Annotated Edition: CT 371; RA 370; SM 368; TR 369, 370</p>

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10.0 ANALYZE HOW SOCIAL, ORGANIZATIONAL AND TECHNOLOGICAL SYSTEMS OPERATE	
10.1 Demonstrate basic knowledge of operations and functions of technology systems	Student Edition: 360-366 <i>Figure 362</i> <i>Real-World Connection 365</i> Teacher Annotated Edition: CT 362, 363, 365; TR 361, 366
10.2 Identify the uses of technology in industry, education, the political arena, and day-to-day consumer affairs	Student Edition: 18, 62, 360-366 <i>Figure 362</i> <i>Real-World Connection 365</i> Teacher Annotated Edition: CT 62, 362, 363, 365; TR 18, 361, 366
10.3 Explore the social, ethical, and human issues related to using technology in daily lives	Student Edition: 376, 377 <i>Making Good Choices 18, 377</i> <i>Think Critically 378</i> <i>Write About It 380</i> Teacher Annotated Edition: CT 376
10.4 Identify the effects of societal, economic and technological trends on occupations	Student Edition: 376, 377 <i>Making Good Choices 18, 377</i> <i>Think Critically 378</i> <i>Write About It 380</i> Teacher Annotated Edition: CT 376
10.5 Explore the impact of managing a career in a global economy	Student Edition: 345-353 Teacher Annotated Edition: TR 346, 348, 352
11.0 EVALUATE FACTORS CONTRIBUTING TO A SAFE AND HEALTHY WORK ENVIRONMENT	
11.1 Survey safety procedures required in the workplace	Student Edition: 236-243, 245-253 <i>Figure 248</i> <i>Making Good Choices 239</i> Teacher Annotated Edition: BSS 238; CT 236, 241, 249; RA 240, 247

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11.2 Demonstrate safety in work related situations	Student Edition: 236-243, 245-253 <i>Figure 248</i> <i>Making Good Choices 239</i> Teacher Annotated Edition: BSS 238; CT 236, 241, 249; RA 240, 247
11.3 Practice safe use of tools and equipment	Student Edition: 236-243, 245-253 <i>Figure 248</i> <i>Making Good Choices 239</i> Teacher Annotated Edition: BSS 238; CT 236, 241, 249; RA 240, 247
11.4 Identify constructive health habits	Student Edition: 290-291 <i>After You Read 292 #2</i> Teacher Annotated Edition: CT TM116; TR 291
11.5 Demonstrate appropriate and/or required dress for different workplace settings	Student Edition: 214-215 <i>Think Critically 222</i> Teacher Annotated Edition: CT 214; RA 24; SM 215
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: 19-21, 261 Teacher Annotated Edition: IP TM50; RA 19
12.2 Describe how physical, intellectual and cultural diversity can strengthen workplace effectiveness	Student Edition: 16, 19-21, 261 Teacher Annotated Edition: CT 16; IP TM50; RA 19
12.3 Identify stereotypes, biases and discriminatory behaviors that may impact entering nontraditional occupations	Student Edition: 19-21, 261 <i>What Obstacles Have You Overcome? 23, 75, 119, 177, 255, 301, 355</i> Teacher Annotated Edition: IP TM50; RA 19

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12.4 Demonstrate appropriate strategies for dealing with the differences associated with diversity in the workplace	Student Edition: 16, 19-21, 261 Teacher Annotated Edition: CT 16; IP TM50; RA 19
12.5 Demonstrate appropriate manners and etiquette when interacting with people of diversity including age, cultural differences and persons with disabilities	Student Edition: 196, 198, 270-272 <i>Real-World Connection 272</i> Teacher Annotated Edition: R 271; TR 198, 271