



# Exploring Careers

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STANDARDS		PAGE REFERENCES
Standards/Measurement Criteria		
<b>1.0 EVALUATE INDIVIDUAL STRENGTHS, VALUES AND PERSONALITY TRAITS</b>		
1.1	Evaluate the importance of a positive self concept	<p><b>Student Edition:</b> 68, 176-177 <i>Attitude Counts</i> 3, 68, 161 <i>Photo</i> 177</p> <p><b>Teacher Annotated Edition:</b> CT 177</p>
1.2	Explore and relate personal achievements, interests and skills to career options	<p><b>Student Edition:</b> 2-4, 9-12 <i>Character Building</i> 13 <i>Connecting to the Workplace</i> 8, 13 <i>Figure</i> 10 Q&amp;A 11 <i>Technology</i> 8</p> <p><b>Teacher Annotated Edition:</b> CA 9; DS 10</p>
1.3	Evaluate how personality traits, behavioral styles and personal values influence work habits	<p><b>Student Edition:</b> 2-7, 14-17 <i>Connecting to the Workplace</i> 8, 18 <i>Figure</i> 6</p> <p><b>Teacher Annotated Edition:</b> CA 6; DS 3</p>

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1.4	Evaluate how personality traits, behavioral styles and values align with career options	<b>Student Edition:</b> 2-7, 14-17 <i>Connecting to the Workplace</i> 8, 18 Figure 6 <b>Teacher Annotated Edition:</b> DS 3, 10
<b>2.0 EXPLORE A VARIETY OF OCCUPATIONAL AREAS</b>		
2.1	Demonstrate the use of technology and other resources to research and obtain career information	<b>Student Edition:</b> 50-55, 72, 89, 115-119 <i>Get the Facts</i> 118 <i>Skill Building</i> 58, 122 <i>Technology</i> 18, 36, 49, 56, 69, 91, 112 <b>Teacher Annotated Edition:</b> EAA TM63
2.2	Research occupations within Career Pathways and Career Clusters	<b>Student Edition:</b> 42-48, 50-55, 72, 89, 368-377 <i>Career Opportunities</i> 7, 28, 45, 66, 88, 105, 137, 166, 179, 216, 232, 254, 282, 297, 328, 354 Figure 44 <i>Investigating Career Clusters</i> 19, 37, 57, 77, 99, 121, 145, 169, 193, 219, 243, 267 <b>Teacher Annotated Edition:</b> CT 46; ETL 45; TA 45
2.3	Explore various occupations and classify into career clusters	<b>Student Edition:</b> <i>Career Opportunities</i> 7, 28, 45, 66, 88, 105, 137, 166, 179, 216, 232, 254, 282, 297, 328, 354 Figure 44 <i>Investigating Career Clusters</i> 19, 37, 57, 77, 99, 121, 145, 169, 193, 219, 243, 267 <b>Teacher Annotated Edition:</b> CT 46; ETL 45; TA 45
2.4	Identify the skills, educational requirements and program of study related to different occupations	<b>Student Edition:</b> 85, 87, 96 <i>Exploration Activity</i> 19, 37, 57, 77, 99, 121, 145, 169, 193, 219, 243, 267 Figure 86 <i>Technology</i> 91 <b>Teacher Annotated Edition:</b> EAA TM63

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2.5 Create a financial plan to reach at least one career option.	<b>Student Edition:</b> 88-89, 92-97, 301-302 <i>Connecting to the Workplace</i> 91 <i>Photo</i> 89 <b>Teacher Annotated Edition:</b> EAA TM77
<b>3.0 DEMONSTRATE AN UNDERSTANDING OF ACADEMIC ACHIEVEMENT AND PERFORMANCE REQUIRED FOR MEETING CAREER GOALS</b>	
3.1 Investigate all postsecondary options; such as two and four year college, military, technical schools, apprenticeships, and on-the-job training	<b>Student Edition:</b> 85-90 <i>Figure</i> 86, 97 <i>Technology</i> 91 <b>Teacher Annotated Edition:</b> R 89; TTA 90
3.2 Assess the importance of educational achievement; appropriate course selection for career opportunities; lifelong learning and success in the workplace	<b>Student Edition:</b> 33, 85-90, 96, 350-355 Q&A 33 <b>Teacher Annotated Edition:</b> ETL 355
3.3 Analyze the education and training required to achieve career goals	<b>Student Edition:</b> 85-90, 96 <i>Exploration Activity</i> 19, 37, 57, 77, 99, 121, 145, 169, 193, 219, 243, 267 <i>Figure</i> 86, 97 <i>Technology</i> 91 <b>Teacher Annotated Edition:</b> TTA 96
3.4 Explore possible barriers to achieving career goals	<b>Student Edition:</b> 93, 97, 228-230, 352 Q&A 93 <b>Teacher Annotated Edition:</b> CT 229, 354
<b>4.0 DEMONSTRATE CAREER PLANNING SKILLS</b>	
4.1 Demonstrate skills to locate, understand and use career information	<b>Student Edition:</b> 50-55, 72, 89, 115-119 <i>Get the Facts</i> 118 <i>Skill Building</i> 58, 122 <i>Technology</i> 18, 36, 49, 56, 69, 91, 112 <b>Teacher Annotated Edition:</b> R 53

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4.2 Research school and community resources to explore educational and occupational choices	<b>Student Edition:</b> 55, 89, 105-111, 351 <i>Investigating Career Clusters</i> 19, 37, 57, 77, 99, 121, 145, 169, 193, 219, 243, 267, 289, 313, 333, 357 <b>Teacher Annotated Edition:</b> R53, 119; TA 111
4.3 Develop a 4-6 year career and educational plan	<b>Student Edition:</b> 92-97 <i>Figure</i> 94-95, 97 <i>Personal Career Portfolio</i> 101 Q&A 93 <b>Teacher Annotated Edition:</b> CT 96
4.4 Develop, maintain, and update a career portfolio	<b>Student Edition:</b> 131 <i>Personal Career Portfolio</i> 21, 39, 59, 79, 101, 123, 147, 171, 195, 221, 245, 269, 291, 315, 335, 359 <b>Teacher Annotated Edition:</b> PCC TM75, TM125, TM133, TM140
<b>5.0 DEMONSTRATE DECISION MAKING AND CRITICAL THINKING SKILLS REQUIRED FOR CAREER SUCCESS</b>	
5.1 Identify appropriate methods for problem-solving and decision-making	<b>Student Edition:</b> 62-68, 70-73 <i>Figure</i> 64-65, 67 <i>Photo</i> 72 <b>Teacher Annotated Edition:</b> R 66
5.2 Apply decision-making skills to career planning, course selection and educational transition	<b>Student Edition:</b> 70-75, 92-97 <i>Personal Career Portfolio</i> 79 <b>Teacher Annotated Edition:</b> CT 72
5.3 Solve problems and make decisions in simulated work-related situations	<b>Student Edition:</b> 177-181, 185, 191 <i>Academic Application</i> 335 <i>Figure</i> 180-181, 191, 285 <b>Teacher Annotated Edition:</b> CA 185

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<b>6.0 DEVELOP COMMUNICATION SKILLS FOR PUBLIC AND WORKPLACE ENVIRONMENTS</b>		
6.1	Utilize interpersonal skills to interact positively with others	<p><b>Student Edition:</b> 138-141, 174-181, 183-191, 198-202 <i>Attitude Counts</i> 32, 90, 227, 250, 274, 352 <i>Figure</i> 140-141, 180-181</p> <p><b>Teacher Annotated Edition:</b> CT 141</p>
6.2	Demonstrate active listening skills	<p><b>Student Edition:</b> 176, 200-203</p> <p><b>Teacher Annotated Edition:</b> CA 136, 183</p>
6.3	Evaluate the impact of nonverbal communication	<p><b>Student Edition:</b> 139-140, 201 <i>Figure</i> 140-141, 201</p> <p><b>Teacher Annotated Edition:</b> CA 136</p>
6.4	Demonstrate ability to take constructive criticism from others and apply it in a positive manner	<p><b>Student Edition:</b> <i>Attitude Counts</i> 227</p> <p><b>Teacher Annotated Edition:</b> CT TM116</p>
6.5	Communicate using demonstration and presentation skills	<p><b>Student Edition:</b> 135-143, 208-209 <i>Academic Applications</i> 39, 101, 171, 269 <i>Community Involvement</i> 29, 98, 120 <i>Connecting to the Workplace</i> 256 <i>Technology</i> 49, 91, 112, 159, 182, 303</p> <p><b>Teacher Annotated Edition:</b> CA 136</p>
6.6	Communicate using written communication skills	<p><b>Student Edition:</b> 126-133, 142, 165, 205 <i>Academic Applications</i> 147, 195, 291, 335, 359 <i>Character Building</i> 112, 288 <i>Connecting to the Workplace</i> 192 <i>Figure</i> 128, 129, 132, 142, 206-207 Q&amp;A 131 <i>Technology</i> 134, 210, 256, 280</p> <p><b>Teacher Annotated Edition:</b> EAA TM95, TM119</p>

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6.7	Evaluate and apply techniques for conflict resolution	<b>Student Edition:</b> 178-181 <i>Academic Applications</i> 195 <i>Figure</i> 180-181 <b>Teacher Annotated Edition:</b> TA 178, 179
6.8	Demonstrate a general understanding of behavioral styles and their impact on effective communication	<b>Student Edition:</b> 138-140, 174-181, 183-191, 198-202 Q&A 190 <i>The Global Workplace</i> 75, 143, 235, 344 <b>Teacher Annotated Edition:</b> DS 176
<b>7.0 DEVELOP LEADERSHIP AND TEAMWORK SKILLS REQUIRED FOR THE WORKPLACE</b>		
7.1	Demonstrate responsibility, dependability, punctuality, cooperation, integrity, and positive attitude expected in the workplace	<b>Student Edition:</b> 160-167 <i>Attitude Counts</i> 3, 32, 51, 68, 90, 114, 139, 161, 185, 199, 227, 250, 274, 309, 324, 352 <i>Character Building</i> 168 <i>Figure</i> 164 <b>Teacher Annotated Edition:</b> WYR 136
7.2	Adapt organizational and time management skills for task completion	<b>Student Edition:</b> 321-324 <i>Character Building</i> 325 <i>Figure</i> 323-324 <i>Technology</i> 325 <b>Teacher Annotated Edition:</b> DS 322
7.3	Model and demonstrate leadership skills	<b>Student Edition:</b> 162 Q&A 190 <b>Teacher Annotated Edition:</b> WYR 162
7.4	Demonstrate teamwork skills	<b>Student Edition:</b> 161, 183-191 <i>Figure</i> 191 <i>While You Read</i> 187 <b>Teacher Annotated Edition:</b> EAA TM111

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7.5 Outline team dynamics	<b>Student Edition:</b> 161, 183-191 <i>Figure 191</i> <i>While You Read 187</i> <b>Teacher Annotated Edition:</b> EAA TM111
<b>8.0 ANALYZE AND DEVELOP LEGAL AND ETHICAL BEHAVIORS</b>	
8.1 Describe a workplace attendance policy	The following pages can be used to help facilitate this standard. <b>Student Edition:</b> 163, 165 <i>Technology 159</i> <i>Figure 8.2 164</i>
8.2 Choose ethical courses of action in school and work settings	<b>Student Edition:</b> 163-165 <i>Character Building 168</i> <i>Figure 164</i> <b>Teacher Annotated Edition:</b> EAA TM103
8.3 Describe the relationship and roles of supervisors, employees and co-workers	<b>Student Edition:</b> 161, 174-176, 183-186, 238 <b>Teacher Annotated Edition:</b> CA 183
8.4 Determine rules of safe and appropriate conduct when using the Internet and e-mail	<b>Student Edition:</b> 216-217 <i>Character Building 218</i> <i>Figure 217</i> <b>Teacher Annotated Edition:</b> CA 217; TA 216
8.5 Explain the consequences of illegal and unethical use of information technology	Ethical behavior is discussed on the following pages <b>Student Edition:</b> 163-165 <b>Teacher Annotated Edition:</b> TA 216
8.6 Explain the consequences of sexual harassment	This standard can be met during teacher/class discussion of respect for others <b>Student Edition:</b> 327

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8.7	Identify legal implications of discrimination	<b>Student Edition:</b> 158 <b>Teacher Annotated Edition:</b> R 158
<b>9.0 DEMONSTRATE TECHNOLOGICAL LITERACY REQUIRED IN THE WORKPLACE</b>		
9.1	Utilize technology based research tools to locate and collect information	<b>Student Edition:</b> 33, 212-215 <i>Internet Activity</i> 17, 31, 43, 75, 83, 119, 143, 153, 184, 209, 235, 261, 273, 298, 319, 344 <b>Teacher Annotated Edition:</b> CA 215; TA 214
9.2	Communicate using e-mail, Internet and other technology tools	<b>Student Edition:</b> 216-217 <i>Academic Applications</i> 221 <i>Community Involvement</i> 218 Q&A 131 <b>Teacher Annotated Edition:</b> TA 216
9.3	Demonstrate computer literacy using word processing, spreadsheet and database software	<b>Student Edition:</b> 214-215 <i>Academic Applications</i> 221 <i>Skill Building</i> 220 <b>Teacher Annotated Edition:</b> CA 215; TA 216
9.4	Incorporate technology tools to enhance learning, to increase productivity and creativity	<b>Student Edition:</b> 33, 212-217 <i>Academic Applications</i> 221 <i>Internet Activity</i> 17, 31, 43, 75, 83, 119, 143, 153, 184, 209, 235, 261, 273, 298, 319, 344 <b>Teacher Annotated Edition:</b> CA 215
<b>10.0 ANALYZE HOW SOCIAL, ORGANIZATIONAL AND TECHNOLOGICAL SYSTEMS OPERATE</b>		
10.1	Demonstrate basic knowledge of operations and functions of technology systems	<b>Student Edition:</b> 212-217 <i>Figure</i> 213 <i>Technology</i> 49, 303 <b>Teacher Annotated Edition:</b> CA 214; TA 214; TTA 215

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10.2 Identify the uses of technology in industry, education, the political arena, and day-to-day consumer affairs	<b>Student Edition:</b> 3, 33, 212-217 <i>Career Opportunities</i> 232 Q&A 212 <i>Technology</i> 303, 312 <b>Teacher Annotated Edition:</b> TA 214; TTA 215
10.3 Explore the social, ethical, and human issues related to using technology in daily lives	<b>Student Edition:</b> 33, 212-217 <b>Teacher Annotated Edition:</b> TA 216
10.4 Identify the effects of societal, economic and technological trends on occupations	<b>Student Edition:</b> 30-35 <i>Career Opportunities</i> 232 <b>Teacher Annotated Edition:</b> CT 34; EAA TM135
10.5 Explore the impact of managing a career in a global economy	<b>Student Edition:</b> 31-33, 278 <i>The Global Workplace</i> 17, 31, 43, 75, 83, 119, 143, 153, 184, 209, 235, 261, 273, 298, 319, 344 <b>Teacher Annotated Edition:</b> CT 32; TTA 35
<b>11.0 EVALUATE FACTORS CONTRIBUTING TO A SAFE AND HEALTHY WORK ENVIRONMENT</b>	
11.1 Survey safety procedures required in the workplace	<b>Student Edition:</b> 234-241 <b>Teacher Annotated Edition:</b> CA 237; EAA TM127
11.2 Demonstrate safety in work related situations	<b>Student Edition:</b> 234-241 <b>Teacher Annotated Edition:</b> CA 237; TA 239
11.3 Practice safe use of tools and equipment	The following pages can be used to help facilitate this standard. <b>Student Edition:</b> 234-241 <i>Photo</i> 237

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11.4 Identify constructive health habits	<b>Student Edition:</b> 224-232 <i>Figure 225, 231</i> <i>Photo 227, 228</i> <b>Teacher Annotated Edition:</b> DS 228; EAA TM127
11.5 Demonstrate appropriate and/or required dress for different workplace settings	<b>Student Edition:</b> 138, 151 <i>Technology 159</i> <b>Teacher Annotated Edition:</b> CA 138
<b>12.0 DEMONSTRATE AN UNDERSTANDING OF DIVERSITY</b>	
12.1 Explain equal career opportunities for all individuals regardless of race, ethnicity, gender, age and/or disability conditions	<b>Student Edition:</b> 34, 158 <i>Figure 34, 35</i> <b>Teacher Annotated Edition:</b> R 158
12.2 Describe how physical, intellectual and cultural diversity can strengthen workplace effectiveness	<b>Student Edition:</b> 34, 158 <i>Figure 35</i> <b>Teacher Annotated Edition:</b> CA 158; WYR 34
12.3 Identify stereotypes, biases and discriminatory behaviors that may impact entering nontraditional occupations	<b>Student Edition:</b> 34, 158, 178 <b>Teacher Annotated Edition:</b> CT 178; R 158
12.4 Demonstrate appropriate strategies for dealing with the differences associated with diversity in the workplace	<b>Student Edition:</b> 326-327 <i>The Global Workplace 31, 75, 119, 184, 235, 261, 273, 344</i> <b>Teacher Annotated Edition:</b> CT 178; DS 327
12.5 Demonstrate appropriate manners and etiquette when interacting with people of diversity including age, cultural differences and persons with disabilities	<b>Student Edition:</b> 327 <i>The Global Workplace 31, 75, 119, 184, 235, 261, 273, 344</i> <b>Teacher Annotated Edition:</b> DS 327; R 158