



# SUCCEEDING

## IN THE WORLD OF WORK

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STANDARDS	PAGE REFERENCES
<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> 46, 225, 231 <i>Key Terms</i> 42 <i>The 21<sup>st</sup> Century Workplace</i> 359</p> <p><b>Teacher Wraparound Edition</b> DS 225</p>
1.2 Explore and relate personal achievements, interests and skills to career options	<p><b>Student Edition:</b> 33-34, 38-41, 103-104 <i>Figure</i> 104 <i>Information Literacy Skills</i> 47</p> <p><b>Teacher Wraparound Edition:</b> CL 104; RS 103; SP 33, 40</p>
1.3 Evaluate how personality traits, behavioral styles and personal values influence work habits	<p><b>Student Edition:</b> 33, 37-38, 43, 68, 291-292, 294-295 <i>Everyday Ethics</i> 39, 63</p> <p><b>Teacher Wraparound Edition:</b> DS 291; RS 39; T 37</p>
1.4 Evaluate how personality traits, behavioral styles and values align with career options	<p><b>Student Edition:</b> 33, 37-38, 43, 68, 291-292, 294-295 <i>Everyday Ethics</i> 39, 63</p> <p><b>Teacher Wraparound Edition:</b> DS 291; RS 39; T 37</p>

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<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> 59-66, 68-73 <i>Net Connection</i> 79 <i>Review Key Concepts</i> 73 <b>Teacher Wraparound Edition:</b> DS 64, 68; T 59, 60; WS 62, 63
2.2 Research occupations within Career Pathways and Career Clusters	<b>Student Edition:</b> 59-60, 70-71, 578-585 <i>Career Checklist</i> 71 <i>Career Spotlight</i> 22-23 <i>Figure</i> 60 <b>Teacher Wraparound Edition:</b> C 23, 75, 171, 217, 257; DS 170, 216
2.3 Explore various occupations and classify into career clusters	<b>Student Edition:</b> 59-60, 70-71, 578-585 <i>Career Checklist</i> 71 <i>Career Spotlight</i> 22-23 <i>Figure</i> 60 <b>Teacher Wraparound Edition:</b> C 23, 75, 171, 217, 257; DS 170, 216
2.4 Identify the skills, educational requirements and program of study related to different occupations	<b>Student Edition:</b> 8-9, 70-71, 111-114, 346-347 <i>Review Key Concepts</i> 12 #2 <b>Teacher Wraparound Edition:</b> CT 70, 71, 111; SP 8; WP 9
2.5 Create a financial plan to reach at least one career option	<b>Student Edition:</b> 34, 91, 107-115, 118 <b>Teacher Wraparound Edition:</b> C 115; CT 91, 111; RS 108
<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> 111-114 <i>Interpersonal Skills</i> 119 <b>Teacher Wraparound Edition:</b> C 115; CT 114; RS 111, 113

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3.2 Assess the importance of educational achievement; appropriate course selection for career opportunities; life long learning and success in the workplace	<b>Student Edition:</b> 71, 111-114 <i>Interpersonal Skills</i> 119 <b>Teacher Wraparound Edition:</b> C 115; CT 71, 114; RS 111, 113
3.3 Analyze the education and training required to achieve career goals	<b>Student Edition:</b> 71, 111-114 <i>Interpersonal Skills</i> 119 <b>Teacher Wraparound Edition:</b> C 115; CT 71, 114; RS 111, 113
3.4 Explore possible barriers to achieving career goals	<b>Student Edition:</b> 34, 111, 563 <i>Everyday Ethics</i> 63, 83, 140, 213 <i>Thematic Project</i> 122-123 <b>Teacher Wraparound Edition:</b> CT 110; T 123
<b>4.0 DEMONSTRATE CAREER PLANNING SKILLS</b>	
4.1 Demonstrate skills to locate, understand and use career information	<b>Student Edition:</b> 59-66, 68-73 <i>Net Connection</i> 79 <i>Review Key Concepts</i> 73 <b>Teacher Wraparound Edition:</b> DS 64, 68; T 59, 60; WS 62, 63
4.2 Research school and community resources to explore educational and occupational choices	<b>Student Edition:</b> 111-114 <i>Interpersonal Skills</i> 119 <b>Teacher Wraparound Edition:</b> C 115; CT 114; RS 111, 113
4.3 Develop a 4-6 year career and educational plan	<b>Student Edition:</b> 71, 107-114, 118 <i>Interpersonal Skills</i> 119 <b>Teacher Wraparound Edition:</b> C 115; CT 71, 111, 114; RS 107, 111, 113; WS 109
4.4 Develop, maintain, and update a career portfolio	<b>Student Edition:</b> 104-105 <i>Personal Academic and Career Portfolio</i> 27, 99, 175, 221, 261, 307, 353

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<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	<p><b>Student Edition:</b> 31-34, 166, 357-361, 363-367, 382 <i>Everyday Ethics</i> 20 <i>Figure 32</i></p> <p><b>Teacher Wraparound Edition:</b> C 34, 361; CT 32, 166; DS 31, 357; RS 31, 361</p>
5.2 Apply decision-making skills to career planning, course selection and educational transition	<p><b>Student Edition:</b> 31-34 <i>Figure 32</i> <i>Review Key Concepts 34 #1</i></p> <p><b>Teacher Wraparound Edition:</b> C 34; CT 32; DS 31; RS 31; SP 32</p>
5.3 Solve problems and make decisions in simulated work-related situations	<p><b>Student Edition:</b> 31-34, 166, 357-361, 363-367, 382 <i>Everyday Ethics</i> 20 <i>Figure 32</i></p> <p><b>Teacher Wraparound Edition:</b> C 34, 361; CT 32, 166; DS 31, 357; RS 31, 361</p>
<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> 225, 231, 292-295, 335 <i>Review Key Concepts 228</i></p> <p><b>Teacher Wraparound Edition:</b> C 295; DS 225, 292</p>
6.2 Demonstrate active listening skills	<p><b>Student Edition:</b> 293, 336-339 <i>Critical Thinking Skills 237</i> <i>Interpersonal and Collaborative Skills 351</i> <i>Review Key Concepts 339 #3</i> <i>The 21<sup>st</sup> Century Workplace 359</i></p> <p><b>Teacher Wraparound Edition:</b> CT 293, 335; WS 336</p>

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6.3 Evaluate the impact of nonverbal communication	<p><b>Student Edition:</b>  293, 336-339  <i>Critical Thinking Skills</i> 237  <i>Interpersonal and Collaborative Skills</i> 351  <i>Review Key Concepts</i> 339 #3  <i>The 21<sup>st</sup> Century Workplace</i> 359</p> <p><b>Teacher Wraparound Edition:</b>  CT 293, 335; WS 336</p>
6.4 Demonstrate ability to take constructive criticism from others and apply it in a positive manner	<p><b>Student Edition:</b>  231-232  <i>Figure</i> 231  <i>Interpersonal Skills</i> 236</p> <p><b>Teacher Wraparound Edition:</b>  CT 230</p>
6.5 Communicate using demonstration and presentation skills	<p><b>Student Edition:</b>  332-335, 341  <i>Review Key Concepts</i> 339 #2</p> <p><b>Teacher Wraparound Edition:</b>  CT 335; SP 334, 335; WS 333</p>
6.6 Communicate using written communication skills	<p><b>Student Edition:</b>  341-346  <i>Communication Skills</i> 351  <i>Figure</i> 343, 344  <i>Review Key Concepts</i> 347 #1</p> <p><b>Teacher Wraparound Edition:</b>  DS 341; SP 343; WS 343</p>
6.7 Evaluate and apply techniques for conflict resolution	<p><b>Student Edition:</b>  298-300, 338  <i>Figure</i> 299  <i>Review Key Concepts</i> 301 #2  <i>Technology Applications</i> 305</p> <p><b>Teacher Wraparound Edition:</b>  SP 299; UA 300</p>
6.8 Demonstrate a general understanding of behavioral styles and their impact on effective communication	<p><b>Student Edition:</b>  33, 43, 293-294, 339</p> <p><b>Teacher Wraparound Edition:</b>  C 43</p>

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<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> 163, 231, 291-293, 297, 335 <i>Real World Connection</i> 164, 408 <b>Teacher Wraparound Edition:</b> CA 295; DS 291; SP 231; WA 294
7.2 Adapt organizational and time management skills for task completion	<b>Student Edition:</b> 332-333, 341, 401-405, 407-409 <i>Figure</i> 403 <i>Real World Connection</i> 61 <b>Teacher Wraparound Edition:</b> C 405; CT 402; DS 401; SP 341, 408
7.3 Model and demonstrate leadership skills	<b>Student Edition:</b> 319-321 <i>Creative Business Practices</i> 314 <i>Figure</i> 310 <i>The 21<sup>st</sup> Century Workplace</i> 359 <b>Teacher Wraparound Edition:</b> C 321; CT 320; DS 319
7.4 Demonstrate teamwork skills	<b>Student Edition:</b> 311-317 <i>Review Key Concepts</i> 317 <i>The 21<sup>st</sup> Century Workplace</i> 359 <b>Teacher Wraparound Edition:</b> C 317; CT 314; DS 311; RS 311, 312; SP 312
7.5 Outline team dynamics	<b>Student Edition:</b> 311-317 <i>Review Key Concepts</i> 317 <i>The 21<sup>st</sup> Century Workplace</i> 359 <b>Teacher Wraparound Edition:</b> C 317; CT 314; DS 311; RS 311, 312; SP 312
<b>8.0 ANALYZE AND DEVELOP LEGAL AND ETHICAL BEHAVIORS</b>	
8.1 Describe a workplace attendance policy	<b>Student Edition:</b> 212 <i>Everyday Ethics</i> 39

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8.2 Choose ethical courses of action in school and work settings	<p><b>Student Edition:</b> 211-215 <i>Everyday Ethics</i> 20, 39, 63, 114, 232, 366, 494, 508 <i>Figure</i> 211</p> <p><b>Teacher Wraparound Edition:</b> CT 212; SP 213; WS 214</p>
8.3 Describe the relationship and roles of supervisors, employees and co-workers	<p><b>Student Edition:</b> 191, 292-295, 321, 561 <i>Figure</i> 191</p> <p><b>Teacher Wraparound Edition:</b> CT 293; DS 191, 292</p>
8.4 Determine rules of safe and appropriate conduct when using the Internet and e-mail	<p><b>Student Edition:</b> 344, 379, 381, 387-391 <i>Everyday Ethics</i> 345 <i>Figure</i> 344, 387 <i>Tech Savvy</i> 342 <i>The 21<sup>st</sup> Century Workplace</i> 273</p> <p><b>Teacher Wraparound Edition:</b> RS 379; SP 343; WS 387</p>
8.5 Explain the consequences of illegal and unethical use of information technology	<p><b>Student Edition:</b> 389-391 <i>Accountability and Social Responsibility</i> 395</p> <p><b>Teacher Wraparound Edition:</b> CT 389; SP 390; WS 389</p>
8.6 Explain the consequences of sexual harassment	<p><b>Student Edition:</b> 270 <i>Review Key Concepts</i> 270 #3 <i>Technology Applications</i> 279</p>
8.7 Identify legal implications of discrimination	<p><b>Student Edition:</b> 268-270, 278 <i>Real World Connection</i> 266 <i>Review Key Concepts</i> 270 #2</p> <p><b>Teacher Wraparound Edition:</b> CT 268</p>

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<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> 388 <i>Net Connection</i> 27, 79, 175, 281 <i>Technology Applications</i> 119, 199, 259 <b>Teacher Wraparound Edition:</b> SP 388
9.2 Communicate using e-mail, Internet and other technology tools	<b>Student Edition:</b> 342-345, 381, 388 <i>Figure</i> 344 <i>Tech Savvy</i> 206 <i>Technology Applications</i> 351 <i>The 21<sup>st</sup> Century Workplace</i> 273 <b>Teacher Wraparound Edition:</b> CT 344; SP 343, 388
9.3 Demonstrate computer literacy using word processing, spreadsheet and database software	<b>Student Edition:</b> 385-387 <i>Figure</i> 386 <i>Tech Savvy</i> 68 <b>Teacher Wraparound Edition:</b> DS 385; SP 386; UA 385
9.4 Incorporate technology tools to enhance learning, to increase productivity and creativity	<b>Student Edition:</b> 377-383, 385-391 <b>Teacher Wraparound Edition:</b> CT 382; DS 377; RS 379; SP 381
<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> 377-383, 385-391 <b>Teacher Wraparound Edition:</b> CT 382; DS 377; RS 379; SP 381
10.2 Identify the uses of technology in industry, education, the political arena, and day-to-day consumer affairs	<b>Student Edition:</b> 377-383, 385-391 <b>Teacher Wraparound Edition:</b> CT 382; DS 377; RS 379; SP 381

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10.3 Explore the social, ethical, and human issues related to using technology in daily lives	<b>Student Edition:</b> 389-391 <i>Accountability and Social Responsibility</i> 395 <i>Everyday Ethics</i> 345, 378 <i>Review Key Concepts</i> 391 #3 <b>Teacher Wraparound Edition:</b> CT 389; SP 390; WS 389
10.4 Identify the effects of societal, economic and technological trends on occupations	<b>Student Edition:</b> 14-17, 19-21, 61-62 <i>Figure</i> 18, 19 <b>Teacher Wraparound Edition:</b> C 21; DS 14; SP 17; WS 62
10.5 Explore the impact of managing a career in a global economy	<b>Student Edition:</b> 15-16, 191, 380 <b>Teacher Wraparound Edition:</b> CT 15, 388; RS 380; SP 15; WS 16
<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> 249-251 <b>Teacher Wraparound Edition:</b> DS 249, 251; RS 249; SP 250, 251; UA 250
11.2 Demonstrate safety in work related situations	<b>Student Edition:</b> 249-251, 253-255 <b>Teacher Wraparound Edition:</b> CA 255; DS 249, 251; RS 249; SP 250, 251, 254; UA 250
11.3 Practice safe use of tools and equipment	<b>Student Edition:</b> 249-251, 253-255 <b>Teacher Wraparound Edition:</b> CA 255; DS 249, 251; RS 249; SP 250, 251, 254; UA 250
11.4 Identify constructive health habits	<b>Student Edition:</b> 243-247 <i>Creative Business Practices</i> 408 <b>Teacher Wraparound Edition:</b> C 247; DS 243; ELA 200; SP 244, 245, 246

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11.5 Demonstrate appropriate and/or required dress for different workplace settings	<b>Student Edition:</b> 163, 186-187, 297 <b>Teacher Wraparound Edition:</b> CT 186; DS 163
<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> 268-270 <i>Information and Media Literacy Skills 279</i> <b>Teacher Wraparound Edition:</b> C 270; CT 268
12.2 Describe how physical, intellectual and cultural diversity can strengthen workplace effectiveness	<b>Student Edition:</b> 19, 305 <i>Creative Business Practices 8</i> <i>Figure 18</i> <i>The 21<sup>st</sup> Century Workplace 188, 312</i> <b>Teacher Wraparound Edition:</b> CL 18; RS 18
12.3 Identify stereotypes, biases and discriminatory behaviors that may impact entering nontraditional occupations	<b>Student Edition:</b> 266, 268-270, 301 <b>Teacher Wraparound Edition:</b> C 270; CT 268
12.4 Demonstrate appropriate strategies for dealing with the differences associated with diversity in the workplace	<b>Student Edition:</b> 19, 305 <i>Creative Business Practices 8</i> <i>Figure 18</i> <i>The 21<sup>st</sup> Century Workplace 188, 312</i> <b>Teacher Wraparound Edition:</b> CL 18; RS 18
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> 19, 305 <i>Creative Business Practices 8</i> <i>Figure 18</i> <i>The 21<sup>st</sup> Century Workplace 188, 312</i> <b>Teacher Wraparound Edition:</b> CL 18; RS 18