



SUCCEEDING

IN THE WORLD OF WORK

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CORRELATION TO ALABAMA COURSE OF STUDY

STANDARDS	PAGE REFERENCES
Career Development and Employability Skills	
Students will:	
1. Explain how to research and select career opportunities.	Student Edition: 59-64, 65-66, 68-71 <i>After You Read</i> 66 #1-#3 Teacher Wraparound Edition: CT 60, 62, 63, 71; DS 59, 64, 68, 69; EP 59; RS 59, 60; SP 61; WS 62
2. Compare the relationship between educational achievement and career planning.	Student Edition: 71-72, 107-109, 114-115 <i>After You Read</i> 115 #1-#3 <i>Review Key Concepts</i> 118 #5 Teacher Wraparound Edition: AYR 113, 115; CA 115, 117; CT 114; RS 108, 113; WS 109

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<p>3. Demonstrate how to locate, evaluate, and interpret career information for a specific career.</p> <ul style="list-style-type: none"> Identifying educational requirements for a specific career Utilizing career resources, ladders, and webs Explaining advantages and disadvantages of self-employment Recognizing employment trends Analyzing the impact of population, climate, and geographic location on occupational opportunities 	<p>Student Edition: 59-64, 65-66, 68-73, 83-85 <i>After you Read</i> 85 #1-#3 <i>As You Read</i> 60, 71, 83</p> <p>Teacher Wraparound Edition: AYPR 60, 71, 83; CT 63, 71; DS 83; EP 59; WS 62</p>
<p>4. Determine personal responsibility for making educational and career choices.</p> <p>Examples: demographics, local resources, professional training, formulating career plans, retraining and upgrading skills, exploring school and community resources, comparing education and job opportunities</p> <ul style="list-style-type: none"> Examining the effect of work on lifestyles 	<p>Student Edition: 10, 31-34, 36-37, 59-64, 66 <i>Reading Checklist</i> 10, 36</p> <p>Teacher Wraparound Edition: BRAC 35; C 12, 34; CT 62; DS 36; RC 10, 36; WS 62</p>
<p>5. Apply skills needed for seeking, obtaining, maintaining, and changing jobs, including preparing a résumé, completing job applications, participating in a job interview, and dressing and grooming for the workplace.</p> <ul style="list-style-type: none"> Accessing detailed information about job openings and opportunities <p>Examples: skills required for a full or part-time job; working conditions, benefits, and opportunities for change</p>	<p>Student Edition: 71, 139-140, 142, 143, 144-145, 163-167, 174 <i>Reading Checklist</i> 71, 163, 164</p> <p>Teacher Wraparound Edition: DS 163; RC 71, 163, 164; SP 139, 144, 165; WS 142, 143, 165</p>
Foundation Skills	
<p>6. Explain the importance of effective communication skills in the workplace.</p> <p>Examples: listening strategies, oral and written communications, proper business etiquette, informal presentations and discussions, proficiency in speaking standard English</p>	<p>Student Edition: 138, 293-294, 297-298, 331, 336-337, 341, 342-344 <i>21st Century Workplace</i> 92, 359</p> <p>Teacher Wraparound Edition: CA 339; CT 293; DS 297, 331, 341; EP 297; RS 297, 331; SP 343; WS 138, 342, 343, 344</p>

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<p>7. Demonstrate mathematical computation skills in the workplace. Examples: costs and time; ratios and percentages; tables, charts, and graphs; distance, weight, area, and volume</p>	<p>Student Edition: <i>Academic Skills in the Workplace</i> – Math 26, 48, 78, 98, 120, 174, 200, 260, 352 <i>Math in Action</i> 38, 92, 139, 192, 389 <i>Practice Academic Skills</i> – Math 12, 34, 73, 93, 161, 209, 339, 391</p> <p>Teacher Wraparound Edition: ASW-M 26, 48, 78, 98, 120, 174, 200, 260, 352; MIA 38, 92, 139, 192; PAS 12, 34, 73, 93, 161, 209, 339, 391</p>
Ethics and Social Responsibility	
<p>8. Identify ethical and unethical behavior and actions in the workplace.</p> <ul style="list-style-type: none"> • Describing legal issues affecting business, including affirmative action; sexual harassment; local, state, and federal laws; and workplace regulations, including the Occupation, Safety, and Health Administration (OSHA), Americans with Disabilities Act (ADA); and the Environmental Protection Agency (EPA). 	<p>Student Edition: 211-213, 249-250, 265-270 <i>As You Read</i> 213 <i>Career Checklist</i> 213 <i>Chapter Summary</i> 278 <i>Reading Checklist</i> 212 <i>Real-World Connection</i> 212, 266 <i>Review Key Concepts</i> 270 #1-#3</p> <p>Teacher Wraparound Edition: AYR 213, 270; CA 270; CT 212, 268; DS 211, 265, 269; EF 211; EP 265, 266; RC 212; RS 249; R-WC 266</p>
Leadership and Teamwork	
<p>9. Explain leadership skills and practices.</p> <ul style="list-style-type: none"> • Identifying appropriate leadership styles • Discussing effects of communication in various settings <p>Examples: pairs, small groups, teams, large groups</p>	<p>Student Edition: 17-18, 311-316, 319-321 <i>As You Read</i> 315, 319 <i>Career Checklist</i> 321 <i>Communication Skills</i> 321 <i>Real-World Skills</i> 325 <i>Review Key Concepts</i> 317 #1-#3, 321 #1 -#3</p> <p>Teacher Wraparound Edition: AYR 315, 317, 321; BRAC 318; BYR 318; CA 321; CT 320; DC 318; DS 311, 319; EF 320; EP 311, 316, 319; RS 312; R-WS&A 325; SP 312, 314</p>

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<p>10. Apply leadership skills through participation in career and technical student organization (CTSO) activities.</p> <p>Examples: setting goals; conducting meetings; participating in conferences, workshops, competitions, and civic and community service activities</p>	<p>This objective can be met through participation in extracurricular activities and organizations.</p>
<p>11. Identify behaviors that promote effective teamwork.</p>	<p>Student Edition: 311-313, 313-316 <i>21st Century Workplace</i> 312 <i>As you Read</i> 315 <i>Chapter Summary</i> 324 <i>Reading Check</i> 316 <i>Review Key Concepts</i> 317 #1-#3, 324 #2-#4, #8</p> <p>Teacher Wraparound Edition: 21ST CWP 312; AYR 315, 317 #1-#3; BRAC 310; BYR 310; CT 314; DS 311; EP 311, 313, 316; RC 316; RS 311, 312; SP 312, 314</p>
Applied Technology	
<p>12. Determine uses, capabilities, and limitations of technological tools for achieving personal and workplace needs.</p> <ul style="list-style-type: none"> • Utilizing common tools, equipment, machines, and materials required for a selected job • Assessing results of investigations related to uses and limitations of technological tools 	<p>Student Edition: 17, 377, 378, 382-383 <i>As You Read</i> 17 <i>Career Checklist</i> 383 <i>Reading Check</i> 381 <i>Review Key Concepts</i> 383 #1-#3 <i>Tech Savvy</i> 206</p> <p>Teacher Wraparound Edition: AYR 17; CA 383; DS 377; EP 377, 379, 381, 382; RC 381; RKC 383 #1-#3; RS 377, 379; SP 17; TS 206</p>

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Technical Knowledge and Skills	
<p>13. Interpret a company's vision and mission statements, goals, and objectives with regard to a specific career objective or pathway.</p> <ul style="list-style-type: none"> • Describing products and services offered by a specific company • Identifying rights and responsibilities of employees and employers 	<p>Student Edition: 191, 192, 193, 194-195, 268-270, 313-314 <i>After You Read</i> 270 #1-#3 <i>Career Checklist</i> 270 <i>Chapter Summary</i> 198 <i>Review Key Concepts</i> 278 #2-#4, #8-#9</p> <p>Teacher Wraparound Edition: AYR 270 #1-#3; BRAC 190; CT 268; DC 190; DS 191; EP 313; RKC 278 #2-#4, #8-#9; RS 191</p>
<p>14. Evaluate opportunities to obtain business and industry-recognized work-readiness credentials.</p>	<p>Student Edition: 64-66, 71, 111-114 <i>After You Read</i> 66 #3, 115 #3 <i>As You Read</i> 71, 113 <i>Career Checklist</i> 71, 115 <i>Chapter Summary</i> 118 <i>Read-World Connection</i> 109 <i>Review Key Concepts</i> 118 #5</p> <p>Teacher Wraparound Edition: AYR 66 #3, 71, 113, 115; CA 115; CT 71, 114; DS 64; EP 65; RS 111, 113; R-WC 109</p>
Economics and Finance	
<p>15. Explain economic principles and concepts fundamental to entrepreneurship.</p> <p>Examples: goods and services, supply and demand, private enterprise, cost-profit indicators, trends</p>	<p>Student Edition: 87-89, 90-93 <i>Chapter Summary</i> 96 <i>Financial Literacy Skills</i> 97 <i>Math in Action</i> 92 <i>Mathematics</i> 98 <i>Review Key Concepts</i> 96 #6-#7, #9</p> <p>Teacher Wraparound Edition: CA 93; CT 91; MIA 92; RKC 96 #6-#7, #9; RS 91, 92; SP 89</p>

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<p>16. Differentiate among types of employment documents and records. Examples: tax documentation, contract information, personal income, worker's compensation, social security, pay procedures, deductions, net pay, fringe benefits, electronic fund transfers</p>	<p>Student Edition: 71, 192, 193-194, 249, 471-472, 507-508, 508-509, 510-514, 517-519 <i>Career Checklist</i> 515 <i>Chapter Summary</i> 198 <i>Reading Check</i> 194 <i>Real-World Connection</i> 514 <i>Review Key Concepts</i> 198 #5-#6, 515 #2-#3</p> <p>Teacher Wraparound Edition: CT 192, 193; EF 507, 510, 511, 512, 513; EP 193; RC 194; RKC 198 #5-#6, 515 #2-#3; R-WC 514</p>
Safety and Health	
<p>17. Formulate a workplace safety plan. Examples: preventing illness or injuries, communicating safety information, identifying hazards, performing basic first aid, identifying safe work attire</p>	<p>Student Edition: 248, 249-250, 250-251, 253-255 <i>As You Read</i> 253 <i>Career Checklist</i> 255 <i>Chapter Summary</i> 258 <i>Review Key Concepts</i> 258 #5, #7, #9 <i>Role Play</i> 259</p> <p>Teacher Wraparound Edition: AYR 253; BRAC 248; BYR 248; CA 255; CT 253; DC 248; DS 251; EP 249, 251, 253; RKC 258 #5, #7, #9; RP 259; RS 249; SP 250, 251, 254; WS 251</p>
<p>18. Describe how worker safety regulations protect employees and employers.</p>	<p>Student Edition: 248, 249-250 <i>Chapter Summary</i> 258 <i>Reading Check</i> 250 <i>Review Key Concepts</i> 258 #5, #9</p> <p>Teacher Wraparound Edition: BRAC 248; BYR 248; DC 248; EP 249; RC 250; RKC 255 #1, 258 #5, #9; RS 249; SP 250, 251</p>