



TEKS CORRELATIONS & SUGGESTED PACING GUIDE

Career Preparation II



iCEV Career Exploration Site

Meets 100% of TEKS

483 days of teaching material

Begin the course by having students complete the *Career Cluster Inventory* lesson which is designed to help students determine which Career Cluster and corresponding HB5 Endorsement Area best fits their interests and skills.

Scope & Sequence	Lesson Title	TEKS	Days of Teaching
1	Formulas for Career Success: Portfolio Development	1.A.i; 1.B.i	5
2	Introduction to Professional Communication	1.C.i	5
3	Public Speaking Basics	1.C.i; 3.F.i; 4.F.i	6
4	Formulas for Career Success: Interview Preparation	1.D.i	2
5	Formulas for Career Success: The Interview Process	1.D.i	7
6	Dressing, Emily Post Style	2.A.i; 2.A.ii	2
7	Skills for Real World Survival	2.B.i; 2.D.i; 3.A.ii; 3.B.i; 3.C.i; 3.C.ii; 3.D.i; 7.A.i; 7.A.ii; 7.A.iii; 7.A.iv; 7.A.v; 7.A.vi	13
8	Managing Diversity	2.B.i; 3.C.i; 3.C.ii	6
9	Workplace Etiquette	2.C.i; 2.C.ii	2
10	Employability Skills	2.D.i; 2.D.ii; 3.D.i; 3.E.i; 3.E.ii; 3.H.ii; 4.A.i; 4.D.i; 7.A.i; 7.A.ii; 7.A.iii; 7.A.iv; 7.A.v; 7.A.vi; 10.A.i; 10.A.ii; 10.C.i; 10.C.ii; 10.D.i; 10.F.ii; 10.F.iii	5
11	Graduate Tips & Advice: Importance of Work Ethic	2.D.i	2
12	Business Ethics	2.D.iii; 5.A.i; 5.C.i; 5.C.ii	3
13	Ethics in Business	2.D.iii; 3.A.i	6
14	Workplace Issues	2.E.i; 2.E.ii; 3.G.i; 3.H.i; 5.C.i; 5.C.ii; 8.A.i; 8.B.i; 8.B.ii; 8.C.i; 8.D.i; 8.E.i; 8.E.ii; 9.G.i; 9.G.ii; 9.G.iii; 9.G.iv	4
15	Management of Energy, Money & Tasks	2.F.i; 2.F.ii; 8.E.i; 8.E.ii; 9.H.i; 9.H.ii	6
16	Teamwork & Collaboration	3.A.ii; 3.B.i; 7.A.ii; 7.A.iii; 7.A.iv; 7.A.v; 7.A.vi	5
17	Conflict Management	3.A.ii	6
18	Mathematics in the Workplace	4.A.ii; 4.B.i; 4.C.i; 4.C.ii; 4.C.iii; 4.C.iv; 4.C.v; 4.C.vi	9
19	Business Reports & Newsletters	4.E.i; 4.E.ii; 4.E.iii; 4.E.iv	4
20	Communication Styles	4.F.ii	7
21	Written Communication Practices	4.F.iii	15
22	Introduction to Digital Communications	4.F.iv	5
23	Microsoft® Outlook 2013 Basics	4.F.iv	7
24	Telecommunications Basics	4.F.iv	3
25	Confidentiality in the Workplace	5.B.i	4
26	Web Ethics & Safety	6.A.i; 6.B.i	9
27	Avoiding Financial Schemes & Fraud	6.A.i; 6.B.i	4
28	Leadership Styles	7.B.i; 7.B.ii	5
29	Career Cluster: Agriculture, Food & Natural Resources	9.A.i; 9.A.ii; 9.B.i; 9.C.i; 9.D.i; 9.D.ii; 9.E.i; 9.E.ii; 10.B.i; 10.B.ii	7
30	Exploring Careers: Agriculture, Food & Natural Resources	9.A.i; 9.A.ii; 9.B.i; 9.C.i; 9.D.i; 9.D.ii; 9.E.i; 9.E.ii; 10.B.i; 10.B.ii	12
31	Career Cluster: Architecture & Construction	9.A.i; 9.A.ii; 9.B.i; 9.C.i; 9.D.i; 9.D.ii; 9.E.i; 9.E.ii; 10.B.i; 10.B.ii	6
32	Exploring Careers: Architecture & Construction	9.A.i; 9.A.ii; 9.B.i; 9.C.i; 9.D.i; 9.D.ii; 9.E.i; 9.E.ii; 10.B.i; 10.B.ii	10
33	Career Cluster: Arts, A/V Technology & Communications	9.A.i; 9.A.ii; 9.B.i; 9.C.i; 9.D.i; 9.D.ii; 9.E.i; 9.E.ii; 10.B.i; 10.B.ii	7
34	Exploring Careers: Arts, Audio/Video Technology and Communication	9.A.i; 9.A.ii; 9.B.i; 9.C.i; 9.D.i; 9.D.ii; 9.E.i; 9.E.ii; 10.B.i; 10.B.ii	12
35	Career Cluster: Business, Management & Administration	9.A.i; 9.A.ii; 9.B.i; 9.C.i; 9.D.i; 9.D.ii; 9.E.i; 9.E.ii; 10.B.i; 10.B.ii	8

Scope & Sequence	Lesson Title	TEKS	Days of Teaching
36	Exploring Careers: Business Management & Administration	9.A.i; 9.A.ii; 9.B.i; 9.C.i; 9.D.i; 9.D.ii; 9.E.i; 9.E.ii; 10.B.i; 10.B.ii	10
37	Career Cluster: Education & Training	9.A.i; 9.A.ii; 9.B.i; 9.C.i; 9.D.i; 9.D.ii; 9.E.i; 9.E.ii; 10.B.i; 10.B.ii	6
38	Exploring Careers: Education & Training	9.A.i; 9.A.ii; 9.B.i; 9.C.i; 9.D.i; 9.D.ii; 9.E.i; 9.E.ii; 10.B.i; 10.B.ii	10
39	Career Cluster: Finance	9.A.i; 9.A.ii; 9.B.i; 9.C.i; 9.D.i; 9.D.ii; 9.E.i; 9.E.ii; 10.B.i; 10.B.ii	6
40	Exploring Careers: Finance	9.A.i; 9.A.ii; 9.B.i; 9.C.i; 9.D.i; 9.D.ii; 9.E.i; 9.E.ii; 10.B.i; 10.B.ii	11
41	Career Cluster: Government & Public Administration	9.A.i; 9.A.ii; 9.B.i; 9.C.i; 9.D.i; 9.D.ii; 9.E.i; 9.E.ii; 10.B.i; 10.B.ii	6
42	Exploring Careers: Government & Public Administration	9.A.i; 9.A.ii; 9.B.i; 9.C.i; 9.D.i; 9.D.ii; 9.E.i; 9.E.ii; 10.B.i; 10.B.ii	13
43	Career Cluster: Health Science	9.A.i; 9.A.ii; 9.B.i; 9.C.i; 9.D.i; 9.D.ii; 9.E.i; 9.E.ii; 10.B.i; 10.B.ii	6
44	Exploring Careers: Health Science	9.A.i; 9.A.ii; 9.B.i; 9.C.i; 9.D.i; 9.D.ii; 9.E.i; 9.E.ii; 10.B.i; 10.B.ii	14
45	Career Cluster: Hospitality & Tourism	9.A.i; 9.A.ii; 9.B.i; 9.C.i; 9.D.i; 9.D.ii; 9.E.i; 9.E.ii; 10.B.i; 10.B.ii	7
46	Exploring Careers: Hospitality & Tourism	9.A.i; 9.A.ii; 9.B.i; 9.C.i; 9.D.i; 9.D.ii; 9.E.i; 9.E.ii; 10.B.i; 10.B.ii	12
47	Career Cluster: Human Services	9.A.i; 9.A.ii; 9.B.i; 9.C.i; 9.D.i; 9.D.ii; 9.E.i; 9.E.ii; 10.B.i; 10.B.ii	7
48	Exploring Careers: Human Services	9.A.i; 9.A.ii; 9.B.i; 9.C.i; 9.D.i; 9.D.ii; 9.E.i; 9.E.ii; 10.B.i; 10.B.ii	11
49	Career Cluster: Information Technology	9.A.i; 9.A.ii; 9.B.i; 9.C.i; 9.D.i; 9.D.ii; 9.E.i; 9.E.ii; 10.B.i; 10.B.ii	6
50	Exploring Careers: Information Technology	9.A.i; 9.A.ii; 9.B.i; 9.C.i; 9.D.i; 9.D.ii; 9.E.i; 9.E.ii; 10.B.i; 10.B.ii	10
51	Career Cluster: Law, Public Safety, Corrections & Security	9.A.i; 9.A.ii; 9.B.i; 9.C.i; 9.D.i; 9.D.ii; 9.E.i; 9.E.ii; 10.B.i; 10.B.ii	6
52	Exploring Careers: Law, Public Safety, Corrections & Security	9.A.i; 9.A.ii; 9.B.i; 9.C.i; 9.D.i; 9.D.ii; 9.E.i; 9.E.ii; 10.B.i; 10.B.ii	10
53	Career Cluster: Manufacturing	9.A.i; 9.A.ii; 9.B.i; 9.C.i; 9.D.i; 9.D.ii; 9.E.i; 9.E.ii; 10.B.i; 10.B.ii	6
54	Exploring Careers: Manufacturing	9.A.i; 9.A.ii; 9.B.i; 9.C.i; 9.D.i; 9.D.ii; 9.E.i; 9.E.ii; 10.B.i; 10.B.ii	13
55	Career Cluster: Marketing, Sales & Service	9.A.i; 9.A.ii; 9.B.i; 9.C.i; 9.D.i; 9.D.ii; 9.E.i; 9.E.ii; 10.B.i; 10.B.ii	7
56	Exploring Careers: Marketing	9.A.i; 9.A.ii; 9.B.i; 9.C.i; 9.D.i; 9.D.ii; 9.E.i; 9.E.ii; 10.B.i; 10.B.ii	11
57	Career Cluster: Science, Technology, Engineering & Mathematics	9.A.i; 9.A.ii; 9.B.i; 9.C.i; 9.D.i; 9.D.ii; 9.E.i; 9.E.ii; 10.B.i; 10.B.ii	6
58	Exploring Careers: Science, Technology, Engineering & Mathematics	9.A.i; 9.A.ii; 9.B.i; 9.C.i; 9.D.i; 9.D.ii; 9.E.i; 9.E.ii; 10.B.i; 10.B.ii	8
59	Career Cluster: Transportation, Distribution & Logistics	9.A.i; 9.A.ii; 9.B.i; 9.C.i; 9.D.i; 9.D.ii; 9.E.i; 9.E.ii; 10.B.i; 10.B.ii	7
60	Exploring Careers: Transportation, Distribution & Logistics	9.A.i; 9.A.ii; 9.B.i; 9.C.i; 9.D.i; 9.D.ii; 9.E.i; 9.E.ii; 10.B.i; 10.B.ii	14
61	Societal Impacts on Careers	9.A.i; 9.A.ii; 9.B.i; 9.C.i; 9.E.i	8
62	Jobs, Careers & Education	9.B.i; 9.B.ii; 9.D.i; 9.F.i; 9.F.ii; 9.F.iii; 9.F.iv	10
63	Formulas for Career Success: Career Testing & Investigation	9.F.i; 9.F.ii; 9.F.iii; 9.F.iv; 10.E.i	8
64	Formulas for Career Success: Higher Learning	9.E.ii; 9.F.i; 9.F.ii; 9.F.iii; 9.F.iv	7
65	Internships 101: The Importance of Internships	9.F.i; 9.F.ii; 9.F.iii; 9.F.iv	2
66	Personal Financial Planning	9.H.i; 9.H.ii	4
67	Formulas for Career Success: Job Search	10.F.i	2

Correlations to the Texas Essential Knowledge and Skills (TEKS): Student/Teacher Material

Subject	Chapter 127. Career Development
Subchapter	Subchapter B. High School
Course	§127.15. Career Preparation II (Two Credits), Adopted 2015
Publisher	CEV Multimedia, Ltd.
Program Title	iCEV Career Exploration Site
Program ISBN	9781614592204
TEKS Coverage (%)	100.00%

(a) General requirements. This course is recommended for students in Grade 12. Prerequisite: Career Preparation I. Students shall be awarded two credits for successful completion of this course.

(b) Introduction.

- (1) Career and technical education instruction provides content aligned with challenging academic standards and relevant technical knowledge and skills for students to further their education and succeed in current or emerging professions.
- (2) Career development is a lifelong pursuit of answers to the questions: Who am I? Why am I here? What am I meant to do with my life? It is vital that students have a clear sense of direction for their career choice. Career planning is a critical step and is essential to success.
- (3) Career Preparation II develops essential knowledge and skills through advanced classroom instruction with business and industry employment experiences. Career Preparation II maintains relevance and rigor, supports student attainment of academic standards, and effectively prepares students for college and career success.
- (4) Students are encouraged to participate in extended learning experiences such as career and technical student organizations and other leadership or extracurricular organizations.
- (5) Statements that contain the word "including" reference content that must be mastered, while those containing the phrase "such as" are intended as possible illustrative examples.

(c) Knowledge and Skills.

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(1) The student uses and evaluates employability skills to improve marketability within the workplace. The student is expected to:	(A) refine a professional electronic portfolio, such as a two- to four-year individual career plan of study, resume, cover letter, awards, commendations, and thank you letters	(i) refine a professional electronic portfolio	Student/Teacher	Narrative	9781614592204	Formulas for Career Success: Portfolio Development	
			Student/Teacher	Activity	9781614592204	Activity - Creating Artifacts; Activity - Choosing Artifacts; Project - Portfolio Development; Project - Digital Portfolio	Formulas for Career Success: Portfolio Development
(1) The student uses and evaluates employability skills to improve marketability within the workplace. The student is expected to:	(B) obtain letters of recommendation	(i) obtain letters of recommendation	Student/Teacher	Narrative	9781614592204	Formulas for Career Success: Portfolio Development	
			Student/Teacher	Activity	9781614592204	Project - Portfolio Development; Project - Digital Portfolio	Formulas for Career Success: Portfolio Development
(1) The student uses and evaluates employability skills to improve marketability within the workplace. The student is expected to:	(C) expand personal communication skills	(i) expand personal communication skills	Student/Teacher	Narrative	9781614592204	Introduction to Professional Communication	
			Student/Teacher	Narrative	9781614592204	Public Speaking Basics	
			Student/Teacher	Activity	9781614592204	Activity - Communication Circle Teacher Instruction Sheet	Public Speaking Basics

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(1) The student uses and evaluates employability skills to improve marketability within the workplace. The student is expected to:	(D) refine interview skills	(i) refine interview skills	Student/Teacher	Narrative	9781614592204	Formulas for Career Success: Interview Preparation	
			Student/Teacher	Activity	9781614592204	Activity - Interview Research: Project - Common Interview Questions	Formulas for Career Success: Interview Preparation
			Student/Teacher	Narrative	9781614592204	Formulas for Career Success: The Interview Process	
			Student/Teacher	Activity	9781614592204	Activity - Good and Bad; Activity - Good and Bad Answer Key; Activity - Interview Methods; Project - Guide to Interviews; Project - Mock Interview; Project - Mock Interview Teacher Instruction Sheet	Formulas for Career Success: The Interview Process
(2) The student demonstrates professional employability skills as required by business and industry. The student is expected to:	(A) maintain appropriate grooming and appearance for the workplace	(i) maintain appropriate grooming for the workplace	Student/Teacher	Narrative	9781614592204	Dressing, Emily Post Style	
			Student/Teacher	Activity	9781614592204	Activity - Professional Appearance for Job Success	Dressing, Emily Post Style
(2) The student demonstrates professional employability skills as required by business and industry. The student is expected to:	(A) maintain appropriate grooming and appearance for the workplace	(ii) maintain appropriate appearance for the workplace	Student/Teacher	Narrative	9781614592204	Dressing, Emily Post Style	
			Student/Teacher	Activity	9781614592204	Activity - Professional Appearance for Job Success	Dressing, Emily Post Style
(2) The student demonstrates professional employability skills as required by business and industry. The student is expected to:	(B) demonstrate positive interpersonal skills, including respect for diversity	(i) demonstrate positive interpersonal skills, including respect for diversity	Student/Teacher	Narrative	9781614592204	Skills for Real World Survival	
			Student/Teacher	Activity	9781614592204	Activity - Team Building Exercise: Fill the Glass; Activity - Team Building Exercise: Fill the Glass Teacher Instruction Sheet	Skills for Real World Survival
			Student/Teacher	Narrative	9781614592204	Managing Diversity	
			Student/Teacher	Activity	9781614592204	Activity - What Will You Do Teacher Instruction Sheet; Activity - First Impression; Activity - First Impression Teacher Instruction Sheet; Project - Learning About Your Culture	Managing Diversity
(2) The student demonstrates professional employability skills as required by business and industry. The student is expected to:	(C) demonstrate appropriate business and personal etiquette in the workplace	(i) demonstrate appropriate business etiquette in the workplace	Student/Teacher	Narrative	9781614592204	Workplace Etiquette	
			Student/Teacher	Activity	9781614592204	Activity - Etiquette Dos & Don'ts; Project - What Went Wrong?	Workplace Etiquette

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(2) The student demonstrates professional employability skills as required by business and industry. The student is expected to:	(C) demonstrate appropriate business and personal etiquette in the workplace	(ii) demonstrate appropriate personal etiquette in the workplace	Student/Teacher	Narrative	9781614592204	Workplace Etiquette	
			Student/Teacher	Activity	9781614592204	Activity - Etiquette Dos & Don'ts; Project - What Went Wrong?	Workplace Etiquette
(2) The student demonstrates professional employability skills as required by business and industry. The student is expected to:	(D) exhibit productive work habits, attitudes, and ethical practices	(i) exhibit productive work habits	Student/Teacher	Narrative	9781614592204	Employability Skills	
			Student/Teacher	Activity	9781614592204	Activity - Work Habits: Good vs Bad; Activity - Work Habits: Good vs Bad Answer Key	Employability Skills
			Student/Teacher	Narrative	9781614592204	Skills for Real World Survival	
			Student/Teacher	Narrative	9781614592204	Graduate Tips & Advice: Importance of Work Ethic	
(2) The student demonstrates professional employability skills as required by business and industry. The student is expected to:	(D) exhibit productive work habits, attitudes, and ethical practices	(ii) exhibit productive attitudes	Student/Teacher	Narrative	9781614592204	Employability Skills	
			Student/Teacher	Activity	9781614592204	Activity - Positive Power	Employability Skills
(2) The student demonstrates professional employability skills as required by business and industry. The student is expected to:	(D) exhibit productive work habits, attitudes, and ethical practices	(iii) exhibit productive ethical practices	Student/Teacher	Narrative	9781614592204	Business Ethics	
			Student/Teacher	Activity	9781614592204	Project - Ethics at Work Teacher Instruction Sheet	Business Ethics
			Student/Teacher	Narrative	9781614592204	Ethics in Business	
			Student/Teacher	Activity	9781614592204	Activity - Ethical Dilemmas; Activity - Ethics Role Play; Activity - Ethics Role Play Teacher Instruction Sheet	Ethics in Business
(2) The student demonstrates professional employability skills as required by business and industry. The student is expected to:	(E) evaluate consequences for breach of personal and occupational safety practices in the workplace	(i) evaluate consequences for breach of personal safety practices in the workplace	Student/Teacher	Narrative	9781614592204	Workplace Issues	
			Student/Teacher	Activity	9781614592204	Project - Negative Choices in the Workplace; Student Handout - Employee Rights & Responsibilities; Student Handout - Employer Rights & Responsibilities; Activity - Facts & Opinions in Occupational Safety Practices	Workplace Issues
			Student/Teacher	Activity	9781614592204	Activity - Federal Laws for Safety; Activity - Comparing Workplace Policies and Procedures Teacher Instruction Sheet; Activity - Defining Workplace Policies & Procedures; Project - Creating an Employee Handbook	Workplace Issues

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(2) The student demonstrates professional employability skills as required by business and industry. The student is expected to:	(E) evaluate consequences for breach of personal and occupational safety practices in the workplace	(ii) evaluate consequences for breach of occupational safety practices in the workplace	Student/Teacher	Narrative	9781614592204	Workplace Issues	
			Student/Teacher	Activity	9781614592204	Project - Negative Choices in the Workplace; Student Handout - Employee Rights & Responsibilities; Student Handout - Employer Rights & Responsibilities; Activity - Facts & Opinions in Occupational Safety Practices	Workplace Issues
			Student/Teacher	Activity	9781614592204	Activity - Federal Laws for Safety; Activity - Comparing Workplace Policies and Procedures Teacher Instruction Sheet; Activity - Defining Workplace Policies & Procedures; Project - Creating an Employee Handbook	Workplace Issues
(2) The student demonstrates professional employability skills as required by business and industry. The student is expected to:	(F) prioritize work to fulfill responsibilities and meet deadlines	(i) prioritize work to fulfill responsibilities	Student/Teacher	Narrative	9781614592204	Management of Energy, Money & Tasks	
			Student/Teacher	Activity	9781614592204	Project - Managing Tasks	Management of Energy, Money & Tasks
(2) The student demonstrates professional employability skills as required by business and industry. The student is expected to:	(F) prioritize work to fulfill responsibilities and meet deadlines	(ii) prioritize work to meet deadlines	Student/Teacher	Narrative	9781614592204	Management of Energy, Money & Tasks	
			Student/Teacher	Activity	9781614592204	Project - Managing Tasks	Management of Energy, Money & Tasks
(3) The student applies work ethics, job expectations, multicultural considerations, and communication skills in the workplace. The student is expected to:	(A) evaluate personal integrity and its effects on human relations in the workplace	(i) evaluate personal integrity in the workplace	Student/Teacher	Narrative	9781614592204	Ethics in Business	
			Student/Teacher	Activity	9781614592204	Activity - What Does Integrity Mean to You?	Ethics in Business
(3) The student applies work ethics, job expectations, multicultural considerations, and communication skills in the workplace. The student is expected to:	(A) evaluate personal integrity and its effects on human relations in the workplace	(ii) evaluate its effects on human relations in the workplace	Student/Teacher	Narrative	9781614592204	Teamwork & Collaboration	
			Student/Teacher	Activity	9781614592204	Activity - Team Roles; Project - Work-Related Problem Solving	Teamwork & Collaboration
			Student/Teacher	Narrative	9781614592204	Conflict Management	
			Student/Teacher	Activity	9781614592204	Activity - What Caused the Conflict; Activity - Positive Language; Project - Green Power or Not	Conflict Management
			Student/Teacher	Narrative	9781614592204	Skills for Real World Survival	

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(3) The student applies work ethics, job expectations, multicultural considerations, and communication skills in the workplace. The student is expected to:	(B) evaluate characteristics of successful working relationships such as teamwork, conflict resolution, self-control, and the ability to accept criticism	(i) evaluate characteristics of successful working relationships	Student/Teacher	Narrative	9781614592204	Teamwork & Collaboration	
			Student/Teacher	Activity	9781614592204	Activity - Team Roles; Project - Work-Related Problem Solving	Teamwork & Collaboration
			Student/Teacher	Narrative	9781614592204	Skills for Real World Survival	
(3) The student applies work ethics, job expectations, multicultural considerations, and communication skills in the workplace. The student is expected to:	(C) recognize and appreciate diversity in the workplace	(i) recognize diversity in the workplace	Student/Teacher	Narrative	9781614592204	Skills for Real World Survival	
			Student/Teacher	Activity	9781614592204	Activity - Team Building Exercise: Fill the Glass; Activity - Team Building Exercise: Fill the Glass Teacher Instruction Sheet	Skills for Real World Survival
			Student/Teacher	Narrative	9781614592204	Managing Diversity	
			Student/Teacher	Activity	9781614592204	Activity - What Will You Do Teacher Instruction Sheet; Activity - First Impression; Activity - First Impression Teacher Instruction Sheet; Project - Learning About Your Culture	Managing Diversity
(3) The student applies work ethics, job expectations, multicultural considerations, and communication skills in the workplace. The student is expected to:	(C) recognize and appreciate diversity in the workplace	(ii) appreciate diversity in the workplace	Student/Teacher	Narrative	9781614592204	Skills for Real World Survival	
			Student/Teacher	Activity	9781614592204	Activity - Team Building Exercise: Fill the Glass; Activity - Team Building Exercise: Fill the Glass Teacher Instruction Sheet	Skills for Real World Survival
			Student/Teacher	Narrative	9781614592204	Managing Diversity	
			Student/Teacher	Activity	9781614592204	Activity - What Will You Do Teacher Instruction Sheet; Activity - First Impression; Activity - First Impression Teacher Instruction Sheet; Project - Learning About Your Culture	Managing Diversity

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(3) The student applies work ethics, job expectations, multicultural considerations, and communication skills in the workplace. The student is expected to:	(D) analyze employer expectations	(i) analyze employer expectations	Student/Teacher	Narrative	9781614592204	Employability Skills	
			Student/Teacher	Activity	9781614592204	Activity - Skills Flash Cards; Project - Personal Skills; Activity - Maintaining Employment; Activity - Work Habits: Good vs. Bad; Activity - Work Habits: Good vs. Bad Answer Key; Activity - The Big 3; Project - Climbing the Ladder	Employability Skills
			Student/Teacher	Narrative	9781614592204	Skills for Real World Survival	
(3) The student applies work ethics, job expectations, multicultural considerations, and communication skills in the workplace. The student is expected to:	(E) exhibit productive work habits and attitudes	(i) exhibit productive work habits	Student/Teacher	Narrative	9781614592204	Employability Skills	
			Student/Teacher	Activity	9781614592204	Activity - Work Habits: Good vs. Bad; Activity - Work Habits: Good vs. Bad Answer Key	Employability Skills
(3) The student applies work ethics, job expectations, multicultural considerations, and communication skills in the workplace. The student is expected to:	(E) exhibit productive work habits and attitudes	(ii) exhibit productive work attitudes	Student/Teacher	Narrative	9781614592204	Employability Skills	
			Student/Teacher	Activity	9781614592204	Activity - Positive Power	Employability Skills
(3) The student applies work ethics, job expectations, multicultural considerations, and communication skills in the workplace. The student is expected to:	(F) communicate effectively to a variety of audiences	(i) communicate effectively to a variety of audiences	Student/Teacher	Narrative	9781614592204	Public Speaking Basics	
			Student/Teacher	Activity	9781614592204	Activity - Audience Mix Up Teacher Instruction Sheet	Public Speaking Basics
(3) The student applies work ethics, job expectations, multicultural considerations, and communication skills in the workplace. The student is expected to:	(G) analyze ethical standards	(i) analyze ethical standards	Student/Teacher	Narrative	9781614592204	Workplace Issues	
			Student/Teacher	Activity	9781614592204	Activity - Comparing Workplace Policies and Procedures Teacher Instruction Sheet; Activity - Defining Workplace Policies & Procedures; Project - Creating an Employee Handbook	Workplace Issues

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(3) The student applies work ethics, job expectations, multicultural considerations, and communication skills in the workplace. The student is expected to:	(H) comply with organizational policies and procedures	(i) comply with organizational policies	Student/Teacher	Narrative	9781614592204	Workplace Issues	
			Student/Teacher	Activity	9781614592204	Activity - Comparing Workplace Policies and Procedures Teacher Instruction Sheet; Activity - Defining Workplace Policies & Procedures; Project - Creating an Employee Handbook	Workplace Issues
(3) The student applies work ethics, job expectations, multicultural considerations, and communication skills in the workplace. The student is expected to:	(H) comply with organizational policies and procedures	(ii) comply with organizational procedures	Student/Teacher	Narrative	9781614592204	Employability Skills	
			Student/Teacher	Activity	9781614592204	Activity - Critical & Creative; Activity - Critical & Creative Answer Key	Employability Skills
(4) The student applies and enhances academic knowledge and skills in the workplace. The student is expected to:	(A) apply critical- and creative-thinking skills to solve complex problems	(i) apply critical-thinking skills to solve complex problems	Student/Teacher	Narrative	9781614592204	Employability Skills	
			Student/Teacher	Activity	9781614592204	Activity - Critical & Creative; Activity - Critical & Creative Answer Key	Employability Skills
(4) The student applies and enhances academic knowledge and skills in the workplace. The student is expected to:	(A) apply critical- and creative-thinking skills to solve complex problems	(ii) apply creative-thinking skills to solve complex problems	Student/Teacher	Narrative	9781614592204	Mathematics in the Workplace	
			Student/Teacher	Activity	9781614592204	Activity - Math Worksheet; Activity - Real Life Math; Activity - Real Life Math Answer Key; Project - Math in My Career	Mathematics in the Workplace
(4) The student applies and enhances academic knowledge and skills in the workplace. The student is expected to:	(B) integrate mathematical concepts into business transactions	(i) integrate mathematical concepts into business transactions	Student/Teacher	Narrative	9781614592204	Mathematics in the Workplace	
			Student/Teacher	Activity	9781614592204	Project - Data Analysis; Project - Data Analysis Teacher Instruction Sheet	Mathematics in the Workplace
(4) The student applies and enhances academic knowledge and skills in the workplace. The student is expected to:	(C) analyze and apply data from tables, charts, and graphs to find solutions to problems	(i) analyze data from tables to find solutions to problems	Student/Teacher	Narrative	9781614592204	Mathematics in the Workplace	
			Student/Teacher	Activity	9781614592204	Project - Data Analysis; Project - Data Analysis Teacher Instruction Sheet	Mathematics in the Workplace

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(4) The student applies and enhances academic knowledge and skills in the workplace. The student is expected to:	(C) analyze and apply data from tables, charts, and graphs to find solutions to problems	(ii) analyze data from charts to find solutions to problems	Student/Teacher	Narrative	9781614592204	Mathematics in the Workplace	
			Student/Teacher	Activity	9781614592204	Project - Data Analysis; Project - Data Analysis Teacher Instruction Sheet	Mathematics in the Workplace
(4) The student applies and enhances academic knowledge and skills in the workplace. The student is expected to:	(C) analyze and apply data from tables, charts, and graphs to find solutions to problems	(iii) analyze data from graphs to find solutions to problems	Student/Teacher	Narrative	9781614592204	Mathematics in the Workplace	
			Student/Teacher	Activity	9781614592204	Project - Data Analysis; Project - Data Analysis Teacher Instruction Sheet	Mathematics in the Workplace
(4) The student applies and enhances academic knowledge and skills in the workplace. The student is expected to:	(C) analyze and apply data from tables, charts, and graphs to find solutions to problems	(iv) apply data from tables to find solutions to problems	Student/Teacher	Narrative	9781614592204	Mathematics in the Workplace	
			Student/Teacher	Activity	9781614592204	Project - Data Analysis; Project - Data Analysis Teacher Instruction Sheet	Mathematics in the Workplace
(4) The student applies and enhances academic knowledge and skills in the workplace. The student is expected to:	(C) analyze and apply data from tables, charts, and graphs to find solutions to problems	(v) apply data from charts to find solutions to problems	Student/Teacher	Narrative	9781614592204	Mathematics in the Workplace	
			Student/Teacher	Activity	9781614592204	Project - Data Analysis; Project - Data Analysis Teacher Instruction Sheet	Mathematics in the Workplace
(4) The student applies and enhances academic knowledge and skills in the workplace. The student is expected to:	(C) analyze and apply data from tables, charts, and graphs to find solutions to problems	(vi) apply data from graphs to find solutions to problems	Student/Teacher	Narrative	9781614592204	Mathematics in the Workplace	
			Student/Teacher	Activity	9781614592204	Project - Data Analysis; Project - Data Analysis Teacher Instruction Sheet	Mathematics in the Workplace
(4) The student applies and enhances academic knowledge and skills in the workplace. The student is expected to:	(D) apply effective listening skills used in the workplace	(i) apply effective listening skills used in the workplace	Student/Teacher	Narrative	9781614592204	Employability Skills	
			Student/Teacher	Activity	9781614592204	Activity - Knots; Project - Personal Skills	Employability Skills
(4) The student applies and enhances academic knowledge and skills in the workplace. The student is expected to:	(E) read and write technical reports and summaries	(i) read technical reports	Student/Teacher	Narrative	9781614592204	Business Reports & Newsletters	
			Student/Teacher	Activity	9781614592204	Activity - Technical Reports & Summaries	Business Reports & Newsletters

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(4) The student applies and enhances academic knowledge and skills in the workplace. The student is expected to:	(E) read and write technical reports and summaries	(ii) read technical summaries	Student/Teacher	Narrative	9781614592204	Business Reports & Newsletters	
			Student/Teacher	Activity	9781614592204	Activity - Technical Reports & Summaries	Business Reports & Newsletters
(4) The student applies and enhances academic knowledge and skills in the workplace. The student is expected to:	(E) read and write technical reports and summaries	(iii) write technical reports	Student/Teacher	Narrative	9781614592204	Business Reports & Newsletters	
			Student/Teacher	Activity	9781614592204	Activity - Technical Reports & Summaries	Business Reports & Newsletters
(4) The student applies and enhances academic knowledge and skills in the workplace. The student is expected to:	(E) read and write technical reports and summaries	(iv) write technical summaries	Student/Teacher	Narrative	9781614592204	Business Reports & Newsletters	
			Student/Teacher	Activity	9781614592204	Activity - Technical Reports & Summaries	Business Reports & Newsletters
(4) The student applies and enhances academic knowledge and skills in the workplace. The student is expected to:	(F) apply effective verbal, nonverbal, written, and electronic communication skills	(i) apply effective verbal communication skills	Student/Teacher	Narrative	9781614592204	Public Speaking Basics	
			Student/Teacher	Activity	9781614592204	Activity - Audience Mix Up Teacher Instruction Sheet; Activity - Communication Circle Teacher Instruction Sheet; Project - City Council; Project - City Council Teacher Instruction Sheet; Project - Famous Speaker Profile; Project - Speech Evaluation	Public Speaking Basics
(4) The student applies and enhances academic knowledge and skills in the workplace. The student is expected to:	(F) apply effective verbal, nonverbal, written, and electronic communication skills	(ii) apply effective nonverbal communication skills	Student/Teacher	Narrative	9781614592204	Communication Styles	
			Student/Teacher	Activity	9781614592204	Activity - Effective Nonverbal Communication Skills	Communication Styles
(4) The student applies and enhances academic knowledge and skills in the workplace. The student is expected to:	(F) apply effective verbal, nonverbal, written, and electronic communication skills	(iii) apply effective written communication skills	Student/Teacher	Narrative	9781614592204	Written Communication Practices	
			Student/Teacher	Activity	9781614592204	Activity - Blog; Activity - Letter; Activity - Letter Answer Key; Project - Editors Marks; Project - Frontloading; Project - Informative Pamphlet; Project - Venn Diagram	Written Communication Practices

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(4) The student applies and enhances academic knowledge and skills in the workplace. The student is expected to:	(F) apply effective verbal, nonverbal, written, and electronic communication skills	(iv) apply effective electronic communication skills	Student/Teacher	Narrative	9781614592204	Introduction to Digital Communications	
			Student/Teacher	Activity	9781614592204	Project - Create a Master Template	Introduction to Digital Communications
			Student/Teacher	Narrative	9781614592204	Microsoft® Outlook 2013 Basics	
			Student/Teacher	Activity	9781614592204	Project - Atomsville Email	Microsoft® Outlook 2013 Basics
			Student/Teacher	Narrative	9781614592204	Telecommunication Basics; Project - Telecommunications Plan	Telecommunication Basics; PLEASE NOTE: Due to space limitations, the narrative and associated activity are listed on one line. Several lessons and corresponding activities satisfy this standard.
(5) The student recognizes legal responsibilities of the workplace. The student is expected to:	(A) evaluate provisions of the Fair Labor Standards Act	(i) evaluate provisions of the Fair Labor Standards Act	Student/Teacher	Narrative	9781614592204	Business Ethics	
			Student/Teacher	Activity	9781614592204	Activity - The Fair Labor Standards Act	Business Ethics
(5) The student recognizes legal responsibilities of the workplace. The student is expected to:	(B) analyze the legal consequences of "breach of confidentiality"	(i) analyze the legal consequences of "breach of confidentiality"	Student/Teacher	Narrative	9781614592204	Confidentiality in the Workplace	
			Student/Teacher	Activity	9781614592204	Activity - Is this the Right Way?; Project - Confidentiality Policies	Confidentiality in the Workplace
(5) The student recognizes legal responsibilities of the workplace. The student is expected to:	(C) research and describe laws governing the different professions	(i) research laws governing the different professions	Student/Teacher	Narrative	9781614592204	Workplace Issues	
			Student/Teacher	Narrative	9781614592204	Business Ethics	
			Student/Teacher	Activity	9781614592204	Project - Laws & Regulations; Project - Laws & Regulations Teacher Instruction Sheet	Business Ethics
(5) The student recognizes legal responsibilities of the workplace. The student is expected to:	(C) research and describe laws governing the different professions	(ii) describe laws governing the different professions	Student/Teacher	Narrative	9781614592204	Workplace Issues	
			Student/Teacher	Narrative	9781614592204	Business Ethics	
			Student/Teacher	Activity	9781614592204	Project - Laws & Regulations; Project - Laws & Regulations Teacher Instruction Sheet	Business Ethics

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(6) The student recognizes the dangers of identity theft. The student is expected to:	(A) identify various methods criminals use to obtain information	(i) identify various methods criminals use to obtain information	Student/Teacher	Narrative	9781614592204	Web Ethics & Safety	
			Student/Teacher	Activity	9781614592204	Activity - Map Your Network; Activity - What Did They Do Wrong; Project - Protect Your Computer; Project - Stop Cyberbullying	Web Ethics & Safety
			Student/Teacher	Narrative	9781614592204	Avoiding Financial Schemes & Frauds	
(6) The student recognizes the dangers of identity theft. The student is expected to:	(B) research how to avoid becoming a victim	(i) research how to avoid becoming a victim	Student/Teacher	Narrative	9781614592204	Web Ethics & Safety	
			Student/Teacher	Activity	9781614592204	Activity - Map Your Network; Activity - What Did They Do Wrong; Project - Protect Your Computer; Project - Stop Cyberbullying	Web Ethics & Safety
			Student/Teacher	Narrative	9781614592204	Avoiding Financial Schemes & Frauds	
			Student/Teacher	Activity	9781614592204	Activity - The Institute; Project - How It Works	Avoiding Financial Schemes & Frauds
(7) The student applies the use of interpersonal skills to improve personal development. The student is expected to:	(A) evaluate effective interpersonal and team-building skills involving situations with coworkers, managers, and customers	(i) evaluate effective interpersonal skills involving situations with coworkers	Student/Teacher	Narrative	9781614592204	Employability Skills	
			Student/Teacher	Activity	9781614592204	Project - Personal Skills	Employability Skills
			Student/Teacher	Narrative	9781614592204	Skills for Real World Survival	
			Student/Teacher	Activity	9781614592204	Project - Managing Conflict in a Professional Setting	Skills for Real World Survival
(7) The student applies the use of interpersonal skills to improve personal development. The student is expected to:	(A) evaluate effective interpersonal and team-building skills involving situations with coworkers, managers, and customers	(ii) evaluate effective team-building skills involving situations with coworkers	Student/Teacher	Narrative	9781614592204	Teamwork & Collaboration	
			Student/Teacher	Activity	9781614592204	Activity - Team Roles	Teamwork & Collaboration
			Student/Teacher	Narrative	9781614592204	Employability Skills	
			Student/Teacher	Activity	9781614592204	Activity - Knots	Employability Skills
			Student/Teacher	Narrative	9781614592204	Skills for Real World Survival; Activity - Team Building Exercise: Fill the Glass; Activity - Team Building Exercise: Fill the Glass Teacher Instruction Sheet	Skills for Real World Survival; PLEASE NOTE: Due to space limitations, the narrative and associated activity are listed on one line. Several lessons and corresponding activities satisfy this standard.

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(7) The student applies the use of interpersonal skills to improve personal development. The student is expected to:	(A) evaluate effective interpersonal and team-building skills involving situations with coworkers, managers, and customers	(iii) evaluate effective interpersonal skills involving situations with managers	Student/Teacher	Narrative	9781614592204	Teamwork & Collaboration	
			Student/Teacher	Activity	9781614592204	Activity - Team Roles	Teamwork & Collaboration
			Student/Teacher	Narrative	9781614592204	Employability Skills	
			Student/Teacher	Activity	9781614592204	Activity - Knots	Employability Skills
			Student/Teacher	Narrative	9781614592204	Skills for Real World Survival; Activity - Team Building Exercise: Fill the Glass; Activity - Team Building Exercise: Fill the Glass Teacher Instruction Sheet	Skills for Real World Survival; PLEASE NOTE: Due to space limitations, the narrative and associated activity are listed on one line. Several lessons and corresponding activities satisfy this standard.
(7) The student applies the use of interpersonal skills to improve personal development. The student is expected to:	(A) evaluate effective interpersonal and team-building skills involving situations with coworkers, managers, and customers	(iv) evaluate effective team-building skills involving situations with managers	Student/Teacher	Narrative	9781614592204	Teamwork & Collaboration	
			Student/Teacher	Activity	9781614592204	Activity - Team Roles	Teamwork & Collaboration
			Student/Teacher	Narrative	9781614592204	Employability Skills	
			Student/Teacher	Activity	9781614592204	Activity - Knots	Employability Skills
			Student/Teacher	Narrative	9781614592204	Skills for Real World Survival; Activity - Team Building Exercise: Fill the Glass; Activity - Team Building Exercise: Fill the Glass Teacher Instruction Sheet	Skills for Real World Survival; PLEASE NOTE: Due to space limitations, the narrative and associated activity are listed on one line. Several lessons and corresponding activities satisfy this standard.
(7) The student applies the use of interpersonal skills to improve personal development. The student is expected to:	(A) evaluate effective interpersonal and team-building skills involving situations with coworkers, managers, and customers	(v) evaluate effective interpersonal skills involving situations with customers	Student/Teacher	Narrative	9781614592204	Teamwork & Collaboration	
			Student/Teacher	Activity	9781614592204	Activity - Team Roles	Teamwork & Collaboration
			Student/Teacher	Narrative	9781614592204	Employability Skills	
			Student/Teacher	Activity	9781614592204	Activity - Knots	Employability Skills
			Student/Teacher	Narrative	9781614592204	Skills for Real World Survival; Activity - Team Building Exercise: Fill the Glass; Activity - Team Building Exercise: Fill the Glass Teacher Instruction Sheet	Skills for Real World Survival; PLEASE NOTE: Due to space limitations, the narrative and associated activity are listed on one line. Several lessons and corresponding activities satisfy this standard.

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(7) The student applies the use of interpersonal skills to improve personal development. The student is expected to:	(A) evaluate effective interpersonal and team-building skills involving situations with coworkers, managers, and customers	(vi) evaluate effective team-building skills involving situations with customers	Student/Teacher	Narrative	9781614592204	Teamwork & Collaboration	
			Student/Teacher	Activity	9781614592204	Activity - Team Roles	Teamwork & Collaboration
			Student/Teacher	Narrative	9781614592204	Employability Skills	
			Student/Teacher	Activity	9781614592204	Activity - Knots	Employability Skills
			Student/Teacher	Narrative	9781614592204	Skills for Real World Survival; Activity - Team Building Exercise: Fill the Glass; Activity - Team Building Exercise: Fill the Glass Teacher Instruction Sheet	Skills for Real World Survival; PLEASE NOTE: Due to space limitations, the narrative and associated activity are listed on one line. Several lessons and corresponding activities satisfy this standard.
(7) The student applies the use of interpersonal skills to improve personal development. The student is expected to:	(B) participate in leadership and career-development activities	(i) participate in leadership activities	Student/Teacher	Narrative	9781614592204	Leadership Styles	
			Student/Teacher	Activity	9781614592204	Activity - Leadership & CTSOs	Leadership Styles
(7) The student applies the use of interpersonal skills to improve personal development. The student is expected to:	(B) participate in leadership and career-development activities	(ii) participate in career-development activities	Student/Teacher	Narrative	9781614592204	Leadership Styles	
			Student/Teacher	Activity	9781614592204	Activity - Leadership & CTSOs	Leadership Styles
(8) The student recognizes knowledge and skills related to safety in the workplace. The student is expected to:	(A) apply safe working practices to a training station	(i) apply safe working practices to a training station	Student/Teacher	Narrative	9781614592204	Workplace Issues	
			Student/Teacher	Activity	9781614592204	Activity - Comparing Workplace Policies and Procedures Teacher Instruction Sheet; Activity - Defining Workplace Policies & Procedures; Project - Creating an Employee Handbook	Workplace Issues
(8) The student recognizes knowledge and skills related to safety in the workplace. The student is expected to:	(B) evaluate unsafe work practices and attitudes	(i) evaluate unsafe work practices	Student/Teacher	Narrative	9781614592204	Workplace Issues	
			Student/Teacher	Activity	9781614592204	Activity - Comparing Workplace Policies and Procedures Teacher Instruction Sheet; Activity - Defining Workplace Policies & Procedures; Project - Creating an Employee Handbook	Workplace Issues

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(8) The student recognizes knowledge and skills related to safety in the workplace. The student is expected to:	(B) evaluate unsafe work practices and attitudes	(ii) evaluate unsafe work attitudes	Student/Teacher	Narrative	9781614592204	Workplace Issues	
			Student/Teacher	Activity	9781614592204	Activity - It's All in the Attitude	Workplace Issues
(8) The student recognizes knowledge and skills related to safety in the workplace. The student is expected to:	(C) evaluate the impact of Occupational Safety and Health Administration regulations in the workplace	(i) evaluate the impact of Occupational Safety and Health Administration regulations in the workplace	Student/Teacher	Narrative	9781614592204	Workplace Issues	
			Student/Teacher	Activity	9781614592204	Project - In Your Own Words OSHA in the Workplace	Workplace Issues
(8) The student recognizes knowledge and skills related to safety in the workplace. The student is expected to:	(D) recognize the importance of applying safety rules in all situations	(i) recognize the importance of applying safety rules in all situations	Student/Teacher	Narrative	9781614592204	Workplace Issues	
			Student/Teacher	Activity	9781614592204	Activity - Comparing Workplace Policies and Procedures Teacher Instruction Sheet; Activity - Defining Workplace Policies & Procedures; Project - Creating an Employee Handbook	Workplace Issues
(8) The student recognizes knowledge and skills related to safety in the workplace. The student is expected to:	(E) analyze health and wellness practices that influence job performance	(i) analyze health practices that influence job performance	Student/Teacher	Narrative	9781614592204	Management of Energy, Money & Tasks	
			Student/Teacher	Narrative	9781614592204	Workplace Issues	
			Student/Teacher	Activity	9781614592204	Project - Wellness Practices in the Workplace	Workplace Issues
(8) The student recognizes knowledge and skills related to safety in the workplace. The student is expected to:	(E) analyze health and wellness practices that influence job performance	(ii) analyze wellness practices that influence job performance	Student/Teacher	Narrative	9781614592204	Management of Energy, Money & Tasks	
			Student/Teacher	Narrative	9781614592204	Workplace Issues	
			Student/Teacher	Activity	9781614592204	Project - Wellness Practices in the Workplace	Workplace Issues

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(9) The student acquires the academic and technical skills for future education and employment in high-skill, high-wage, or high-demand occupations. The student is expected to:	(A) research and identify current or emerging occupations	(i) research current or emerging occupations	Student/Teacher	Narrative	9781614592204	Career Cluster: Agriculture, Food & Natural Resources	
			Student/Teacher	Narrative	9781614592204	Career Cluster: Architecture & Construction; Career Cluster: Arts, A/V Technology & Communications; Career Cluster: Business, Management & Administration; Career Cluster: Education & Training; Career Cluster: Finance; Career Cluster: Government & Public Administration	PLEASE NOTE: Due to space limitations, more than one narrative correlation is listed on this line. These lessons represent the Career Clusters ranging from A - G.
			Student/Teacher	Narrative	9781614592204	Career Cluster: Health Science; Career Cluster: Hospitality & Tourism; Career Cluster: Human Services; Career Cluster: Information Technology; Career Cluster: Law, Public Safety, Corrections & Security; Career Cluster: Manufacturing; Career Cluster: Marketing, Sales & Service; Career Cluster: Science, Technology, Engineering & Mathematics; Career Cluster: Transportation, Distribution & Logistics	PLEASE NOTE: Due to space limitations, more than one narrative correlation is listed on this line. These lessons represent the Career Clusters ranging from H - T.
			Student/Teacher	Activity	9781614592204	Project - Career Comparison; Project - Career Cube; Project - Career Interview; Project - Local Search; Project - The Career for Me; Activity - What's Trending	PLEASE NOTE: Due to space limitations, more than one activity correlation is listed on this line. These activities are designed to coincide with all Career Clusters lessons listed in the rows above.
			Student/Teacher		9781614592204	Societal Impacts on Careers; Project - The Labor Market; Project - The Labor Market TIS; Activity - Entrepreneurial Opportunities	Societal Impacts on Careers PLEASE NOTE: Due to space limitations, the activity and narrative correlation are both listed on this line.

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(9) The student acquires the academic and technical skills for future education and employment in high-skill, high-wage, or high-demand occupations. The student is expected to:	(A) research and identify current or emerging occupations	(ii) identify current or emerging occupations	Student/Teacher	Narrative	9781614592204	Career Cluster: Agriculture, Food & Natural Resources	
			Student/Teacher	Narrative	9781614592204	Career Cluster: Architecture & Construction; Career Cluster: Arts, A/V Technology & Communications; Career Cluster: Business, Management & Administration; Career Cluster: Education & Training; Career Cluster: Finance; Career Cluster: Government & Public Administration	PLEASE NOTE: Due to space limitations, more than one narrative correlation is listed on this line. These lessons represent the Career Clusters ranging from A - G.
			Student/Teacher	Narrative	9781614592204	Career Cluster: Health Science; Career Cluster: Hospitality & Tourism; Career Cluster: Human Services; Career Cluster: Information Technology; Career Cluster: Law, Public Safety, Corrections & Security; Career Cluster: Manufacturing; Career Cluster: Marketing, Sales & Service; Career Cluster: Science, Technology, Engineering & Mathematics; Career Cluster: Transportation, Distribution & Logistics	PLEASE NOTE: Due to space limitations, more than one narrative correlation is listed on this line. These lessons represent the Career Clusters ranging from H - T.
			Student/Teacher	Activity	9781614592204	Project - Career Comparison; Project - Career Cube; Project - Career Interview; Project - Local Search; Project - The Career for Me; Activity - What's Trending	PLEASE NOTE: Due to space limitations, more than one activity correlation is listed on this line. These activities are designed to coincide with all Career Clusters lessons listed in the rows above.
			Student/Teacher	Narrative	9781614592204	Societal Impacts on Careers; Project - The Labor Market; Project - The Labor Market TIS; Activity - Entrepreneurial Opportunities	Societal Impacts on Careers PLEASE NOTE: Due to space limitations, the activity and narrative correlation are both listed on this line.

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(9) The student acquires the academic and technical skills for future education and employment in high-skill, high-wage, or high-demand occupations. The student is expected to:	(B) analyze future employment outlook	(i) analyze future employment outlook	Student/Teacher	Narrative	9781614592204	Career Cluster: Agriculture, Food & Natural Resources	
			Student/Teacher	Narrative	9781614592204	Career Cluster: Architecture & Construction; Career Cluster: Arts, A/V Technology & Communications; Career Cluster: Business, Management & Administration; Career Cluster: Education & Training; Career Cluster: Finance; Career Cluster: Government & Public Administration	PLEASE NOTE: Due to space limitations, more than one narrative correlation is listed on this line. These lessons represent the Career Clusters ranging from A - G.
			Student/Teacher	Narrative	9781614592204	Career Cluster: Health Science; Career Cluster: Hospitality & Tourism; Career Cluster: Human Services; Career Cluster: Information Technology; Career Cluster: Law, Public Safety, Corrections & Security; Career Cluster: Manufacturing; Career Cluster: Marketing, Sales & Service; Career Cluster: Science, Technology, Engineering & Mathematics; Career Cluster: Transportation, Distribution & Logistics	PLEASE NOTE: Due to space limitations, more than one narrative correlation is listed on this line. These lessons represent the Career Clusters ranging from H - T.
			Student/Teacher	Activity	9781614592204	Project - Career Comparison; Project - Career Cube; Project - Career Interview; Project - Local Search; Project - The Career for Me; Activity - What's Trending	PLEASE NOTE: Due to space limitations, more than one activity correlation is listed on this line. These activities are designed to coincide with all Career Clusters lessons listed in the rows above.
			Student/Teacher	Narrative	9781614592204	Societal Impacts on Careers; Project - The Labor Market; Project - The Labor Market TIS; Activity - Entrepreneurial Opportunities	Societal Impacts on Careers PLEASE NOTE: Due to space limitations, the activity and narrative correlation are both listed on this line.

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(9) The student acquires the academic and technical skills for future education and employment in high-skill, high-wage, or high-demand occupations. The student is expected to:	(C) research entrepreneurial opportunities	(i) research entrepreneurial opportunities	Student/Teacher	Narrative	9781614592204	Career Cluster: Agriculture, Food & Natural Resources	
			Student/Teacher	Narrative	9781614592204	Career Cluster: Architecture & Construction; Career Cluster: Arts, A/V Technology & Communications; Career Cluster: Business, Management & Administration; Career Cluster: Education & Training; Career Cluster: Finance; Career Cluster: Government & Public Administration	PLEASE NOTE: Due to space limitations, more than one narrative correlation is listed on this line. These lessons represent the Career Clusters ranging from A - G.
			Student/Teacher	Narrative	9781614592204	Career Cluster: Health Science; Career Cluster: Hospitality & Tourism; Career Cluster: Human Services; Career Cluster: Information Technology; Career Cluster: Law, Public Safety, Corrections & Security; Career Cluster: Manufacturing; Career Cluster: Marketing, Sales & Service; Career Cluster: Science, Technology, Engineering & Mathematics; Career Cluster: Transportation, Distribution & Logistics	PLEASE NOTE: Due to space limitations, more than one narrative correlation is listed on this line. These lessons represent the Career Clusters ranging from H - T.
			Student/Teacher	Activity	9781614592204	Project - Entrepreneurial Adventures	PLEASE NOTE: Due to space limitations, more than one activity correlation is listed on this line. This activity is designed to coincide with all Career Clusters lessons listed in the rows above.
			Student/Teacher	Narrative	9781614592204	Societal Impacts on Careers; Project - The Labor Market; Project - The Labor Market TIS; Activity - Entrepreneurial Opportunities	Societal Impacts on Careers PLEASE NOTE: Due to space limitations, the activity and narrative correlation are both listed on this line.

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(9) The student acquires the academic and technical skills for future education and employment in high-skill, high-wage, or high-demand occupations. The student is expected to:	(D) analyze rewards and demands for various levels of employment	(i) analyze rewards for various levels of employment	Student/Teacher	Narrative	9781614592204	Career Cluster: Agriculture, Food & Natural Resources	
			Student/Teacher	Narrative	9781614592204	Career Cluster: Architecture & Construction; Career Cluster: Arts, A/V Technology & Communications; Career Cluster: Business, Management & Administration; Career Cluster: Education & Training; Career Cluster: Finance; Career Cluster: Government & Public Administration	PLEASE NOTE: Due to space limitations, more than one narrative correlation is listed on this line. These lessons represent the Career Clusters ranging from A - G.
			Student/Teacher	Narrative	9781614592204	Career Cluster: Health Science; Career Cluster: Hospitality & Tourism; Career Cluster: Human Services; Career Cluster: Information Technology; Career Cluster: Law, Public Safety, Corrections & Security; Career Cluster: Manufacturing; Career Cluster: Marketing, Sales & Service; Career Cluster: Science, Technology, Engineering & Mathematics; Career Cluster: Transportation, Distribution & Logistics	PLEASE NOTE: Due to space limitations, more than one narrative correlation is listed on this line. These lessons represent the Career Clusters ranging from H - T.
			Student/Teacher	Activity	9781614592204	Project - Career Comparison; Project - Career Cube; Project - Career Interview; Project - Local Search; Project - The Career for Me; Activity - What's Trending	PLEASE NOTE: Due to space limitations, more than one activity correlation is listed on this line. These activities are designed to coincide with all Career Clusters lessons listed in the rows above.
			Student/Teacher	Narrative	9781614592204	Jobs, Careers & Education; Activity - Rewards & Demands	Jobs, Careers & Education PLEASE NOTE: Due to space limitations, the activity and narrative correlation are both listed on this line.

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(9) The student acquires the academic and technical skills for future education and employment in high-skill, high-wage, or high-demand occupations. The student is expected to:	(D) analyze rewards and demands for various levels of employment	(ii) analyze demands for various levels of employment	Student/Teacher	Narrative	9781614592204	Career Cluster: Agriculture, Food & Natural Resources	
			Student/Teacher	Narrative	9781614592204	Career Cluster: Architecture & Construction; Career Cluster: Arts, A/V Technology & Communications; Career Cluster: Business, Management & Administration; Career Cluster: Education & Training; Career Cluster: Finance; Career Cluster: Government & Public Administration	PLEASE NOTE: Due to space limitations, more than one narrative correlation is listed on this line. These lessons represent the Career Clusters ranging from A - G.
			Student/Teacher	Narrative	9781614592204	Career Cluster: Health Science; Career Cluster: Hospitality & Tourism; Career Cluster: Human Services; Career Cluster: Information Technology; Career Cluster: Law, Public Safety, Corrections & Security; Career Cluster: Manufacturing; Career Cluster: Marketing, Sales & Service; Career Cluster: Science, Technology, Engineering & Mathematics; Career Cluster: Transportation, Distribution & Logistics	PLEASE NOTE: Due to space limitations, more than one narrative correlation is listed on this line. These lessons represent the Career Clusters ranging from H - T.
			Student/Teacher	Activity	9781614592204	Project - Career Comparison; Project - Career Cube; Project - Career Interview; Project - Local Search; Project - The Career for Me; Activity - What's Trending	PLEASE NOTE: Due to space limitations, more than one activity correlation is listed on this line. These activities are designed to coincide with all Career Clusters lessons listed in the rows above.
			Student/Teacher	Narrative	9781614592204	Jobs, Careers & Education; Activity - Rewards & Demands	Jobs, Careers & Education PLEASE NOTE: Due to space limitations, the activity and narrative correlation are both listed on this line.

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(9) The student acquires the academic and technical skills for future education and employment in high-skill, high-wage, or high-demand occupations. The student is expected to:	(E) identify the academic and technical entry requirements for employment in various high-skill, high-wage, or high-demand occupations	(I) identify the academic entry requirements for employment in various high-skill, high-wage, or high-demand occupations	Student/Teacher	Narrative	9781614592204	Career Cluster: Agriculture, Food & Natural Resources	
			Student/Teacher	Narrative	9781614592204	Career Cluster: Architecture & Construction; Career Cluster: Arts, AV Technology & Communications; Career Cluster: Business, Management & Administration; Career Cluster: Education & Training; Career Cluster: Finance; Career Cluster: Government & Public Administration	PLEASE NOTE: Due to space limitations, more than one narrative correlation is listed on this line. These lessons represent the Career Clusters ranging from A - G.
			Student/Teacher	Narrative	9781614592204	Career Cluster: Health Science; Career Cluster: Hospitality & Tourism; Career Cluster: Human Services; Career Cluster: Information Technology; Career Cluster: Law, Public Safety, Corrections & Security; Career Cluster: Manufacturing; Career Cluster: Marketing, Sales & Service; Career Cluster: Science, Technology, Engineering & Mathematics; Career Cluster: Transportation, Distribution & Logistics	PLEASE NOTE: Due to space limitations, more than one narrative correlation is listed on this line. These lessons represent the Career Clusters ranging from H - T.
			Student/Teacher	Activity	9781614592204	Project - Career Comparison; Project - Career Cube; Project - Career Interview; Project - Local Search; Project - The Career for Me; Activity - What's Trending	PLEASE NOTE: Due to space limitations, more than one activity correlation is listed on this line. These activities are designed to coincide with all Career Clusters lessons listed in the rows above.
			Student/Teacher	Narrative	9781614592204	Societal Impacts on Careers; Project - The Labor Market; Project - The Labor Market TIS; Activity - Entrepreneurial Opportunities	Societal Impacts on Careers PLEASE NOTE: Due to space limitations, the activity and narrative correlation are both listed on this line.

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(9) The student acquires the academic and technical skills for future education and employment in high-skill, high-wage, or high-demand occupations. The student is expected to:	(E) identify the academic and technical entry requirements for employment in various high-skill, high-wage, or high-demand occupations	(ii) identify the technical entry requirements for employment in various high-skill, high-wage, or high-demand occupations	Student/Teacher	Narrative	9781614592204	Career Cluster: Agriculture, Food & Natural Resources	
			Student/Teacher	Narrative	9781614592204	Career Cluster: Architecture & Construction; Career Cluster: Arts, AV Technology & Communications; Career Cluster: Business, Management & Administration; Career Cluster: Education & Training; Career Cluster: Finance; Career Cluster: Government & Public Administration	PLEASE NOTE: Due to space limitations, more than one narrative correlation is listed on this line. These lessons represent the Career Clusters ranging from A - G.
			Student/Teacher	Narrative	9781614592204	Career Cluster: Health Science; Career Cluster: Hospitality & Tourism; Career Cluster: Human Services; Career Cluster: Information Technology; Career Cluster: Law, Public Safety, Corrections & Security; Career Cluster: Manufacturing; Career Cluster: Marketing, Sales & Service; Career Cluster: Science, Technology, Engineering & Mathematics; Career Cluster: Transportation, Distribution & Logistics	PLEASE NOTE: Due to space limitations, more than one narrative correlation is listed on this line. These lessons represent the Career Clusters ranging from H - T.
			Student/Teacher	Activity	9781614592204	Project - Career Comparison; Project - Career Cube; Project - Career Interview; Project - Local Search; Project - The Career for Me; Activity - What's Trending	PLEASE NOTE: Due to space limitations, more than one activity correlation is listed on this line. These activities are designed to coincide with all Career Clusters lessons listed in the rows above.
			Student/Teacher	Narrative	9781614592204	Formulas for Career Success: Higher Learning; Activity - Entry Requirements	Formulas for Career Success: Higher Learning PLEASE NOTE: Due to space limitations, the activity and narrative correlation are both listed on this line.

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(9) The student acquires the academic and technical skills for future education and employment in high-skill, high-wage, or high-demand occupations. The student is expected to:	(F) identify and pursue opportunities available in high school and postsecondary to acquire the necessary academic and technical skills for employment in high-skill, high-wage, or high-demand occupations	(i) identify opportunities available in high school to acquire the necessary skills for employment in high-skill, high-wage, or high-demand occupations	Student/Teacher	Narrative	9781614592204	Jobs, Careers & Education	
			Student/Teacher	Activity	9781614592204	Project - School to Career	Jobs, Careers & Education
			Student/Teacher	Narrative	9781614592204	Formulas for Career Success: Career Testing & Investigation; Project - Career Testing; Project - Career Investigation; Activity - Virtual Job Shadowing	Formulas for Career Success: Career Testing & Investigation; PLEASE NOTE: Due to space limitations, the narrative and associated activity are listed on one line. Several lessons and corresponding activities satisfy this standard.
			Student/Teacher	Narrative	9781614592204	Formulas for Career Success: Higher Learning; Activity - Opportunities to Earn Credit	Formulas for Career Success: Higher Learning; PLEASE NOTE: Due to space limitations, the narrative and associated activity are listed on one line. Several lessons and corresponding activities satisfy this standard.
			Student/Teacher	Narrative	9781614592204	Internships 101: The Importance of Internships	
(9) The student acquires the academic and technical skills for future education and employment in high-skill, high-wage, or high-demand occupations. The student is expected to:	(F) identify and pursue opportunities available in high school and postsecondary to acquire the necessary academic and technical skills for employment in high-skill, high-wage, or high-demand occupations	(ii) identify opportunities available in postsecondary to acquire the necessary skills for employment in high-skill, high-wage, or high-demand occupations	Student/Teacher	Narrative	9781614592204	Jobs, Careers & Education	
			Student/Teacher	Activity	9781614592204	Project - School to Career	Jobs, Careers & Education
			Student/Teacher	Narrative	9781614592204	Formulas for Career Success: Career Testing & Investigation; Project - Career Testing; Project - Career Investigation; Activity - Virtual Job Shadowing	Formulas for Career Success: Career Testing & Investigation; PLEASE NOTE: Due to space limitations, the narrative and associated activity are listed on one line. Several lessons and corresponding activities satisfy this standard.
			Student/Teacher	Narrative	9781614592204	Formulas for Career Success: Higher Learning; Activity - Opportunities to Earn Credit	Formulas for Career Success: Higher Learning; PLEASE NOTE: Due to space limitations, the narrative and associated activity are listed on one line. Several lessons and corresponding activities satisfy this standard.
			Student/Teacher	Narrative	9781614592204	Internships 101: The Importance of Internships	

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(9) The student acquires the academic and technical skills for future education and employment in high-skill, high-wage, or high-demand occupations. The student is expected to:	(F) identify and pursue opportunities available in high school and postsecondary to acquire the necessary academic and technical skills for employment in high-skill, high-wage, or high-demand occupations	(iii) pursue opportunities available in high school to acquire the necessary skills for employment in high-skill, high-wage, or high-demand occupations	Student/Teacher	Narrative	9781614592204	Jobs, Careers & Education	
			Student/Teacher	Activity	9781614592204	Project - School to Career	Jobs, Careers & Education
			Student/Teacher	Narrative	9781614592204	Formulas for Career Success: Career Testing & Investigation; Project - Career Testing; Project - Career Investigation; Activity - Virtual Job Shadowing	Formulas for Career Success: Career Testing & Investigation; PLEASE NOTE: Due to space limitations, the narrative and associated activity are listed on one line. Several lessons and corresponding activities satisfy this standard.
			Student/Teacher	Narrative	9781614592204	Formulas for Career Success: Higher Learning; Activity - Opportunities to Earn Credit	Formulas for Career Success: Higher Learning; PLEASE NOTE: Due to space limitations, the narrative and associated activity are listed on one line. Several lessons and corresponding activities satisfy this standard.
			Student/Teacher	Narrative	9781614592204	Internships 101: The Importance of Internships	
(9) The student acquires the academic and technical skills for future education and employment in high-skill, high-wage, or high-demand occupations. The student is expected to:	(F) identify and pursue opportunities available in high school and postsecondary to acquire the necessary academic and technical skills for employment in high-skill, high-wage, or high-demand occupations	(iv) pursue opportunities available in postsecondary to acquire the necessary skills for employment in high-skill, high-wage, or high-demand occupations	Student/Teacher	Narrative	9781614592204	Jobs, Careers & Education	
			Student/Teacher	Activity	9781614592204	Project - School to Career	Jobs, Careers & Education
			Student/Teacher	Narrative	9781614592204	Formulas for Career Success: Career Testing & Investigation; Project - Career Testing; Project - Career Investigation; Activity - Virtual Job Shadowing	Formulas for Career Success: Career Testing & Investigation; PLEASE NOTE: Due to space limitations, the narrative and associated activity are listed on one line. Several lessons and corresponding activities satisfy this standard.
			Student/Teacher	Narrative	9781614592204	Formulas for Career Success: Higher Learning; Activity - Opportunities to Earn Credit	Formulas for Career Success: Higher Learning; PLEASE NOTE: Due to space limitations, the narrative and associated activity are listed on one line. Several lessons and corresponding activities satisfy this standard.
			Student/Teacher	Narrative	9781614592204	Internships 101: The Importance of Internships	

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(9) The student acquires the academic and technical skills for future education and employment in high-skill, high-wage, or high-demand occupations. The student is expected to:	(G) evaluate the rights and responsibilities of employers and employees	(i) evaluate the rights of employers	Student/Teacher	Narrative	9781614592204	Workplace Issues	
			Student/Teacher	Activity	9781614592204	Student Handout - Employer Rights and Responsibilities in the Workplace	Workplace Issues
(9) The student acquires the academic and technical skills for future education and employment in high-skill, high-wage, or high-demand occupations. The student is expected to:	(G) evaluate the rights and responsibilities of employers and employees	(ii) evaluate the responsibilities of employers	Student/Teacher	Narrative	9781614592204	Workplace Issues	
			Student/Teacher	Activity	9781614592204	Student Handout - Employer Rights and Responsibilities in the Workplace	Workplace Issues
(9) The student acquires the academic and technical skills for future education and employment in high-skill, high-wage, or high-demand occupations. The student is expected to:	(G) evaluate the rights and responsibilities of employers and employees	(iii) evaluate the rights of employees	Student/Teacher	Narrative	9781614592204	Workplace Issues	
			Student/Teacher	Activity	9781614592204	Student Handout - Employee Rights and Responsibilities in the Workplace	Workplace Issues
(9) The student acquires the academic and technical skills for future education and employment in high-skill, high-wage, or high-demand occupations. The student is expected to:	(G) evaluate the rights and responsibilities of employers and employees	(iv) evaluate the responsibilities of employees	Student/Teacher	Narrative	9781614592204	Workplace Issues	
			Student/Teacher	Activity	9781614592204	Student Handout - Employee Rights and Responsibilities in the Workplace	Workplace Issues
(9) The student acquires the academic and technical skills for future education and employment in high-skill, high-wage, or high-demand occupations. The student is expected to:	(H) apply money-management and financial-planning techniques	(i) apply money-management techniques	Student/Teacher	Narrative	9781614592204	Management of Energy, Money & Tasks	
			Student/Teacher	Narrative	9781614592204	Personal Financial Planning	
			Student/Teacher	Activity	9781614592204	Project - Welcome to Life; Activity - Savings & Investment; Project - Money Management Tools	Personal Financial Planning
(9) The student acquires the academic and technical skills for future education and employment in high-skill, high-wage, or high-demand occupations. The student is expected to:	(H) apply money-management and financial-planning techniques	(ii) apply financial-planning techniques	Student/Teacher	Narrative	9781614592204	Management of Energy, Money & Tasks	
			Student/Teacher	Narrative	9781614592204	Personal Financial Planning	
			Student/Teacher	Activity	9781614592204	Project - Welcome to Life; Activity - Savings & Investment; Project - Money Management Tools	Personal Financial Planning

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(10) The student identifies skills and characteristics necessary for professional advancement. The student is expected to:	(A) evaluate and compare employment advancement options such as salaries, benefits, and prerequisites	(i) evaluate employment advancement options	Student/Teacher	Narrative	9781614592204	Employability Skills	
			Student/Teacher	Activity	9781614592204	Project - Climbing the Ladder	Employability Skills
(10) The student identifies skills and characteristics necessary for professional advancement. The student is expected to:	(A) evaluate and compare employment advancement options such as salaries, benefits, and prerequisites	(ii) compare employment advancement options	Student/Teacher	Narrative	9781614592204	Employability Skills	
			Student/Teacher	Activity	9781614592204	Project - Climbing the Ladder	Employability Skills
(10) The student identifies skills and characteristics necessary for professional advancement. The student is expected to:	(B) compare rewards and demands for various levels of employment in a variety of careers	(i) compare rewards for various levels of employment in a variety of careers	Student/Teacher	Narrative	9781614592204	Career Cluster: Agriculture, Food & Natural Resources	
			Student/Teacher	Narrative	9781614592204	Career Cluster: Architecture & Construction; Career Cluster: Arts, A/V Technology & Communications; Career Cluster: Business, Management & Administration; Career Cluster: Education & Training; Career Cluster: Finance; Career Cluster: Government & Public Administration	PLEASE NOTE: Due to space limitations, more than one narrative correlation is listed on this line. These lessons represent the Career Clusters ranging from A - G.
			Student/Teacher	Narrative	9781614592204	Career Cluster: Health Science; Career Cluster: Hospitality & Tourism; Career Cluster: Human Services; Career Cluster: Information Technology; Career Cluster: Law, Public Safety, Corrections & Security; Career Cluster: Manufacturing; Career Cluster: Marketing, Sales & Service; Career Cluster: Science, Technology, Engineering & Mathematics; Career Cluster: Transportation, Distribution & Logistics	PLEASE NOTE: Due to space limitations, more than one narrative correlation is listed on this line. These lessons represent the Career Clusters ranging from H - T.
			Student/Teacher	Activity	9781614592204	Project - Career Comparison; Project - Career Cube; Project - Career Interview; Project - Local Search; Project - The Career for Me; Activity - What's Trending	PLEASE NOTE: Due to space limitations, more than one activity correlation is listed on this line. These activities are designed to coincide with all Career Clusters lessons listed in the rows above.
			Student/Teacher	Narrative	9781614592204	Jobs, Careers & Education; Activity - Rewards & Demands	Jobs, Careers & Education; PLEASE NOTE: Due to space limitations, the narrative and associated activity are listed on one line.

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(10) The student identifies skills and characteristics necessary for professional advancement. The student is expected to:	(B) compare rewards and demands for various levels of employment in a variety of careers	(ii) compare demands for various levels of employment in a variety of careers	Student/Teacher	Narrative	9781614592204	Career Cluster: Agriculture, Food & Natural Resources	
			Student/Teacher	Narrative	9781614592204	Career Cluster: Architecture & Construction; Career Cluster: Arts, A/V Technology & Communications; Career Cluster: Business, Management & Administration; Career Cluster: Education & Training; Career Cluster: Finance; Career Cluster: Government & Public Administration	PLEASE NOTE: Due to space limitations, more than one narrative correlation is listed on this line. These lessons represent the Career Clusters ranging from A - G.
			Student/Teacher	Narrative	9781614592204	Career Cluster: Health Science; Career Cluster: Hospitality & Tourism; Career Cluster: Human Services; Career Cluster: Information Technology; Career Cluster: Law, Public Safety, Corrections & Security; Career Cluster: Manufacturing; Career Cluster: Marketing, Sales & Service; Career Cluster: Science, Technology, Engineering & Mathematics; Career Cluster: Transportation, Distribution & Logistics	PLEASE NOTE: Due to space limitations, more than one narrative correlation is listed on this line. These lessons represent the Career Clusters ranging from H - T.
			Student/Teacher	Activity	9781614592204	Project - Career Comparison; Project - Career Cube; Project - Career Interview; Project - Local Search; Project - The Career for Me; Activity - What's Trending	PLEASE NOTE: Due to space limitations, more than one activity correlation is listed on this line. These activities are designed to coincide with all Career Clusters lessons listed in the rows above.
			Student/Teacher	Narrative	9781614592204	Jobs, Careers & Education; Activity - Rewards & Demands	Jobs, Careers & Education; PLEASE NOTE: Due to space limitations, the narrative and associated activity are listed on one line.
(10) The student identifies skills and characteristics necessary for professional advancement. The student is expected to:	(C) determine continuing education opportunities that enhance career advancement and promote lifelong learning	(i) determine continuing education opportunities that enhance career advancement	Student/Teacher	Narrative	9781614592204	Employability Skills	
			Student/Teacher	Activity	9781614592204	Activity - Continuing Education	Employability Skills
(10) The student identifies skills and characteristics necessary for professional advancement. The student is expected to:	(C) determine continuing education opportunities that enhance career advancement and promote lifelong learning	(ii) determine continuing education opportunities that promote lifelong learning	Student/Teacher	Narrative	9781614592204	Employability Skills	
			Student/Teacher	Activity	9781614592204	Activity - Continuing Education	Employability Skills

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(10) The student identifies skills and characteristics necessary for professional advancement. The student is expected to:	(D) determine preparation requirements for levels of employment in a variety of careers	(i) determine preparation requirements for levels of employment in a variety of careers	Student/Teacher	Narrative	9781614592204	Employability Skills	
			Student/Teacher	Activity	9781614592204	Activity - Continuing Education; Activity - Career Connections	Employability Skills
(10) The student identifies skills and characteristics necessary for professional advancement. The student is expected to:	(E) determine personal priorities such as interests, abilities, and family responsibilities affecting career choice	(i) determine personal priorities	Student/Teacher	Narrative	9781614592204	Formulas for Career Success: Career Testing & Investigation	
			Student/Teacher	Activity	9781614592204	Activity - Factors of Career Choices	Formulas for Career Success: Career Testing & Investigation
(10) The student identifies skills and characteristics necessary for professional advancement. The student is expected to:	(F) demonstrate effective methods to secure, maintain, and terminate employment	(i) demonstrate effective methods to secure employment	Student/Teacher	Narrative	9781614592204	Formulas for Career Success: Job Search	
			Student/Teacher	Activity	9781614592204	Activity - Job Hunt; Project - How Did You Get Your Job	Formulas for Career Success: Job Search
(10) The student identifies skills and characteristics necessary for professional advancement. The student is expected to:	(F) demonstrate effective methods to secure, maintain, and terminate employment	(ii) demonstrate effective methods to maintain employment	Student/Teacher	Narrative	9781614592204	Employability Skills	
			Student/Teacher	Activity	9781614592204	Activity - Maintaining Employment	Employability Skills
(10) The student identifies skills and characteristics necessary for professional advancement. The student is expected to:	(F) demonstrate effective methods to secure, maintain, and terminate employment	(iii) demonstrate effective methods to terminate employment	Student/Teacher	Narrative	9781614592204	Employability Skills	
			Student/Teacher	Activity	9781614592204	Activity - Maintaining Employment	Employability Skills