



## **TEKS CORRELATIONS & SUGGESTED PACING GUIDE**

### Career Preparation I



**iCEV Career Exploration Site**

***Meets 100% of TEKS***

**443 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: Job Search	1.A.i; 2.I.i	2
2	Skills for Real World Survival	1.B.i; 2.C.i; 2.E.i; 2.J.i; 3.B.i; 3.C.i; 3.C.ii; 6.A.i; 6.A.iii; 6.A.iv; 6.A.v; 6.A.vi; 6.A.vii; 6.A.ix; 6.A.x; 6.A.xi; 6.A.xii	13
3	Employability Skills	1.B.i; 1.B.ii; 2.B.i; 2.B.ii; 2.B.iii; 2.E.i; 2.E.iii; 2.H.i; 2.H.ii; 2.H.iii; 2.H.iv; 2.I.ii; 2.I.iii; 2.J.i; 3.C.i; 3.C.ii; 3.F.i; 5.B.i; 6.A.i; 6.A.ii; 6.A.iii; 6.A.iv; 6.A.vii; 6.A.viii; 6.A.ix; 6.A.x; 9.C.i; 9.C.ii	5
4	Formulas for Career Success: Résumés	1.C.i	3
5	Formulas for Career Success: Interview Preparation	1.D.i	2
6	Formulas for Career Success: The Interview Process	1.D.i; 1.E.i; 1.E.ii	7
7	Formulas for Career Success: Portfolio Development	1.E.i; 1.E.ii	5
8	Formulas for Career Success: Job Applications	1.E.i	2
9	Formulas for Career Success: Cover Letters	1.E.i; 1.E.ii	3
10	Formulas for Career Success: After the Interview	1.E.i; 1.E.ii	3
11	Dressing, Emily Post Style	2.A.i; 2.A.ii; 2.A.iii; 2.A.iv	2
12	Managing Diversity	2.C.i	6
13	Workplace Etiquette	2.D.i; 2.D.ii	2
14	Graduate Tips & Advice: Importance of Work Ethic	2.E.i	2
15	Business Ethics	2.E.ii; 5.C.i; 5.E.i; 5.E.ii	3
16	Ethics in Business	2.E.ii; 3.A.i; 2.G.i; 5.B.ii	6
17	Teamwork & Collaboration	2.F.i; 2.F.ii; 3.B.i; 6.A.iv; 6.A.v; 6.A.vi; 6.A.x; 6.A.xi; 6.A.xii	5
18	Management of Energy, Money & Tasks	2.G.i; 2.G.ii; 4.B.i; 7.E.i; 8.F.i; 8.F.ii	6
19	Conflict Management	3.B.i	6
20	Multicultural Workplace	3.D.i	4
21	Listening 101	3.E.i	3
22	Workplace Issues	3.H.i; 3.H.ii; 5.A.i; 5.A.ii; 5.A.iii; 5.A.iv; 5.E.i; 5.E.ii; 7.A.i; 7.A.ii; 7.B.i; 7.B.ii; 7.C.i; 7.C.ii; 7.D.i; 7.E.i; 8.E.i; 8.E.ii; 8.E.iii; 8.E.iv	4
23	Mathematics in the Workplace	4.A.i; 4.C.i; 4.C.ii; 4.C.iii; 4.C.iv; 4.C.v; 4.C.vi	9
24	Business Documents & Technology	4.D.i; 4.D.ii; 4.D.iii	6
25	Business Letters & Memos	4.D.i; 4.D.ii; 4.D.iii	4
26	Confidentiality in the Workplace	5.D.i	4
27	Leadership Styles	6.B.i	5
28	Career Cluster: Agriculture, Food & Natural Resources	8.A.i; 8.B.i; 8.C.i; 8.C.ii	7
29	Exploring Careers: Agriculture, Food & Natural Resources	8.A.i; 8.B.i; 8.C.i; 8.C.ii	12
30	Career Cluster: Architecture & Construction	8.A.i; 8.B.i; 8.C.i; 8.C.ii	6
31	Exploring Careers: Architecture & Construction	8.A.i; 8.B.i; 8.C.i; 8.C.ii	10
32	Career Cluster: Arts, A/V Technology & Communications	8.A.i; 8.B.i; 8.C.i; 8.C.ii	7
33	Exploring Careers: Arts, Audio/Video Technology and Communication	8.A.i; 8.B.i; 8.C.i; 8.C.ii	12
34	Career Cluster: Business, Management & Administration	8.A.i; 8.B.i; 8.C.i; 8.C.ii	8

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

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

<b>Subject</b>	<b>Chapter 127. Career Development</b>
<b>Subchapter</b>	<b>Subchapter B. High School</b>
<b>Course</b>	<b>§127.14. Career Preparation I (Two Credits), Adopted 2015</b>
<b>Publisher</b>	<b>CEV Multimedia, Ltd.</b>
<b>Program Title</b>	<b>iCEV Career Exploration Site</b>
<b>Program ISBN</b>	<b>9781614592204</b>
<b>TEKS Coverage (%)</b>	<b>100.00%</b>

(a) General requirements. General requirements. This course is recommended for students in Grades 11 and 12. 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 I provides opportunities for students to participate in a work-based learning experience that combines classroom instruction with business and industry employment experiences. The goal is to prepare students with a variety of skills for a changing workplace. Career preparation is relevant and rigorous, 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 demonstrates professional employability skills to gain an entry-level position. The student is expected to:	(A) identify employment opportunities	(i) identify employment opportunities	Student/Teacher	Narrative	9781614592204	Formulas for Career Success: Job Search	
			Student/Teacher	Activity	9781614592204	Activity - Early Employment Debate; Activity - Job Hunt; Project - How Did You Get Your Job	Formulas for Career Success: Job Search
(1) The student demonstrates professional employability skills to gain an entry-level position. The student is expected to:	(B) demonstrate the application of essential workplace knowledge and skills	(i) demonstrate the application of essential workplace knowledge	Student/Teacher	Narrative	9781614592204	Skills for Real World Survival	
			Student/Teacher	Activity	9781614592204	Activity - Dissatisfied Customer; Activity - Team Building Exercise: Fill the Glass; Activity - Team Building Exercise: Fill the Glass Teacher Instruction Sheet; Project - Career Computer Skills; Project - Managing Conflict in a Professional Setting; Project - Persuasive Speech; Project - Persuasive Speech Teacher Instruction Sheet	Skills for Real World Survival
			Student/Teacher	Narrative	9781614592204	Employability Skills	
(1) The student demonstrates professional employability skills to gain an entry-level position. The student is expected to:	(B) demonstrate the application of essential workplace knowledge and skills	(ii) demonstrate the application of essential workplace skills	Student/Teacher	Narrative	9781614592204	Employability Skills	
			Student/Teacher	Activity	9781614592204	Activity - Skills Flashcards; Vocabulary Handout; Assessment; Assessment Answer Key	Employability Skills

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(1) The student demonstrates professional employability skills to gain an entry-level position. The student is expected to:	(C) develop a resume	(i) develop a resume	Student/Teacher	Narrative	9781614592204	Formulas for Career Success: Résumés	
			Student/Teacher	Activity	9781614592204	Activity - Sample Résumé Discussion; Project - Résumé Development; Activity - Résumé Critique	Formulas for Career Success: Résumés
(1) The student demonstrates professional employability skills to gain an entry-level position. The student is expected to:	(D) demonstrate proper interview techniques in various situations	(i) demonstrate proper interview techniques in various situations	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
(1) The student demonstrates professional employability skills to gain an entry-level position. The student is expected to:	(E) create and complete appropriate documents such as electronic portfolio, employment application, letter of intent, I-9 form, W-4 form, and thank you letters	(i) create appropriate documents	Student/Teacher	Narrative	9781614592204	Formulas for Career Success: Portfolio Development; Formulas for Career Success: Job Applications	PLEASE NOTE: Due to space limitations, more than one narrative correlation lesson is listed on this line. Several lessons and corresponding activities satisfy this standard.
			Student/Teacher	Activity	9781614592204	Project - Filling Out an Application; Activity - Application Critique	Formulas for Career Success: Job Applications
			Student/Teacher	Narrative	9781614592204	Formulas for Career Success: Cover Letters; Formulas for Career Success: The Interview Process; Formulas for Career Success: After the Interview	PLEASE NOTE: Due to space limitations, more than one narrative correlation lesson is listed on this line. Several lessons and corresponding activities satisfy this standard.
			Student/Teacher	Activity	9781614592204	Student Handout - Thank You Note; Activity - Thank You Note	Formulas for Career Success: The Interview Process
			Student/Teacher	Activity	9781614592204	Activity - Filling Out a W-4	Formulas for Career Success: After the Interview

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(1) The student demonstrates professional employability skills to gain an entry-level position. The student is expected to:	(E) create and complete appropriate documents such as electronic portfolio, employment application, letter of intent, I-9 form, W-4 form, and thank you letters	(ii) complete appropriate documents	Student/Teacher	Narrative	9781614592204	Formulas for Career Success: Portfolio Development; Formulas for Career Success: Job Applications	PLEASE NOTE: Due to space limitations, more than one narrative correlation lesson is listed on this line. Several lessons and corresponding activities satisfy this standard.
			Student/Teacher	Activity	9781614592204	Project - Filling Out an Application; Activity - Application Critique	Formulas for Career Success: Job Applications
			Student/Teacher	Narrative	9781614592204	Formulas for Career Success: Cover Letters; Formulas for Career Success: The Interview Process; Formulas for Career Success: After the Interview	PLEASE NOTE: Due to space limitations, more than one narrative correlation lesson is listed on this line. Several lessons and corresponding activities satisfy this standard.
			Student/Teacher	Activity	9781614592204	Student Handout - Thank You Note; Activity - Thank You Note	Formulas for Career Success: The Interview Process
			Student/Teacher	Activity	9781614592204	Activity - Filling Out a W-4	Formulas for Career Success: After the Interview
(2) The student develops skills for success in the workplace. The student is expected to:	(A) identify and model appropriate grooming and appearance for the workplace	(i) identify 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 develops skills for success in the workplace. The student is expected to:	(A) identify and model appropriate grooming and appearance for the workplace	(ii) identify 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 develops skills for success in the workplace. The student is expected to:	(A) identify and model appropriate grooming and appearance for the workplace	(iii) model 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 develops skills for success in the workplace. The student is expected to:	(A) identify and model appropriate grooming and appearance for the workplace	(iv) model 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 develops skills for success in the workplace. The student is expected to:	(B) demonstrate dependability, punctuality, and initiative	(i) demonstrate dependability	Student/Teacher	Narrative	9781614592204	Employability Skills	
			Student/Teacher	Activity	9781614592204	Activity - The Big 3	Employability Skills

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(2) The student develops skills for success in the workplace. The student is expected to:	(B) demonstrate dependability, punctuality, and initiative	(ii) demonstrate punctuality	Student/Teacher	Narrative	9781614592204	Employability Skills	
			Student/Teacher	Activity	9781614592204	Activity - The Big 3	Employability Skills
(2) The student develops skills for success in the workplace. The student is expected to:	(B) demonstrate dependability, punctuality, and initiative	(iii) demonstrate initiative	Student/Teacher	Narrative	9781614592204	Employability Skills	
			Student/Teacher	Activity	9781614592204	Activity - The Big 3	Employability Skills
(2) The student develops skills for success in the workplace. The student is expected to:	(C) research positive interpersonal skills, including respect for diversity	(i) research 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 develops skills for success in the workplace. The student is expected to:	(D) model appropriate business and personal etiquette in the workplace	(i) model 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
(2) The student develops skills for success in the workplace. The student is expected to:	(D) model appropriate business and personal etiquette in the workplace	(ii) model 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 develops skills for success in the workplace. The student is expected to:	(E) exhibit productive work habits, ethical practices, and a positive attitude	(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	

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(2) The student develops skills for success in the workplace. The student is expected to:	(E) exhibit productive work habits, ethical practices, and a positive attitude	(ii) exhibit 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 develops skills for success in the workplace. The student is expected to:	(E) exhibit productive work habits, ethical practices, and a positive attitude	(iii) exhibit a positive attitude	Student/Teacher	Narrative	9781614592204	Employability Skills	
			Student/Teacher	Activity	9781614592204	Activity - Positive Power	Employability Skills
(2) The student develops skills for success in the workplace. The student is expected to:	(F) demonstrate the ability to work with other employees to support the organization and complete assigned tasks	(i) demonstrate the ability to work with other employees to support the organization	Student/Teacher	Narrative	9781614592204	Teamwork & Collaboration	
			Student/Teacher	Activity	9781614592204	Project - Work-Related Problem Solving	Teamwork & Collaboration
(2) The student develops skills for success in the workplace. The student is expected to:	(F) demonstrate the ability to work with other employees to support the organization and complete assigned tasks	(ii) demonstrate the ability to work with other employees to complete assigned tasks	Student/Teacher	Narrative	9781614592204	Teamwork & Collaboration	
			Student/Teacher	Activity	9781614592204	Project - Work-Related Problem Solving	Teamwork & Collaboration
(2) The student develops skills for success in the workplace. The student is expected to:	(G) identify how to prioritize work to fulfill responsibilities and meet deadlines	(i) identify how to 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 develops skills for success in the workplace. The student is expected to:	(G) identify how to prioritize work to fulfill responsibilities and meet deadlines	(ii) identify how to 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
(2) The student develops skills for success in the workplace. The student is expected to:	(H) evaluate the relationship of good physical and mental health to job success and personal achievement	(i) evaluate the relationship of good physical health to job success	Student/Teacher	Narrative	9781614592204	Employability Skills	
			Student/Teacher	Activity	9781614592204	Activity - The Physical Health Connection	Employability Skills



Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(2) The student develops skills for success in the workplace. The student is expected to:	(H) evaluate the relationship of good physical and mental health to job success and personal achievement	(ii) evaluate the relationship of good physical health to personal achievement	Student/Teacher	Narrative	9781614592204	Employability Skills	
			Student/Teacher	Activity	9781614592204	Activity - The Physical Health Connection	Employability Skills
(2) The student develops skills for success in the workplace. The student is expected to:	(H) evaluate the relationship of good physical and mental health to job success and personal achievement	(iii) evaluate the relationship of good mental health to job success	Student/Teacher	Narrative	9781614592204	Employability Skills	
			Student/Teacher	Activity	9781614592204	Activity - The Physical Health Connection	Employability Skills
(2) The student develops skills for success in the workplace. The student is expected to:	(H) evaluate the relationship of good physical and mental health to job success and personal achievement	(iv) evaluate the relationship of good mental health to personal achievement	Student/Teacher	Narrative	9781614592204	Employability Skills	
			Student/Teacher	Activity	9781614592204	Activity - The Physical Health Connection	Employability Skills
(2) The student develops skills for success in the workplace. The student is expected to:	(I) 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
(2) The student develops skills for success in the workplace. The student is expected to:	(I) 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
(2) The student develops skills for success in the workplace. The student is expected to:	(I) 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
(2) The student develops skills for success in the workplace. The student is expected to:	(J) develop soft skills in a working environment	(i) develop soft skills in a working environment	Student/Teacher	Narrative	9781614592204	Skills for Real World Survival	
			Student/Teacher	Narrative	9781614592204	Employability Skills	
			Student/Teacher	Activity	9781614592204	Project - Personal Skills	Employability Skills

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(3) The student discusses work ethics, employer expectations, interactions with diverse populations, and communication skills in the workplace. The student is expected to:	(A) illustrate how personal integrity affects human relations on the job	(i) illustrate how personal integrity affects human relations on the job	Student/Teacher	Narrative	9781614592204	Ethics in Business	
			Student/Teacher	Activity	9781614592204	Activity - What Does Integrity Mean to You?	Ethics in Business
(3) The student discusses work ethics, employer expectations, interactions with diverse populations, and communication skills in the workplace. The student is expected to:	(B) research characteristics of successful working relationships such as teamwork, conflict resolution, self-control, and ability to accept criticism	(i) research 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	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	
(3) The student discusses work ethics, employer expectations, interactions with diverse populations, and communication skills in the workplace. The student is expected to:	(C) discuss and analyze employer expectations	(i) discuss employer expectations	Student/Teacher	Narrative	9781614592204	Employability Skills	
			Student/Teacher	Activity	9781614592204	Activity - Skills Flashcards	Employability Skills
			Student/Teacher	Narrative	9781614592204	Skills for Real World Survival	
(3) The student discusses work ethics, employer expectations, interactions with diverse populations, and communication skills in the workplace. The student is expected to:	(C) discuss and analyze employer expectations	(ii) analyze employer expectations	Student/Teacher	Narrative	9781614592204	Employability Skills	
			Student/Teacher	Activity	9781614592204	Activity - Skills Flashcards	Employability Skills
			Student/Teacher	Narrative	9781614592204	Skills for Real World Survival	
(3) The student discusses work ethics, employer expectations, interactions with diverse populations, and communication skills in the workplace. The student is expected to:	(D) demonstrate respect for the rights of others	(i) demonstrate respect for the rights of others	Student/Teacher	Narrative	9781614592204	Multicultural Workplace	
			Student/Teacher	Activity	9781614592204	Activity - Memo Writing; Project - Documentary	Multicultural Workplace
(3) The student discusses work ethics, employer expectations, interactions with diverse populations, and communication skills in the workplace. The student is expected to:	(E) develop listening skills	(i) develop listening skills	Student/Teacher	Narrative	9781614592204	Listening 101	
			Student/Teacher	Activity	9781614592204	Activity - Draw What You Hear Teacher Instruction Sheet; Project - Newsletter	Listening 101

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(3) The student discusses work ethics, employer expectations, interactions with diverse populations, and communication skills in the workplace. The student is expected to:	(F) apply effective listening skills used in the workplace	(f) 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
(3) The student discusses work ethics, employer expectations, interactions with diverse populations, and communication skills in the workplace. The student is expected to:	(G) identify ethical standards	(g) identify ethical standards	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; Project - Unethical Case Study	Ethics in Business
(3) The student discusses work ethics, employer expectations, interactions with diverse populations, and communication skills in the workplace. The student is expected to:	(H) comply with organizational policies and procedures	(h) 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 discusses work ethics, employer expectations, interactions with diverse populations, 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	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
(4) The student applies academic skills to the workplace. The student is expected to:	(A) apply mathematical skills to business transactions	(i) apply mathematical skills to business transactions	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

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(4) The student applies academic skills to the workplace. The student is expected to:	(B) develop a personal budget based on a career choice	(i) develop a personal budget based on a career choice	Student/Teacher	Narrative	9781614592204	Management of Energy, Money & Tasks	
			Student/Teacher	Activity	9781614592204	Activity - Budget	Management of Energy, Money & Tasks
(4) The student applies academic skills to the workplace. The student is expected to:	(C) interpret data from tables, charts, and graphs to estimate and find solutions to problems	(i) interpret data from tables to estimate 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 academic skills to the workplace. The student is expected to:	(C) interpret data from tables, charts, and graphs to estimate and find solutions to problems	(ii) interpret 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 academic skills to the workplace. The student is expected to:	(C) interpret data from tables, charts, and graphs to estimate and find solutions to problems	(iii) interpret data from charts to estimate 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 academic skills to the workplace. The student is expected to:	(C) interpret data from tables, charts, and graphs to estimate and find solutions to problems	(iv) interpret 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 academic skills to the workplace. The student is expected to:	(C) interpret data from tables, charts, and graphs to estimate and find solutions to problems	(v) interpret data from graphs to estimate 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 academic skills to the workplace. The student is expected to:	(C) interpret data from tables, charts, and graphs to estimate and find solutions to problems	(vi) interpret 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

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(4) The student applies academic skills to the workplace. The student is expected to:	(D) organize, write, and compile workplace business documents	(i) organize workplace business documents	Student/Teacher	Narrative	9781614592204	Business Documents & Technology	
			Student/Teacher	Activity	9781614592204	Activity - Document Flow Chart; Project - Document Reference Chart	Business Documents & Technology
			Student/Teacher	Narrative	9781614592204	Business Letters & Memos	
(4) The student applies academic skills to the workplace. The student is expected to:	(D) organize, write, and compile workplace business documents	(ii) write workplace business documents	Student/Teacher	Narrative	9781614592204	Business Documents & Technology	
			Student/Teacher	Narrative	9781614592204	Business Letters & Memos	
			Student/Teacher	Activity	9781614592204	Activity - Parts & Types of Memos; Activity - Parts & Types of Memos Answer Key; Activity - Parts of a Business Letter; Activity - Parts of a Business Letter Answer Key; Project - Memo; Project - Business Letter	Business Letters & Memos
(4) The student applies academic skills to the workplace. The student is expected to:	(D) organize, write, and compile workplace business documents	(iii) compile workplace business documents	Student/Teacher	Narrative	9781614592204	Business Documents & Technology	
			Student/Teacher	Narrative	9781614592204	Business Letters & Memos	
			Student/Teacher	Activity	9781614592204	Activity - Parts & Types of Memos; Activity - Parts & Types of Memos Answer Key; Activity - Parts of a Business Letter; Activity - Parts of a Business Letter Answer Key; Project - Memo; Project - Business Letter	Business Letters & Memos
(5) The student applies the ethical code of conduct and legal responsibilities within the workplace. The student is expected to:	(A) research and compare published workplace policies and procedures	(i) research published workplace policies	Student/Teacher	Narrative	9781614592204	Workplace Issues	
			Student/Teacher	Activity	9781614592204	Activity - Comparing Workplace Policies and Procedures Teacher Instruction Sheet	Workplace Issues
			Student/Teacher	Narrative	9781614592204	Workplace Issues	
(5) The student applies the ethical code of conduct and legal responsibilities within the workplace. The student is expected to:	(A) research and compare published workplace policies and procedures	(ii) research published workplace procedures	Student/Teacher	Narrative	9781614592204	Workplace Issues	
			Student/Teacher	Activity	9781614592204	Activity - Comparing Workplace Policies and Procedures Teacher Instruction Sheet	Workplace Issues
			Student/Teacher	Narrative	9781614592204	Workplace Issues	
(5) The student applies the ethical code of conduct and legal responsibilities within the workplace. The student is expected to:	(A) research and compare published workplace policies and procedures	(iii) compare published workplace policies	Student/Teacher	Narrative	9781614592204	Workplace Issues	
			Student/Teacher	Activity	9781614592204	Activity - Comparing Workplace Policies and Procedures Teacher Instruction Sheet	Workplace Issues
			Student/Teacher	Narrative	9781614592204	Workplace Issues	

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(5) The student applies the ethical code of conduct and legal responsibilities within the workplace. The student is expected to:	(A) research and compare published workplace policies and procedures	(iv) compare published workplace procedures	Student/Teacher	Narrative	9781614592204	Workplace Issues	
			Student/Teacher	Activity	9781614592204	Activity - Comparing Workplace Policies and Procedures Teacher Instruction Sheet	Workplace Issues
(5) The student applies the ethical code of conduct and legal responsibilities within the workplace. The student is expected to:	(B) demonstrate responsible and ethical behavior	(i) demonstrate responsible behavior	Student/Teacher	Narrative	9781614592204	Employability Skills	
			Student/Teacher	Activity	9781614592204	Activity - What Does Responsible Look Like?	Employability Skills
(5) The student applies the ethical code of conduct and legal responsibilities within the workplace. The student is expected to:	(B) demonstrate responsible and ethical behavior	(ii) demonstrate ethical behavior	Student/Teacher	Narrative	9781614592204	Ethics in Business	
			Student/Teacher	Activity	9781614592204	Activity - Ethics Role Play; Activity - Ethics Role Play Teacher Instruction Sheet; Project - Unethical Case Study	Ethics in Business
(5) The student applies the ethical code of conduct and legal responsibilities within the workplace. The student is expected to:	(C) summarize provisions of the Fair Labor Standards Act	(i) summarize 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 applies the ethical code of conduct and legal responsibilities within the workplace. The student is expected to:	(D) describe the consequences of "breach of confidentiality"	(i) describe the 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 applies the ethical code of conduct and legal responsibilities within the workplace. The student is expected to:	(E) research and describe laws related to different careers	(i) research laws related to different careers	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 applies the ethical code of conduct and legal responsibilities within the workplace. The student is expected to:	(E) research and describe laws related to different careers	(ii) describe laws related to different careers	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 applies the use of self-development techniques and interpersonal skills. The student is expected to:	(A) identify and practice effective interpersonal and team-building skills with coworkers, managers, and customers	(i) identify effective interpersonal skills 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
			Student/Teacher	Activity	9781614592204	Activity - Problem Solving	Skills for Real World Survival
(6) The student applies the use of self-development techniques and interpersonal skills. The student is expected to:	(A) identify and practice effective interpersonal and team-building skills with coworkers, managers, and customers	(ii) identify effective interpersonal skills with managers	Student/Teacher	Narrative	9781614592204	Employability Skills	
			Student/Teacher	Activity	9781614592204	Project - Personal Skills; Activity - Maintaining Employment	Employability Skills
(6) The student applies the use of self-development techniques and interpersonal skills. The student is expected to:	(A) identify and practice effective interpersonal and team-building skills with coworkers, managers, and customers	(iii) identify effective interpersonal skills with customers	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	Activity - Dissatisfied Customer	Skills for Real World Survival
(6) The student applies the use of self-development techniques and interpersonal skills. The student is expected to:	(A) identify and practice effective interpersonal and team-building skills with coworkers, managers, and customers	(iv) identify effective team-building skills 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 lesson and corresponding activities satisfy this standard.

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(6) The student applies the use of self-development techniques and interpersonal skills. The student is expected to:	(A) identify and practice effective interpersonal and team-building skills with coworkers, managers, and customers	(v) identify effective team-building skills with managers	Student/Teacher	Narrative	9781614592204	Teamwork & Collaboration	
			Student/Teacher	Activity	9781614592204	Project - Work-Related Problem Solving	Teamwork & Collaboration
			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
(6) The student applies the use of self-development techniques and interpersonal skills. The student is expected to:	(A) identify and practice effective interpersonal and team-building skills with coworkers, managers, and customers	(vi) identify effective team-building skills with customers	Student/Teacher	Narrative	9781614592204	Teamwork & Collaboration	
			Student/Teacher	Activity	9781614592204	Project - Work-Related Problem Solving	Teamwork & Collaboration
			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
(6) The student applies the use of self-development techniques and interpersonal skills. The student is expected to:	(A) identify and practice effective interpersonal and team-building skills with coworkers, managers, and customers	(vii) practice effective interpersonal skills 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
(6) The student applies the use of self-development techniques and interpersonal skills. The student is expected to:	(A) identify and practice effective interpersonal and team-building skills with coworkers, managers, and customers	(viii) practice effective interpersonal skills with managers	Student/Teacher	Narrative	9781614592204	Employability Skills	
			Student/Teacher	Activity	9781614592204	Project - Personal Skills; Activity - Maintaining Employment	Employability Skills
(6) The student applies the use of self-development techniques and interpersonal skills. The student is expected to:	(A) identify and practice effective interpersonal and team-building skills with coworkers, managers, and customers	(ix) practice effective interpersonal skills with customers	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	Activity - Dissatisfied Customer	Skills for Real World Survival



Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(6) The student applies the use of self-development techniques and interpersonal skills. The student is expected to:	(A) identify and practice effective interpersonal and team-building skills with coworkers, managers, and customers	(x) practice effective team-building skills 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 lesson and corresponding activities satisfy this standard.
(6) The student applies the use of self-development techniques and interpersonal skills. The student is expected to:	(A) identify and practice effective interpersonal and team-building skills with coworkers, managers, and customers	(xi) practice effective team-building skills with managers	Student/Teacher	Narrative	9781614592204	Teamwork & Collaboration	
			Student/Teacher	Activity	9781614592204	Project - Work-Related Problem Solving	Teamwork & Collaboration
			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
(6) The student applies the use of self-development techniques and interpersonal skills. The student is expected to:	(A) identify and practice effective interpersonal and team-building skills with coworkers, managers, and customers	(xii) practice effective team-building skills with customers	Student/Teacher	Narrative	9781614592204	Teamwork & Collaboration	
			Student/Teacher	Activity	9781614592204	Project - Work-Related Problem Solving	Teamwork & Collaboration
			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
(6) The student applies the use of self-development techniques and interpersonal skills. The student is expected to:	(B) develop effective leadership skills through participation in activities such as career and technical student organizations	(i) develop effective leadership skills through participation in activities	Student/Teacher	Narrative	9781614592204	Leadership Styles	
			Student/Teacher	Activity	9781614592204	Activity - Leadership & CTSOs	Leadership Styles

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(7) The student applies concepts and skills related to safety in the workplace. The student is expected to:	(A) identify and apply safe working practices related to the workplace	(i) identify safe working practices related to the workplace	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
(7) The student applies concepts and skills related to safety in the workplace. The student is expected to:	(A) identify and apply safe working practices related to the workplace	(ii) apply safe working practices related to the workplace	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
(7) The student applies concepts and skills related to safety in the workplace. The student is expected to:	(B) demonstrate knowledge of personal and occupational safety practices in the workplace	(i) demonstrate knowledge of personal safety practices in the workplace	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
(7) The student applies concepts and skills related to safety in the workplace. The student is expected to:	(B) demonstrate knowledge of personal and occupational safety practices in the workplace	(ii) demonstrate knowledge of occupational safety practices in the workplace	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
(7) The student applies concepts and skills related to safety in the workplace. The student is expected to:	(C) offer solutions related to unsafe work practices and attitudes	(i) offer solutions related to 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
(7) The student applies concepts and skills related to safety in the workplace. The student is expected to:	(C) offer solutions related to unsafe work practices and attitudes	(ii) offer solutions related to unsafe work attitudes	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
(7) The student applies concepts and skills related to safety in the workplace. The student is expected to:	(D) explain Occupational Safety and Health Administration regulations in the workplace	(i) explain 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
(7) The student applies concepts and skills related to safety in the workplace. The student is expected to:	(E) determine health and wellness practices that influence job performance	(i) determine health and 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
(8) The student evaluates personal attitudes and work habits that support career retention and advancement. The student is expected to:	(A) analyze the future employment outlook in the occupational area	(i) analyze the future employment outlook in the occupational area	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.

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(8) The student evaluates personal attitudes and work habits that support career retention and advancement. The student is expected to:	(B) describe entrepreneurial opportunities in the occupational area	(i) describe entrepreneurial opportunities in the occupational area	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, 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
(8) The student evaluates personal attitudes and work habits that support career retention and advancement. The student is expected to:	(C) 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, 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	Jobs, Careers & Education; Activity - Rewards & Demands	Jobs, Careers & Education PLEASE NOTE: Due to space limitations, 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
(8) The student evaluates personal attitudes and work habits that support career retention and advancement. The student is expected to:	(C) 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, 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	Jobs, Careers & Education PLEASE NOTE: Due to space limitations, activity and narrative correlation are both listed on this line.
			Student/Teacher	Narrative	9781614592204	Jobs, Careers & Education; Activity - Rewards & Demands	Jobs, Careers & Education PLEASE NOTE: Due to space limitations, activity and narrative correlation are both listed on this line.
(8) The student evaluates personal attitudes and work habits that support career retention and advancement. The student is expected to:	(D) evaluate strategies for career retention and advancement in response to the changing global workplace	(i) evaluate strategies for career retention in response to the changing global workplace	Student/Teacher	Narrative	9781614592204	Global Industry	
			Student/Teacher	Activity	9781614592204	Project - Going Abroad	Global Industry
(8) The student evaluates personal attitudes and work habits that support career retention and advancement. The student is expected to:	(D) evaluate strategies for career retention and advancement in response to the changing global workplace	(ii) evaluate strategies for career advancement in response to the changing global workplace	Student/Teacher	Narrative	9781614592204	Global Industry	
			Student/Teacher	Activity	9781614592204	Project - Going Abroad	Global Industry

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(8) The student evaluates personal attitudes and work habits that support career retention and advancement. The student is expected to:	(E) summarize the rights and responsibilities of employers and employees	(i) summarize 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
(8) The student evaluates personal attitudes and work habits that support career retention and advancement. The student is expected to:	(E) summarize the rights and responsibilities of employers and employees	(ii) summarize the rights of employees	Student/Teacher	Narrative	9781614592204	Workplace Issues	
			Student/Teacher	Activity	9781614592204	Student Handout - Employer Rights and Responsibilities in the Workplace	Workplace Issues
(8) The student evaluates personal attitudes and work habits that support career retention and advancement. The student is expected to:	(E) summarize the rights and responsibilities of employers and employees	(iii) summarize 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
(8) The student evaluates personal attitudes and work habits that support career retention and advancement. The student is expected to:	(E) summarize the rights and responsibilities of employers and employees	(iv) summarize the responsibilities of employees	Student/Teacher	Narrative	9781614592204	Workplace Issues	
			Student/Teacher	Activity	9781614592204	Student Handout - Employer Rights and Responsibilities in the Workplace	Workplace Issues
(8) The student evaluates personal attitudes and work habits that support career retention and advancement. The student is expected to:	(F) determine effective money-management and financial-planning techniques	(i) determine effective 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
(8) The student evaluates personal attitudes and work habits that support career retention and advancement. The student is expected to:	(F) determine effective money-management and financial-planning techniques	(ii) determine effective 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
(9) The student identifies skills and attributes necessary for professional advancement. The student is expected to:	(A) evaluate and compare employment options, including salaries and benefits	(i) evaluate employment options, including salaries	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
(9) The student identifies skills and attributes necessary for professional advancement. The student is expected to:	(A) evaluate and compare employment options, including salaries and benefits	(ii) evaluate employment options, including benefits	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
(9) The student identifies skills and attributes necessary for professional advancement. The student is expected to:	(A) evaluate and compare employment options, including salaries and benefits	(iii) compare employment options, including salaries	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
(9) The student identifies skills and attributes necessary for professional advancement. The student is expected to:	(A) evaluate and compare employment options, including salaries and benefits	(iv) compare employment options, including benefits	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
(9) The student identifies skills and attributes necessary for professional advancement. The student is expected to:	(B) determine how interests, abilities, personal priorities, and family responsibilities affect career choices	(i) determine how interests affect career choices	Student/Teacher	Narrative	9781614592204	Formulas for Career Success: Career Testing & Investigation	
			Student/Teacher	Activity	9781614592204	Activity - What I Want in a Career; Activity - Preparing for Guidance; Activity - Virtual Job Shadowing; Project - Career Testing; Project - Career Investigation; Project - Personal Profile; Activity - Factors of Career Choices	Formulas for Career Success: Career Testing & Investigation
(9) The student identifies skills and attributes necessary for professional advancement. The student is expected to:	(B) determine how interests, abilities, personal priorities, and family responsibilities affect career choices	(ii) determine how abilities affect career choices	Student/Teacher	Narrative	9781614592204	Formulas for Career Success: Career Testing & Investigation	
			Student/Teacher	Activity	9781614592204	Activity - What I Want in a Career; Activity - Preparing for Guidance; Activity - Virtual Job Shadowing; Project - Career Testing; Project - Career Investigation; Project - Personal Profile; Activity - Factors of Career Choices	Formulas for Career Success: Career Testing & Investigation

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(9) The student identifies skills and attributes necessary for professional advancement. The student is expected to:	(B) determine how interests, abilities, personal priorities, and family responsibilities affect career choices	(iii) determine how personal priorities affect career choices	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
(9) The student identifies skills and attributes necessary for professional advancement. The student is expected to:	(B) determine how interests, abilities, personal priorities, and family responsibilities affect career choices	(iv) determine how family responsibilities affect career choices	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
(9) The student identifies skills and attributes 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
(9) The student identifies skills and attributes 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