

B.E. Publishing

Correlations to *Career Explorations to Precision Exams: Preparing for College and Careers (1003)*

DESCRIPTION

Preparing for College and Careers includes an understanding of the inputs required for an individual to be successfully prepared to enter college and start a career. Emphasis is placed on personal characteristics that can be developed to help ensure success in schooling and job endeavors. Candidates learn to properly evaluate self, career options, earning potential and schooling options to make informed decisions throughout life. Acquiring knowledge and skills needed to navigate life and perform in work environment, or employability skills, is emphasized.

STANDARD		CORRELATING PAGES
Standard 1:	Students will evaluate personal characteristics to develop and refine a personal profile	
1.	Assess personal, family and community standards, values and ethics.	Ch. 2 pg. 18-19 Assessing Your Interests and Personality, Ch. 3 pg. 37 How Values Shape Goals
2.	Analyze personal aptitudes, traits, interests, attitudes, and skills.	Ch. 2 pg. 18-23 Assessing Your Interests and Personality
3.	Determine personal priorities and goals for life and career.	Ch. 1 pg. 4 Why Work? Ch. 3 pg. 35-37 Career Planning
4.	Determine learning style preferences and their application to lifelong learning.	Ch. 3 pg. 41 Having a Growth Mindset
Standard 2:	Students will investigate one or more career clusters, college, and career pathways, based on individual interests, to define career goals further	
1.	Determine roles, functions, education, and training requirements of various career options within one or more career clusters and pathways.	Ch. 1 pg. 6-7 Career Clusters, Ch. 4 pg. 47-52 Training and Education
2.	Analyze career trends, options, and opportunities for employment and entrepreneurial endeavors for selected career clusters and pathways.	Ch. 2 pg. 25-27 Economic and Geographic Factors of Employment
3.	Evaluate selected careers and pathways for education requirements, working conditions, benefits, and opportunities for growth and change.	Ch. 2 pg. 25-27 Economic and Geographic Factors of Employment, Ch. 4 pg. 47-52 Training and Education
4.	Use appropriate technology and resources to research and organize information about careers.	Ch. 2 pg. 25-27 Economic and Geographic Factors of Employment, Ch. 9 pg. 136-137 Determining Your Research Objectives

Standard 3:	Students will analyze college and other postsecondary options to know what educational opportunities are available after high school		
	1.	Demonstrate understanding of postsecondary educational options including technical certificate programs, apprenticeship, military and two- and four-year college programs.	Ch. 4 pg. 50-51 Postsecondary Educational Opportunities, pg. 51 Trade Schools, Apprenticeships, pg. 52 Military Opportunities
	2.	Examine public and private colleges and other postsecondary educational options.	Ch. 4 pg. 50-51 Postsecondary Educational Opportunities
	3.	Demonstrate knowledge of the statewide resources available to explore college and postsecondary options.	Ch. 4 pg. 50-51 Postsecondary Educational Opportunities, pg. 54-56 Paying for Education
4.	Demonstrate knowledge of the cost of postsecondary educational options and various financial aid options.	Ch. 4 pg. 54-56 Paying for Education	
Standard 4:	Students will apply higher order thinking and problem-solving processes to make decisions about education, life, and career		
	1.	Demonstrate skills for questioning and posing problems, thinking independently, and communicating decisions with clarity and precision.	Ch. 3 pg. 39-40 The Decision-making Process
	2.	Analyze choices, options, and consequences of life and career decisions.	Ch. 3 pg. 39-40 The Decision-making Process, Ch. 4 pg. 56-57 Analyzing Return on Investment
3.	Apply a decision-making process to identify short- and long-term life and career goals.	Ch. 3 pg. 34-35 Short-term vs. Long-term Goals, pg. 39-40 The Decision-making Process	
Standard 5:	Students will create flexible plans of action for achieving personal goals through secondary education, college, career, and life		
	1.	Apply decision-making processes to making a plan for postsecondary education and career.	Ch. 3 pg. 39-40 The Decision-making Process, Ch. 4 pg. 56-57 Analyzing Return on Investment
	2.	Design a flexible career plan that incorporates life-long learning and career advancement options.	Ch. 3 pg. 35-39 Career Planning
3.	Evaluate high school graduation plan, post-secondary plan and career plans in light of decisions about college and career pathways and options.	Ch. 2 pg. 27 Conducting Job Outlook Research, Ch. 3 pg. 35-39 Career Planning	

Standard 6:	Students will demonstrate personal skills needed for success in personal, family, community, and career aspects of life		
	<i>1. Flexibility and Adaptability</i>		
	1.	Integrate roles, responsibilities, and relationships in a climate of ambiguity and changing priorities.	Ch. 6 pg. 79-82 Demonstrating Employability Skills, pg. 85-86 Working with Professional Groups
	2.	Evaluate strategies for incorporating feedback and change in a variety of contexts.	Ch. 5 pg. 65 Offering Constructive Criticism, pg. 70-71 Writing
	<i>2. Initiative and Self-Direction</i>		
	1.	Prioritize tactical (short-term) and strategic (long-term) goals.	Ch. 3 pg. 34-35 Short-term vs. Long-term Goals, Ch. 6 pg. 83 Time Management
	2.	Work independently and complete tasks without supervision.	Ch. 6 pg. 79-82 Demonstrating Employability Skills
	3.	Demonstrate initiative to assess past experiences, plan future progress, and expand lifelong learning opportunities to advance skill levels towards a professional level.	Ch. 3 pg. 41 Having a Growth Mindset, Ch. 8 pg. 128-130 Professional Development
	<i>3. Social and Cross-Cultural Skills</i>		
	1.	Interact effectively with others in a respectable, professional manner.	Ch. 5 pg. 64-67 Communication Skills, Ch. 6 pg. 81 Respect, Ch. 8 pg. 118-122 Teamwork and Collaboration
	2.	Respect cultural differences and work effectively with people from a range of social and cultural backgrounds.	Ch. 6 pg. 86-88 Diversity in the Workplace
	3.	Respond open-mindedly to different ideas and values.	Ch. 6 pg. 86-88 Diversity in the Workplace, Ch. 8 pg. 118-122 Teamwork and Collaboration
	4.	Leverage social and cultural differences to create new ideas and increase both innovation and quality of work.	Ch. 6 pg. 86-88 Diversity in the Workplace, Ch. 8 pg. 125-127 Leadership Strategies and Techniques
	<i>4. Demonstrate additional attributes associated with producing high quality products including the abilities to:</i>		
	1.	Work positively and ethically.	Ch. 6 pg. 82 Positivity, Ch. 7 pg. 106-108 Ethics of Workplace Technology
	2.	Manage time and projects effectively.	Ch. 6 pg. 83 Time Management
	3.	Participate actively, as well as be reliable and punctual.	Ch. 6 pg. 80 Dependability, Ch. 8 pg. 118-119 Facilitate Group Discussions

	4.	Present oneself professionally and with proper etiquette.	Ch. 5 pg.71 Formal Language, Ch. 6 pg. 79-82 Demonstrating Employability Skills
	5.	Collaborate and cooperate effectively in teams.	Ch. 6 pg. 85-86 Working with Professional Groups, Ch. 8 pg. 118-122 Teamwork and Collaboration
	6.	Be accountable for results.	Ch. 6 pg. 80-81 Responsibility, Ch. 7 pg. 106-108 Ethics of Workplace Technology
5. Leadership and Responsibility			
	1.	Use interpersonal and problem-solving skills to influence and guide others toward a goal.	Ch. 8 pg. 118-122 Teamwork and Collaboration, pg. 125-127 Leadership Strategies and Techniques
	2.	Inspire others to reach their very best via example and selflessness.	Ch. 8 pg. 125-127 Leadership Strategies and Techniques
	3.	Demonstrate integrity and ethical behavior in using influence and power.	Ch. 8 pg. 125-127 Leadership Strategies and Techniques, Ch. 12 pg. 191-192 Discrimination and Harassment
	4.	Receive and give constructive criticism.	Ch. 5 pg. 65 Offering Constructive Criticism, Ch. 6 pg. 82 Communication
	5.	Act responsibly with the interests of the larger community in mind.	Ch. 6 pg. 80-81 Responsibility, Ch. 7 pg. 106-108 Ethics of Workplace Technology
Standard 7:	Students will demonstrate knowledge and skills needed to navigate life and work environments in the global economy		
	1.	Demonstrate knowledge, skills, and attitudes needed for seeking employment.	Ch. 4 pg. 47 Training and Education, Ch. 6 pg. 79-82 Demonstrating Employability Skills
	2.	Demonstrate knowledge and skills needed for effective communication in school, life, and career settings.	Ch. 5 pg. 64-67 Communication Skills, pg. 69-70 Listening
	3.	Demonstrate understanding of employer and employee expectations.	Ch. 12 pg. 188-189 Starting Your New Job, pg. 190 Complying with Rules, Laws, and Regulations, pg. 191-192 Employer Responsibilities
	4.	Demonstrate standards of legal and ethical behavior in human, cultural, and societal issues related to technology and digital citizenship.	Ch. 7 pg. 105-106 Digital Citizenship, pg. 106-108 Ethics of Workplace Technology
	5.	Demonstrate standards of personal appearance, attire, grooming, and etiquette appropriate for specific school, life and career settings.	Ch. 12 pg. 185 Dressing for an Interview