

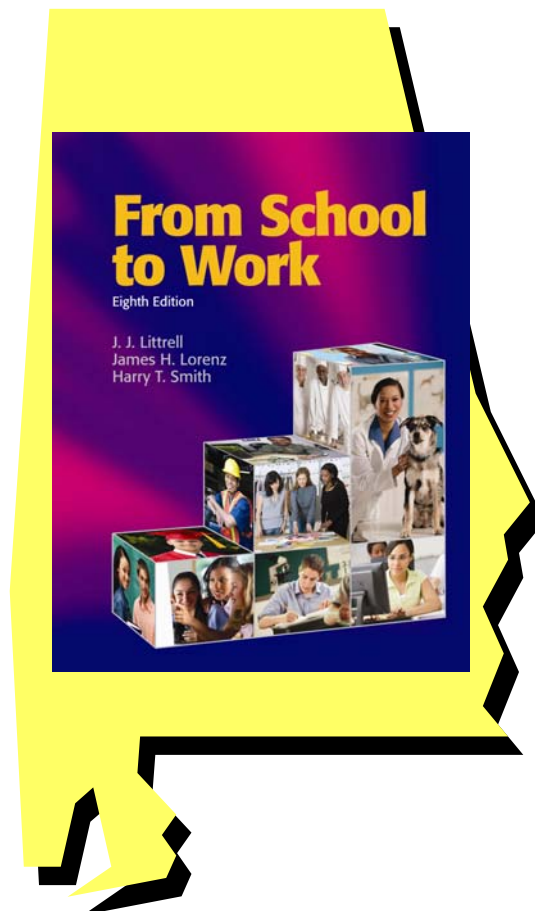


Goodheart-Willcox Publisher

**Correlations to the Alabama Career Cluster
Curriculum**

**Career and Technical Education - Comprehensive
Course: Career Cluster Explorations
Grades 7-12**

*From School to Work © 2009
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**GOODHEART-WILLCOX PUBLISHER
CORRELATION TO THE ALABAMA CAREER CLUSTER
CURRICULUM**

**Career and Technical Education - Comprehensive
Course – Workforce Essentials
Grades 9-12**

TITLE: *From School to Work* © 2009

CONTENT STANDARD	CORRELATING PAGE NUMBERS
Career Development and Employability Skills	
Students will:	
Explain how to research and select career opportunities.	288-319
Compare the relationship between educational achievement and career planning.	284-285, 287, 295-299, 302, 305
Demonstrate how to locate, evaluate, and interpret career information for a specific career.	250-305
Identifying educational requirements for a specific career	284-285, 287, 295-299, 305
Utilizing career resources, ladders, and webs	290-319
Explaining advantages and disadvantages of self-employment	442-445, 463
Recognizing employment trends	250-251, 284-285, 287
Analyzing the impact of population, climate, and geographic location on occupational opportunities	295-305, 406-409
Determine personal responsibility for making educational and career choices.	234-247, 284-319
Examples: Demographics, local resources, professional training, formulating career plans, retraining and upgrading skills, exploring school and community resources, comparing education and job opportunities	234-247, 284-319
Examining the effect of work on lifestyles	302-303, 598-608
Apply skills needed for seeking, obtaining, maintaining, and changing jobs, including preparing a résumé, completing job applications, participating in a job interview, and dressing and grooming for the workplace.	322-399

Accessing detailed information about job openings and opportunities	324-332
Examples: Skills required for a full or part-time job; working conditions, benefits, and opportunities for change	324-332
Foundation Skills	
Explain the importance of effective communication skills in the workplace.	92-119
Examples: listening strategies, oral and written communications, proper business etiquette, informal presentations and discussions, proficiency in speaking standard English	92-119
Demonstrate mathematical computation skills in the workplace.	120-137
Examples: costs and time; ratios and percentages; tables, charts, and graphs; distance, weight, area, and volume	120-137
Ethics and Social Responsibility	
Identify ethical and unethical behavior and actions in the workplace.	60-67, 147-148, 242-243
Describing legal issues affecting business, including affirmative action; sexual harassment; local, state, and federal laws; and workplace regulations, including the Occupation, Safety, and Health Administration (OSHA), Americans with Disabilities Act (ADA); and the Environmental Protection Agency (EPA).	176-199, 406-427
Leadership and Teamwork	
Explain leadership skills and practices.	202-219
Identifying appropriate leadership styles	202-219
Discussing effects of communication in various settings	204-219
Examples: Pairs, small groups, teams, large groups	72-79, 204-219
Apply leadership skills though participation in career and technical student organization (CTSO) activities.	72-79, 204-219
Examples: setting goals; conducting meetings; participating in conferences, workshops, competitions, and civic and	208-219

community service activities	
Identify behaviors that promote effective teamwork.	72-79
Applied Technology	
Determine uses, capabilities, and limitations of technological tools for achieving personal and workplace needs.	138-159
Utilizing common tools, equipment, machines, and materials required for a selected job	138-159
Assessing results of investigations related to uses and limitations of technological tools	138-159; All "Information Technology Applications" such as page 33
Technical Knowledge and Skills	
Interpret a company's vision and mission statements, goals, and objectives with regard to a specific career objective or pathway.	24-25, 243-245, 250-287
Describing products and services offered by a specific company	500-508, 521
Identifying rights and responsibilities of employees and employers	384-427
Evaluate opportunities to obtain business and industry-recognized work-readiness credentials.	34-49, 284, 295-299
Economics and Finance	
Explain economic principles and concepts fundamental to entrepreneurship.	428-463
Examples: Goods and services, supply and demand, private enterprise, cost-profit indicators, trends	428-463
Differentiate among types of employment documents and records.	466-493, 548
Examples: Tax documentation, contract information, personal income, worker's compensation, social security, pay procedures, deductions, net pay, fringe benefits, electronic fund transfers	466-493, 548
Safety and Health	
Formulate a workplace safety plan.	174-199

Examples: Preventing illness or injuries, communicating safety information, identifying hazards, performing basic first aid, identifying safe work attire	174-199
Describe how worker safety regulations protect employees and employers.	174-199