

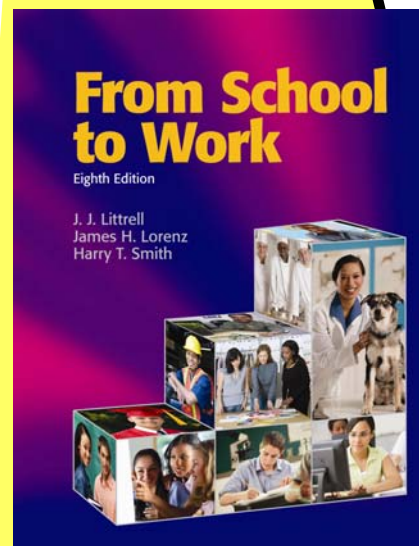


Goodheart-Willcox Publisher

**Correlations to the Alabama Career Cluster
Curriculum**

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

*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 – Career Cluster Explorations
Grades 7-12**

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CONTENT STANDARD	CORRELATING PAGE NUMBERS
Technology	
Students will:	
Demonstrate basic technology skills.	138-159; All "Information Technology Applications" such as page 33
Examples: Managing files, using the Internet, using application programs	138-159; All "Information Technology Applications" such as page 33
Work Ethics	
Explain the personal and societal benefits of work.	29-30, 52-63
Communication Skills	
Demonstrate oral presentation skills that sustain listeners' attention and interest including eye contact, clear enunciation, and use of visual aids.	94-119; All end-of-chapter sections such as page 33
Preparing support materials to accompany a presentation, including tables and charts	135, 137
Apply active listening skills to obtain and clarify information.	95-97, 119
Summarize written materials from various career sources clearly, succinctly, and accurately.	250-305
Employability Skills	
Create a personal plan of study to meet career goals and objectives.	243-245, 247, 309-315
Demonstrate positive work behaviors and	52-67, 242-243

personal qualities, including displaying a willingness to acquire new knowledge and skills, demonstrating integrity in a work situation, and indicating a willingness to follow rules and procedures.	
Describe employment skills needed for obtaining and maintaining a job.	366-381, 386-399
Leadership	
Demonstrate interpersonal skills, including teamwork, conflict management, problem solving, and networking.	74-91, 324-325
Demonstrate leadership skills for creating an environment that fosters mutual trust and confidence.	200-219
Career Opportunities	
Demonstrate the ability to locate resources to determine job and career opportunities related to the Alabama Career and Technical Education clusters.	24-25, 250-287
Describing the nature of each of the Alabama Career and Technical Education clusters	24-25, 250-287
Identify employment opportunities to match personal interests and aptitudes.	237-240, 247