



| Goodheart-Willcox Correlation of <i>Discovering Careers</i> ©2018 to Oklahoma Standards for Career Tech / Family & Consumer Sciences Course: Career Orientation – Grades 9-12 | |
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| Standard | Correlating Textbook Pages |
| The student investigates one or more careers within the 16 career clusters. The student is expected to: | |
| Identify the various career opportunities within one or more career clusters; and | 76–79 Using the Career Clusters to Create a Career Plan; 410–425 Career Clusters Handbook 79 Checkpoint #2; 81 Review Your Knowledge #15, 20 |
| Identify the pathways within one or more career clusters. | 77 first full paragraph; 410–425 Career Clusters Handbook 79 Checkpoint #2; 81 Review Your Knowledge #17, 20 |
| The student investigates career pathways in one more of the 16 career clusters. The student is expected to: | |
| Research the academic requirements for one or more of the careers in an identified cluster. | 96 Researching Education Options; 96–98 Seeking a Degree 101 Checkpoint #1; 102 Review Your Knowledge #3; 103 Apply Your Knowledge #2 |
| Research the certification or educational requirements for careers; and | 59 Trade Unions and Professional Associations; 59 School Counselors 63 Checkpoint #1; 65 Review Your Knowledge #8; 66 Apply Your Knowledge #4 |
| Describe the technical–skill requirements for careers. | 90–95 Training for a Career; 410–425 Career Clusters Handbook 102 Review Your Knowledge #1; 103 Review Your Knowledge #13; 103 Apply Your Knowledge #2 |
| The student investigates the professional skills needed for college and career success. The student is expected to: | |
| Apply core academic skills to meet personal goals; | 74–75 Setting Career–Related Goals 79 Checkpoint #1; 80 Review Your Knowledge #6; 81 Review Your Knowledge #10; 81 Apply Your Knowledge #3 |
| Apply core academic skills to meet academic goals; | 79 last paragraph 79 Checkpoint #3; 81 Review Your Knowledge #20; 81 Apply Your Knowledge #3; 82 Communication Skills (CTE Career Readiness) |
| Apply core academic skills to meet career goals; | 79 last paragraph 81 Review Your Knowledge #17, 20; 82 Communication Skills (CTE Career Readiness) |



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| Investigate the importance of co-curricular learning experiences; | 246 first full paragraph; 246–249 list of CTSOs 249 Checkpoint #1; 254 Review Your Knowledge; 255 Review Your Knowledge #9 |
| Investigate the importance of extracurricular learning experiences; | 246 first full paragraph; 246–249 list of CTSOs 255 Review Your Knowledge #5, 9; 256 Apply Your Knowledge #3 |
| investigate the importance of career preparation learning experiences; | 90–95 Training for a Career 95 Checkpoint #2, 3; 102 Review Your Knowledge #4; 2013 Apply Your Knowledge #5 |
| investigate the importance of extended learning experiences; | 246 paragraph 2; 246–249 list of CTSOs 249 Checkpoint #3; 255 Review Your Knowledge #9; 256 Apply Your Knowledge #3 |
| investigate the steps required to participate in a variety of career and educational opportunities, including entry-level employment; | 48 Education, Training, and Skills 54 Checkpoint #1,2; 65 Review Your Knowledge #1; 65 Apply Your Knowledge #65 |
| investigate the steps required to participate in a variety of career and educational opportunities, including military service; | 94–95 Training in the Military 95 Checkpoint #2, 3; 103 Apply Your Knowledge #1, 4 |
| investigate the steps required to participate in a variety of career and educational opportunities, including apprenticeships; | 92 Apprenticeships; 94–95 Training in the Military paragraph 2 95 Checkpoint #3; 103 Review Your Knowledge #18; 103 Apply Your Knowledge #1 |
| investigate the steps required to participate in a variety of career and educational opportunities, including community and technical colleges; | 97 Community and Junior Colleges 101 Checkpoint #1; 103 Review Your Knowledge #11; 103 Apply Your Knowledge #1, 3 |
| investigate the steps required to participate in a variety of career and educational opportunities, including universities; | 97–98 Colleges and Universities 101 Checkpoint #2; 102 Review Your Knowledge #6; 103 Review Your Knowledge #11, 14, 15, 17, 19; 103 Apply Your Knowledge #1, 3 |
| identify professional associations affiliated with a career pathway; | 59 Trade Unions and Professional Associations 65 Review Your Knowledge #8, 10; 65 Apply Your Knowledge #1, 2 |
| recognize the value of community service; | 61–62 Community and Service Learning 63 Checkpoint #3; 65 Review Your Knowledge #4, 18; 66 Teamwork |
| recognize the value of volunteerism; and | 61–62 Community and Service Learning 63 Checkpoint #3; 65 Review Your Knowledge #4, 18; 66 Teamwork |
| demonstrate characteristics required for personal success. | 327–330 Doing Your Best as an Employee 330 Checkpoint #2, 3; 336 Review Your Knowledge #4; 338 Apply Your Knowledge #4 |



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| Demonstrate characteristics required for professional success. | 327–330 Doing Your Best as an Employee 330 Checkpoint #1; 336 Review Your Knowledge #1, 3; 337 Apply Your Knowledge #2 |
| The student investigates labor market information. The student is expected to: | |
| Analyze national labor market information; | 280–283 Traditional Sources of Information; 283–284 Online Employment Resources 284 Checkpoint #1, 2, 3; 295 Review Your Knowledge #1, 2, 3; 296 Apply Your Knowledge #1 |
| Analyze state labor market information; | 280–283 Traditional Sources of Information; 283–284 Online Employment Resources 284 Checkpoint #1, 2, 3; 295 Review Your Knowledge #1, 2, 3; 296 Apply Your Knowledge #1 |
| Analyze regional labor market information; | 280–283 Traditional Sources of Information; 283–284 Online Employment Resources 284 Checkpoint #1, 2, 3; 295 Review Your Knowledge #1, 2, 3; 296 Apply Your Knowledge #1 |
| Analyze local labor market information; | 280–283 Traditional Sources of Information; 283–284 Online Employment Resources 284 Checkpoint #1, 2, 3; 295 Review Your Knowledge #1, 2, 3; 296 Apply Your Knowledge #1 |
| Classify evidence of high skill, high wage, or high demand occupations based on analysis of labor market information; and | 48–49 Education, Training, and Skills; 50–53 Other Requirements 54 Checkpoint #2; 65 Review Your Knowledge #14; 65 Apply Your Knowledge #1 |
| Analyze the effects of changing employment trends on career planning. | 17–21 Today’s Workplace 22 Review Your Knowledge #4, 5; 23 Apply Your Knowledge #4; 24 Teamwork |
| Analyze the effects of changing societal needs on career planning. | 20 Social Change; 20–21 Population Shifts 21 Checkpoint #3; 23 Review Your Knowledge #9; 23 Apply Your Knowledge #4 |
| Analyze the effects of changing economic conditions on career planning. | 13–17 The Economy 21 Checkpoint #1, 2; 22 Review Your Knowledge #4; 23 Review Your Knowledge #10 |



| The student investigates job-seeking skills. The student is expected to: | |
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| Identify the steps for an effective job search; | 278–293 Chapter 14 Job Search Skills 284 Checkpoint #1, 2, 3; 293 Checkpoint #1, 2, 3; 295 Review Your Knowledge #1–20; 296 Apply Your Knowledge #1–6 |
| Describe appropriate appearance for an interview; and | 231–233 Good Grooming; 233–235 Wardrobe 235 Checkpoint #1, 2, 3; 236–237 Review Your Knowledge #5–10; Apply Your Knowledge #4 |
| Participate in a mock interview. | 301 first full paragraph, 307 Checkpoint #1, 2, 3; 314 Review Your Knowledge #1–5; 315 Apply Your Knowledge, #1; 316 Apply Your Knowledge #5 |
| The student creates professional documents required for employment. The student is expected to: | |
| Develop a résumé; | 285–290 Résumés 293 Checkpoint #1; 295 Review Your Knowledge #5; 296 Apply Your Knowledge #5; 296 Teamwork |
| Write appropriate business correspondence such as a letter of intent and a thank you letter; | 309 Write a Follow-Up Message; 309– 311 Job Offers 313 Checkpoint #2; 315 Review Your Knowledge #6; 316 Apply Your Knowledge #5 |
| Complete sample job applications; and | 292–293 Job Application Forms 293 Checkpoint #3; 295 Review Your Knowledge #8, 9; 296 Apply Your Knowledge #2 |
| Explain protocol for selecting and using references. | 286 paragraph 4, 293 Checkpoint #1; 295 Review Your Knowledge #7, 12; 296 Apply Your Knowledge #5 |