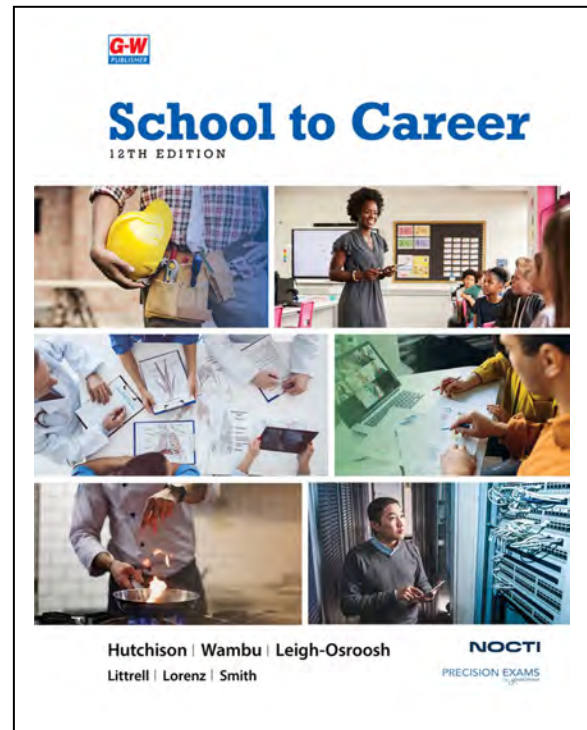




**Correlation of
School to Career, 12e
Hutchison, Wambu, Leigh-Osroosh, Littrell, Lorenz, Smith
(Goodheart-Willcox Publisher ©2023)
To
California Department of Education
Standards for Career Ready Practice**

School to Career is a contemporary text that presents the skills for success that are vitally important in today’s workplace. Students will learn personal, decision-making, and employability skills that will help create a foundation for independence. They will also learn how to become valuable employees and responsible citizens.

By studying this text, students will learn personal, decision-making, and employability skills that will help create a foundation for independence. Students will learn how to become valuable employees and responsible citizens. Personal financial management information is also presented to help students become knowledgeable consumers and financially literate individuals.



Standards / Objectives / Indicators	G-W Content
1. Apply appropriate technical skills and academic knowledge	

Standards / Objectives / Indicators	G-W Content
<p>Career-ready individuals readily access and use the knowledge and skills acquired through experience and education. They make connections between abstract concepts with real-world applications and recognize the value of academic preparation for solving problems, communicating with others, calculating measures, and performing other work-related practices</p>	<p>Introduction: Pg. 14 LO 1.2-1 Skills for the 21st Century Career Pg. 24-27 LO 2.1-1 Opportunities to Learn on the Job Pg. 27-28 LO 2.1-1 Benefits of Learning on the Job Pg. 46-52 LO 3.1-1 Personal Qualities Needed on the Job Pg. 59-61 LO 3.2-3 Professional Etiquette Pg. 120-127 LO 6.2-1 Education and Training Pgs. 232-240 Section 10.1 Practical Math Pgs. 245-249 Section 10.3 Analyzing Data</p> <p>Application Pg. 14 Soft skills Pg. 17 Check Your Understanding, #1, 2, 3, 4, 5 Pg. 19 Review Your Knowledge, #6, 7, 8, 9, 10 Pg. 19 Apply Your Knowledge, #2, 5, 9, 10 Pg. 41 Apply Your Knowledge, #4 Pg. 42 Teamwork Pg. 48 Career Case Pg. 54 Check Your Understanding, #1, 2, 3 Pg. 63 Review Your Knowledge, #1, 2, 3, 5 Pg. 63 Apply Your Knowledge, #2, 3, 4 Pg. 64 Teamwork Pg. 134 Apply Your Knowledge, #7 Pg. 240 Check Your Understanding, #1, 3, 4, 5 Pg. 249 Check Your Understanding, #1, 2, 3, 4 Pg. 251 Review Your Knowledge, #2, 3, 4, 5, 6, 10 Pg. 251 Apply Your Knowledge, #1, 2, 3, 6, 8 Pg. 252 Teamwork</p>
<p>2. Communicate clearly, effectively, and with reason</p>	

Standards / Objectives / Indicators	G-W Content
<p>Career-ready individuals communicate thoughts, ideas, and action plans with clarity, using written, verbal, electronic, and/or visual methods. They are skilled at interacting with others: they are active listeners who speak clearly and with purpose, and they are comfortable with terminology that is common to workplace environments. Career-ready individuals consider the audience for their communication and prepare accordingly to ensure the desired outcome.</p>	<p>Introduction: Pg. 59-61 LO 3.2-3 Professional Etiquette Pgs. 202-209 Section 9.1 Communication Pgs. 210-215 Section 9.2 Communication Skills Pgs. 216-225 Section 9.3 Effective Ways to Communicate</p> <p>Application: Pg. 57 Ethical Leadership Pg. 61 Check Your Understanding, #4 Pg. 63 Review Your Knowledge, #9, 10 Pg. 209 Check Your Understanding, #2, 3, 4, 5 Pg. 215 Check Your Understanding, #1, 4, 5 Pg. 225 Check Your Understanding, #1, 2, 3, 4, 5 Pg. 227 Review Your Knowledge, #3, 4, 7, 8, 9 Pg. 227-228 Apply Your Knowledge, #1-10</p>
<p>3. Develop an education and career plan aligned with personal goals</p>	

Standards / Objectives / Indicators	G-W Content
<p>Career-ready individuals take personal ownership of their educational and career goals and manage their individual plan to attain these goals. They recognize the value of each step in the educational and experiential process, and they understand that nearly all career paths require ongoing education and experience to adapt to practices, procedures, and expectations of an ever-changing work environment. They seek counselors, mentors, and other experts to assist in the planning and execution of education and career plans.</p>	<p>Introduction: Pg. 7-13 LO 1.1-2 Exploring the World of Work Pg. 24-26 LO 2.1-1 Opportunities to Learn on the Job Pgs. 92-96 Section 5.1 Career Decisions Pgs. 97-105 Section 5.2 Your Career Plan Pg. 112-119 Section 6.1 Research Careers and Find Job Leads Pg. 120-127 LO 6.2-1 Education and Training Pg. 127-128 LO 6.2-2 College Access Pg. 172-180 Section 8.1 Your First Job Pgs. 181-185 Section 8.2 Changing Jobs</p> <p>Application: Pg. 13 Check Your Understanding, #4, 5 Pg. 19 Review Your Knowledge, #2, 3, 4, 5, 6 Pg. 19 Apply Your Knowledge, #2, 4, 5, 6, 7, 8, 9 Pg. 96 Check Your Understanding, #1, 2, 3, 4 Pg. 105 Check Your Understanding, #1, 3, 4, 5 Pg. 107 Review Your Knowledge, #2, 7, 8, 10 Pg. 107 Apply Your Knowledge, #1, 5, 7, 8, 9, 10 Pg. 108 Teamwork Pg. 119 Check Your Understanding, #1, 2, 3, 4, 5 Pg. 131 Check Your Understanding, #1, 2, 3, 4 Pg. 133 Review Your Knowledge, #1, 2, 3, 4, 5, 7, 8, 9 Pg. 133 Apply Your Knowledge, #1-10 Pg. 185 Check Your Understanding, #1, 3 Pg. 197 Review Your Knowledge, #5</p>
4. Apply technology to enhance productivity	
<p>Career-ready individuals find and maximize the productive value of existing and new technology to accomplish workplace tasks and solve workplace problems. They are flexible and adaptive in acquiring and using new technology. They understand the inherent risks—personal and organizational—of technology applications, and they take actions to prevent or mitigate these risks.</p>	<p>Introduction: Pg. 14 Technical Skills Pg. 254-277 Chapter 11 Using Technology in Your Career</p> <p>Application: Pg. 14 Figure 1-4 Pg. 19 Review Your Knowledge, #8 Pg. 262 Check Your Understanding, #1, 2, 3, 5 Pg. 277 Check Your Understanding, #3, 4, 5 Pg. 279 Review Your Knowledge, #1, 2, 3, 4, 7, 8, 9, 10 Pg. 280 Apply Your Knowledge, #3, 4, 5, 6, 7, 8, 9 Pg. 280 Teamwork</p>
5. Utilize critical thinking to make sense of problems and persevere in solving them.	

Standards / Objectives / Indicators	G-W Content
<p>Career-ready individuals recognize problems in the workplace, understand the nature of the problems, and devise effective plans to solve the problems. They thoughtfully investigate the root cause of a problem prior to introducing solutions. They carefully consider options to solve a problem and, once agreed upon, follow through to ensure the problem is resolved.</p>	<p>Introduction: Pg. 93-94 LO 5.1-2 Understanding the Decision-Making Process Pg. 94-96 LO 5.1-3 Applying the Decision-Making Process Pg. 297-305 Section 12. 2 Problem Solving</p> <p>Application: Pg. 94 Figure 5-1 Pg. 96 Check Your Understanding, #2, 3, 4 Pg. 100 Career Case Pg. 107 Review Your Knowledge, #3 Pg. 107 Apply Your Knowledge, #2 Pg. 305 Check Your Understanding, #3, 4, 5 Pg. 307 Review Your Knowledge, #7, 8, 9 Pg. 307 Apply Your Knowledge, #5, 7, 8, 10 Pg. 308 Teamwork</p>
<p>6. Practice personal health and understand financial literacy</p>	

Career-ready individuals understand the relationship between personal health and workplace performance. They contribute to their personal well-being through a healthy diet, regular exercise, and mental health activities. Career-ready individuals also understand that financial literacy leads to a secure future that enables career success.

Introduction:

Pg. 55-56 3.2-1 LO 3.2-1 Personal Appearance
Pg. 176, 177 LO 8.1-4 Handling Job Stress
Pg. 232-233 LO 10.1-1 Money Skills
Pg. 410-413 LO 17.1-2 Interpreting Your Paycheck
Pg. 416-419 Section 17.2 Paying Taxes
Pg. 420-435 Section 17.3 Banking
Pg. 442-446 Section 18.1 Managing a Budget
Pg. 447-456 Section 18.2 Spending Wisely
Pg. 457-463 Section 18.3 Saving and Investing
Pg. 470-478 Section 19.1 Credit Overview
Pg. 479-488 Section 19.2 How to Use Credit
Pg. 504-511 Section 20.1 Mental Health and Wellness
Pg. 509 LO 20.1-3 Habits for Better Mental Health
Pg. 512-519 Section 20.2 Physical Health and Wellness

Application:

Pg. 61 Check Your Understanding, #1
Pg. 63 Review Your Knowledge, #7
Pg. 64 Apply Your Knowledge, #8
Pg. 180 Check Your Understanding, #4
Pg. 198 Apply Your Knowledge, #6
Pg. 251 Review Your Knowledge, #1
Pg. 408 Career Case
Pg. 415 Check Your Understanding, #2, 4
Pg. 419 Check Your Understanding, #2, 3, 4, 5
Pg. 435 Check Your Understanding, #1, 2, 3, 4, 5
Pg. 437 Review Your Knowledge, #5, 8, 9
Pg. 437 Apply Your Knowledge, #1, 2, 3, 6, 8, 9
Pg. 446 Check Your Understanding, #1, 2, 3, 4, 5
Pg. 456 Check Your Understanding, #2
Pg. 463 Check Your Understanding, #1, 3, 4, 5
Pg. 465 Review Your Knowledge, #2, 3, 4, 8, 9
Pg. 465 Apply Your Knowledge, #1, 2, 4, 8, 9, 10
Pg. 478 Check Your Understanding, #1, 2, 4, 5
Pg. 488 Check Your Understanding, #1, 2, 3
Pg. 497 Review Your Knowledge, #1, 4, 5, 6
Pg. 498 Apply Your Knowledge, #2, 4, 6, 7, 8
Pg. 498 Teamwork
Pg. 511 Check Your Understanding, #1, 2, 3, 4, 5
Pg. 519 Check Your Understanding, #1, 3, 4, 5
Pg. 521 Review Your Knowledge, #1, 2, 4, 5, 6, 10
Pg. 521 Apply Your Knowledge, #2, 3, 4, 5, 8, 9, 10

Standards / Objectives / Indicators	G-W Content
7. Act as a responsible citizen in the workplace and the community	
<p>Career-ready individuals understand the obligations and responsibilities of being a member of a community and demonstrate this understanding every day through their interactions with others. They are aware of the impacts of their decisions on others and the environment around them, and they think about the short-term and long-term consequences of their actions. They are reliable and consistent in going beyond minimum expectations and in participating in activities that serve the greater good.</p>	<p>Introduction: Pg. 49 Cultural Competence Pg. 320-321 LO 13.2-2 Leadership in School Pg. 506 Environmental Wellness Pg. 531-533 Using Community Resources Pg. 537-539 LO 21.2-1 Citizenship Responsibilities</p> <p>Application: Pg. 63 Review Your Knowledge, #5 Pg. 328 Apply Your Knowledge, #8 Pg. 521 Review Your Knowledge, #3 Pg. 545 Check Your Understanding, #1 Pg. 547 Apply Your Knowledge, #4, 5, 9 Pg. 548 Teamwork</p>
8. Model integrity, ethical leadership, and effective management	

Standards / Objectives / Indicators	G-W Content
<p>Career-ready individuals consistently act in ways that align with personal and community-held ideals and principles. They employ ethical behaviors and actions that positively influence others. They have a clear understanding of integrity and act on this understanding in every decision. They use a variety of means to positively impact the direction and actions of a team or organization, and they recognize the short-term and long-term effects that management’s actions and attitudes can have on productivity, morale, and organizational culture.</p>	<p>Introduction: Pg. 46-54 Section 3.1 Being an Effective Employee Pg. 74-77 What Are Ethics? Pg. 173-175 LO 8.1-2 Relating to Others at Work Pg. 291-294 LO 12.1-3 Stages of Team Development Pg. 294-296 LO 12.1-4 Characteristics of an Effective Team Pg. 312 LO 13.1-1 Group Dynamics Pg. 318-325 Section 13.2 Leadership in School and the Workplace</p> <p>Application: Pg. 48 Career Case Pg. 54 Check Your Understanding, #4 Pg. 63 Review Your Knowledge, #1, 2, 5, 6 Pg. 63 Apply Your Knowledge, #3, 6 Pg. 76 Event Prep Pg. 79 Check Your Understanding, #2, 4, 5 Pg. 87 Review Your Knowledge, #4, 5 Pg. 87 Apply Your Knowledge, #4, 7 Pg. 82 Career Case Pg. 87 Apply Your Knowledge Pg. 197 Review Your Knowledge, #2 pg. 291 Figure 12-2 pg. 293 Career Case pg. 296 Check Your Understanding, #2, 5 pg. 307 Review Your Knowledge, #7 pg. 308 Teamwork pg. 319 Figure 13-2 pg. 320 Career Case pg. 325 Check Your Understanding, #2, 3, 4 pg. 327 Review Your Knowledge, #1, 3, 4 pg. 327 Apply Your Knowledge, #1 pg. 328 Teamwork</p>
<p>9. Work productively in teams while integrating cultural and global competence</p>	

Standards / Objectives / Indicators	G-W Content
<p>Career-ready individuals contribute positively to every team, as both team leaders and team members. TO avoid barriers to productive and positive interaction, they apply an awareness of cultural differences. They interact effectively and sensitively with all members of the team and find ways to increase the engagement and contribution of other members</p>	<p>Introduction: Pg. 49 Cultural Competence Pg. 53 Working with Team Members, Working with Your Supervisor Pg. 173-175 LO 8.1-2 Relating to Others at Work Pg. 287-290 LO 12.1-2 Teams in the Workplace Pg. 291-294 LO 12.1-3 Stages of Team Development Pg. 294-296 LO 12.1-4 Characteristics of an Effective Team Pgs. 312-217 Section 13.1 Groups and Group Meetings Pg. 318-325 Section 13.2 Leadership in School and the Workplace</p> <p>Application: Pg. 54 Check Your Understanding, #4 Pg. 63 Review Your Knowledge, #5, 6 Pg. 63 Apply Your Knowledge, #6 pg. 291 Figure 12-2 pg. 293 Career Case pg. 296 Check Your Understanding, #5 pg. 307 Review Your Knowledge, #1, 7, 8 pg. 307 Apply Your Knowledge, #1, 4, 6 pg. 308 Teamwork pg. 317 Check Your Understanding, #2 pg. 325 Check Your Understanding, #2, 3 pg. 327 Review Your Knowledge, #1, 3, 4, 5 pg. 327 Apply Your Knowledge, #1, 5, 6, 7</p>
10. Demonstrate creativity and innovation	
<p>Career-ready individuals recommend ideas that solve problems in new and different ways and contribute to the improvement of the organization. They consider unconventional ideas and suggestions by others as solutions to issues, tasks, or problems. They discern which ideas and suggestions may have the greatest value. They seek new methods, practices, and ideas from a variety of sources and apply those ideas to their own workplace practices.</p>	<p>Introduction: Pg. 97 LO 5.2-1 Making Career Decisions Pg. 297-303 LO 12.2-1 Problem Solving as a Team</p> <p>Application: Pg. 105 Check Your Understanding, #1 Pg. 107 Review Your Knowledge, #8 Pg. 305 Check Your Understanding, #2, 3 Pg. 307 Review Your Knowledge, #8 Pg. 307 Apply Your Knowledge, #5, 7, 8 Pg. 308 Teamwork</p>
11. Employ valid and reliable research strategies	

Standards / Objectives / Indicators	G-W Content
<p>Career-ready individuals employ research practices to plan and carry out investigations, create solutions, and keep abreast of the most current findings related to workplace environments and practices. They use a reliable research process to search for new information and confirm the validity of sources when considering the use of adoption of external information or practices.</p>	<p>Introduction: Pg. 220-222 Reports Pg. 297-301 Steps in Problem Solving</p> <p>Application: pg. 227 Review Your Knowledge, #9 pg. 228 Apply Your Knowledge, #3 Pg. 308 Apply Your Knowledge, #8</p>
12. Understand the environmental, social, and economic impacts of decisions	
<p>Career-ready individuals understand the interrelated nature of their actions and regularly make decisions that positively impact other people, organizations, the workplace, and the environment. They are aware of and utilize new technologies, understandings, procedures, and materials, and adhere to regulations affecting the nature of their work. They are cognizant of impacts on the social condition, environment, workplace, and profitability of the organization.</p>	<p>Introduction: Pg. 49-51 Performance, Initiative Pg. 173-175 LO 8.1-2 Relating to Others at Work Pgs. 186-195 Section 8.3 Safety on the Job Pgs. 263-269 Section 11.2 Communicating Responsibly in a Digital Society Pgs. 270-277 Section 11.3 Using Technology Responsibly Pgs. 334-339 LO 14.1-3 Cross-Cultural Communication Pgs. 340-349 Section 14.2 Equity and Workplace Rights Pg. 506 Environmental Wellness</p> <p>Application: Pg. 48 Career Case Pg. 54 Check Your Understanding, #3 Pg. 180 Check Your Understanding, #2 Pg. 195 Check Your Understanding, #1, 2, 3, 4 Pg. 197 Apply Your Knowledge, #4, 7, 8, 10 Pg. 198 Teamwork Pg. 269 Check Your Understanding, #2, 3, 4, 5 Pg. 277 Check Your Understanding, #1, 3, 4, 5 Pg. 279 Review Your Knowledge, #4, 5, 6, 8, 10 Pg. 280 Apply Your Knowledge, #2, 3, 8, 9 Pg. 280 Teamwork Pg. 339 Check Your Understanding, #3, 4, 5 Pg. 349 Check Your Understanding, #1, 2, 4 Pg. 351 Review Your Knowledge, #5, 6, 7, 8, 9 Pg. 351 Apply Your Knowledge, #2, 4, 5, 7, 9 Pg. 521 Review Your Knowledge, #3</p>