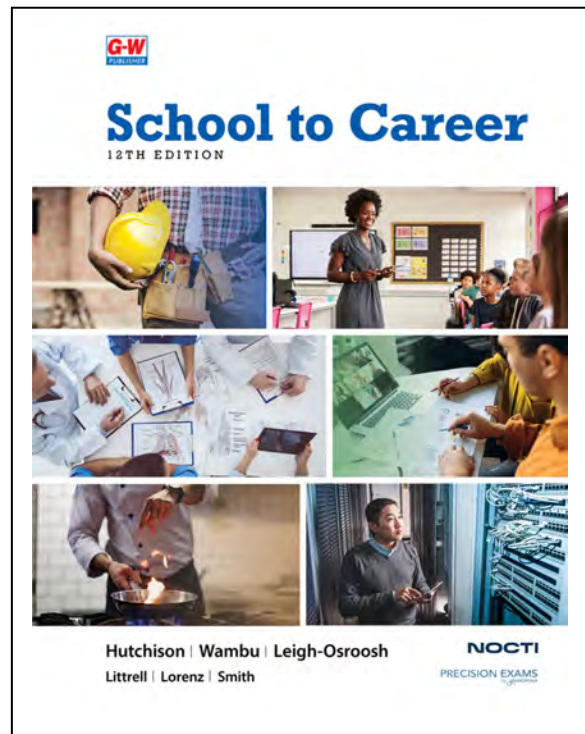




Correlation of
School to Career, 12e
 Hutchison, Wambu, Leigh-Osroosh, Littrell, Lorenz, Smith
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 to
NOCTI 21st Century Skills for Workplace Success

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
Specific Standards and Competencies Included in this Assessment	
Reading Skills	

Standards / Objectives / Indicators	G-W Content
<ul style="list-style-type: none"> Interpret and comprehend technical and general interest in written material 	<p>Instruction: Pg. 37 Improve Reading Skills Pg. 137 LO 8.1-1 Starting Your First Day Pg. 211-212 LO 9.2-2 Reading Skills Pg. 221 Reports</p> <p>Application: pg. 41 Review Your Knowledge #1, 10 Pg. 180 Check Your Understanding #3 Pg. 197 Review Your Knowledge #4 Pg. 228 Apply Your Knowledge #8 Pg. 20, 64, 88, 108, 166, 252, 308, 328, 400, 466, 522, 548 College and Career Readiness Activities</p>
<ul style="list-style-type: none"> Apply understanding of the material to job tasks 	<p>Instruction: Pg. 137 LO 8.1-1 Starting Your First Day Pg. 211 LO 9.2-2 Reading Skill Pg. 220-222 Reports</p> <p>Application: Pg. 180 Check Your Understanding #1, 2 Pg. 197 Review Your Knowledge #4 Pg. 228 Apply Your Knowledge#3, 5, 8, 9</p>
<p>Math Skills</p>	
<ul style="list-style-type: none"> Perform math operations using whole numbers, fractions, and percentages 	<p>Instruction: Pg. 232-240 Section 10.1 Practical Math</p> <p>Application: Pg. 240 Check Your Understanding #2-4 Pg. 251-252 Review Your Knowledge #2-4, Apply Your Knowledge #6</p>
<ul style="list-style-type: none"> Use statistics (mean, mode, median, standard deviation) to monitor processes and quality of performance 	<p>Instruction: Pg. 245-246 Using Mean, Median, and Mode</p> <p>Application: Pg. 249 Check Your Understanding #2, 3</p>
<ul style="list-style-type: none"> Use mathematical reasoning to solve word problems and interpret graphics 	<p>Instruction: Pg. 246 Using Tables Pg. 247 Using Charts and Graphs</p> <p>Application: Pg. 249 Check Your Understanding #4 Pg. 251 Review Your Knowledge #10 , Apply Your Knowledge #1-2</p>

Standards / Objectives / Indicators	G-W Content
<ul style="list-style-type: none"> Use algebra-based formulas 	<p>Instruction: Pg. 238-240 Area Measurement</p> <p>Application: Pg. 240 Check Your Understanding #5 Pg. 251-252 Review Your Knowledge #6, Apply Your Knowledge #8</p>
Writing Skills	
<ul style="list-style-type: none"> Determine purpose and audience 	<p>Instruction: Pg. 212-213 LO 9.2-3 Writing Skills Pg. 217-222 LO 9.3-2 Writing Business Communications</p> <p>Application: Pg. 215 Check Your Understanding #3 Pg. 228 Apply Your Knowledge #3, 6, 9</p>
<ul style="list-style-type: none"> Gather information 	<p>Instruction: Pg. 212-213 LO 9.2-3 Writing Skills Pg. 217-222 LO 9.3-2 Writing Business Communications</p> <p>Application: Pg. 228 Apply Your Knowledge #3, 6, 9</p>
<ul style="list-style-type: none"> Plan the format/layout 	<p>Instruction: Pg. 212-213 LO 9.2-3 Writing Skills Pg. 217-222 LO 9.3-2 Writing Business Communications</p> <p>Application: Pg. 228 Apply Your Knowledge #3, 6, 9</p>
<ul style="list-style-type: none"> Write a first draft 	<p>Instruction: Pg. 212 LO 9.2-3 Writing Skills</p> <p>Application: Pg. 215 Check Your Understanding Pg. 228 Apply Your Knowledge #3, 6, 9</p>
<ul style="list-style-type: none"> Edit and revise to ensure document is complete, clear, concise, correct, courteous, and coherent 	<p>Instruction: Pg. 212 LO 9.2-3 Writing Skills Pg. 217-222 LO 9.3-2 Writing Business Communications</p> <p>Application: Pg. 215 Check Your Understanding #3 Pg. 228 Apply Your Knowledge #3, 6, 9</p>
Speaking and Listening Skills	

Standards / Objectives / Indicators	G-W Content
<ul style="list-style-type: none"> Use effective communication skills 	<p>Instruction: Pg. 202-209 Communication Pg. 210-215 Communicating on the Job Pg. 216-225 Effective Ways to Communicate Pg. 303 LO 12.2-2 Managing Conflict Pg. 337 Engaging in Difficult Discussions</p> <p>Application: Pg. 209 Check Your Understanding #1-5 Pg. 215 Career Case Pg. 225 Check Your Understanding #5 Pg. 227-228 Review Your Knowledge #1-3, 6, 10, Apply Your Knowledge #1, 3,4 Pg. 305 Check Your Understanding #3 Pg. 307 Apply Your Knowledge #4 Pg. 351 Apply Your Knowledge #6</p>
<ul style="list-style-type: none"> Provide and comprehend directions or instructions 	<p>Instruction: Pg. 53-54 Working with Your Supervisor Pg. 213-215 LO 9.2-4 Speaking Skills Pg. 216-217 LO 9.3-1 Giving Presentations Pg. 315-316 LO 13.1-3 Conducting Meetings Pg. 316-317 LO 13.1-4 Committees and Officers Pg. 318-319 Leadership Styles Pg. 319-320 Skills and Qualities of a Good Leader</p> <p>Application: Pg. 63 Apply Your Knowledge #7 Pg. 215 Check Your Understanding #1, 4, 5 Pg. 227-228 Review Your Knowledge #1, 4, 7, Apply Your Knowledge #2, 7 Pg. 327 Apply Your Knowledge #6, 7</p>
<ul style="list-style-type: none"> Give and respond to oral reports or presentations 	<p>Instruction: Pg. 210-211 LO 9.2-1 Listening Skills Pg. 213-215 LO 9.2-4 Speaking Skills Pg. 216-217 LO 9.3-1 Giving Presentations</p> <p>Application: Pg. 225 Check Your Understanding #1 Pg. 227-228 Review Your Knowledge #8, Apply Your Knowledge #5</p>

Standards / Objectives / Indicators	G-W Content
<ul style="list-style-type: none"> Participate in group or team discussions 	<p>Instruction: Pg. 207-209 LO 9.1-3 Levels of Communication Pg. 210-211 LO 9.2-1 Listening Skills Pg. 213-215 LO 9.2-4 Speaking Skills Pg. 287 LO 12.1-2 Teams in the Workplace Pg. 297-303 LO 12.2-1 Problem Solving as a Team Pg. 303-305 LO 12.2-2 Managing Conflict</p> <p>Application: Pg. 215 Check Your Understanding #4, 5 Pg. 227-228 Review Your Knowledge #4, Apply Your Knowledge #2, 4 Pg. 305 Check Your Understanding #3 Pg. 307-308 Review Your Knowledge #1,2,3, 10 Apply Your Knowledge #1,4, 9 Pg. 20, 42, 64, 88, 108, 134, 166, 198, 228, 252, 280, 308, 328, 352, 372, 400, 438, 466, 498, 522, 548 Teamwork</p>
<ul style="list-style-type: none"> Engage in conversations with coworkers, supervisors, and clients 	<p>Instruction: Pg. 52-54 LO 3.1-2 Being Part of a Team Pg. 59-61 LO 3.2-3 Professional Etiquette Pg. 173-175 LO 8.1-2 Relating to Others at Work Pg. 202-204 LO 9.1-1 Forms of Communication Pg. 207-209 LO 9.1-3 Levels of Communication Pg. 210 LO 9.2-1 Listening Skills Pg. 213 LO 9.2-4 Speaking Skills Pg. 303-305 LO 12.2-2 Managing Conflict Pg. 334 LO 14.1-3 Cross-Cultural Communication</p> <p>Application: Pg. 54 Check Your Understanding #4 Pg. 61 Check Your Understanding #5 Pg. 63-64 Review Your Knowledge #5, 10, Apply Your Knowledge #3 Pg. 180 Check Your Understanding #2 Pg. 198 Apply Your Knowledge #7 Pg. 209 Check Your Understanding #1-5 Pg. 215 Check Your Understanding #4, 5 Pg. 227-228 Review Your Knowledge #1. 3, 4, 7, Apply Your Knowledge #1-3 Pg. 308 Apply Your Knowledge #8, 10 Pg. 351-352 Apply Your Knowledge #4, 8,</p>
<p>Computer Applications and Digital Media</p>	

Standards / Objectives / Indicators	G-W Content
<ul style="list-style-type: none"> Utilize word processing, spreadsheet, and database software 	<p>Instruction: Pg. 257-259 Application Software</p> <p>Application: Pg. 280 Apply Your Knowledge #6, 7, 9, Teamwork</p>
<ul style="list-style-type: none"> Transfer the operating principles of one application to another similar application 	<p>Instruction: Pg. 257-259 Application Software</p> <p>Application: Pg. 279 Review Your Knowledge #1, 4</p>
<ul style="list-style-type: none"> Use the knowledge of computer logic, operating systems, and basic troubleshooting techniques 	<p>Instruction: Pg. 256-259 LO 11.1-1 Computers</p> <p>Application: Pg. 262 Check Your Understanding #1, 2 Pg. 279-280 Review Your Knowledge #1, 4,8-10; Apply Your Knowledge #5, 6 Pg. 255 Career Snapshot</p>
<ul style="list-style-type: none"> Use social media appropriately and effectively, in personal and professional situations 	<p>Instruction: Pg. 114-115 Social Media Networking Pg. 144-145 Social Networks Pg. 223-224 Social Media Pg. 263-264 LO 11.2-2 Digital Citizenship</p> <p>Application: Pg. 133 Apply Your Knowledge #3 Pg. 144 Check Your Understanding #4, 5 Pg. 165 Review Your Knowledge #3, Apply Your Knowledge #4 Pg. 227 Review Your Knowledge #3, 10 Pg. 228 Teamwork Pg. 279-280 Review Your Knowledge #4, Apply Your Knowledge #2, 6, 8</p>
<p>Reasoning, Problem-Solving, and Decision Making</p>	

Standards / Objectives / Indicators	G-W Content
<ul style="list-style-type: none"> Differentiate among types of problems (technical, human relations, ethical) 	<p>Introductions:</p> <p>Pg. 74-75 What Are Ethics?</p> <p>Pg. 94-96 LO 5.1-3 Applying the Decision-Making Process</p> <p>Pg. 297-302 LO 12.2-1 Problem Solving as a Team</p> <p>Pg. 368-369 LO 15.2-3 Business Management</p> <p>Application:</p> <p>Pg. 87 Review Your Knowledge #4</p> <p>Pg. 96 Check Your Understanding #3-5</p> <p>Pg. 107 Review Your Knowledge #1-4, 8, Apply Your Knowledge #2-4</p> <p>Pg. 307 Review Your Knowledge #9, 10, Apply Your Knowledge #10</p>
<ul style="list-style-type: none"> Use established methods of problem-solving and decision making in individual and group settings 	<p>Instruction:</p> <p>Pg. 93-94 LO 5.1-2 Understanding the Decision-Making Process</p> <p>Pg. 94-96 LO 5.1-3 Applying the Decision-Making Process</p> <p>Pg. 297-303 LO 12.2-1 Problem Solving as a Team</p> <p>Application:</p> <p>Pg. 96 Check Your Understanding #3,4</p> <p>Pg. 100 Career Case</p> <p>Pg. 107-108 Review Your Knowledge #1-4, Apply Your Knowledge #2-4</p> <p>Pg. 305 Check Your Understanding#4</p> <p>Pg. 307-308 Review Your Knowledge #10, Apply Your Knowledge #10</p>
<ul style="list-style-type: none"> Apply previous learning to situations where problems must be solved or decisions made quickly 	<p>Instruction:</p> <p>Pg. 93-94 LO 5.1-2 Understanding the Decision-Making Process</p> <p>Pg. 298-300 Step 2: Collect and Analyze Data</p> <p>Pg. 301 Step 6: Observe, Evaluate, and Adjust</p> <p>Application:</p> <p>Pg. 96 Check Your Understanding #3,4</p> <p>Pg. 107 Apply Your Knowledge #2-4</p> <p>Pg. 307-308 Review Your Knowledge #10, Apply Your Knowledge #10</p>

Standards / Objectives / Indicators	G-W Content
<ul style="list-style-type: none"> • Test solutions or decisions to determine effects or to identify related problems 	<p>Instruction: Pg. 93 LO 5.1-2 Understanding the Decision-Making Process Pg. 301 Step 5: Implement the Plan, Step 6: Observe, Evaluate, and Adjust</p> <p>Application: Pg. 96 Check Your Understanding #3,4 Pg. 100 Career Case Pg. 107-108 Review Your Knowledge #1-4, Apply Your Knowledge #2-4 Pg. 305 Check Your Understanding#4 Pg. 307-308 Review Your Knowledge #10, Apply Your Knowledge #10</p>
<p>Understanding the “Big Picture”</p>	
<ul style="list-style-type: none"> • Identify the company’s mission and the individual employee’s contribution to that mission 	<p>Instruction: Pg. 52-53 LO 3.1-2 Being Part of a Team Pg. 286 LO 12.1-1 The Need for Teams pg. 367 LO 15.2-2 How Businesses Are Structured</p> <p>Application: Pg. 54 Check Your Understanding #4 Pg. 63 Review Your Knowledge #2, 6, Apply Your Knowledge #6 Pg. 296 Check Your Understanding #5 Pg. 307 Review Your Knowledge #1-5, 7, Apply Your Knowledge #1, 3-6 Pg. 308 College and Career Readiness Activities Pg. 371 Review Your Knowledge #8, Apply Your Knowledge #4</p>
<ul style="list-style-type: none"> • Identify how the company functions within the broad world of business, industry, and service 	<p>Instruction: Pg. 358-363 Section 15.1 Our Economic System Pg. 364-369 Section 15.2 Business Organization</p> <p>Application: Pg. 363 Check Your Understanding #1-5 Pg. 369 Check Your Understanding #1, 2 Pg. 371-372 Review Your Knowledge #2, 5, 10, Apply Your Knowledge #2, 3, 6, 7, 9</p>

Standards / Objectives / Indicators	G-W Content
<ul style="list-style-type: none"> Interpret organizational policies and procedures 	<p>Instruction: Pg. 172 LO 8.1-1 Starting Your First Day Pg. 176-180 LO 8.1-5 Evaluating Job Performance Pg. 181-183 LO 8.2-1 Changes in Job Status Pg. 211 LO 9.2-2 Reading Skills Pg. 367-368 LO 15.2-2 How Businesses Are Structured Pg. 368-369 LO 15.2-3 Business Management</p> <p>Application: Pg. 180 Check Your Understanding #5 Pg. 185 Check Your Understanding #4-5 Pg. 197-198 Review Your Knowledge #1, 3-5, Apply Your Knowledge #3, 10 Pg. 369 Check Your Understanding #3, 5 Pg. 371 Apply Your Knowledge #4, 6</p>
<ul style="list-style-type: none"> Explain the necessity and benefits/disadvantages of organizational change 	<p>Instruction: Pg. 364-369 Section 15.2 Business Organization</p> <p>Application: Pg. 369 Check Your Understanding #3, 5 Pg. 371 Review Your Knowledge #7, 9, 10, Apply Your Knowledge #4, 6</p>
<ul style="list-style-type: none"> Explain basic economic concepts 	<p>Instruction: Pg. 358-363 Section 15.1 Our Economic System</p> <p>Application: Pg. 363 Check Your Understanding #1-5 Pg. 371 Review Your Knowledge #7, 9, 10, Apply Your Knowledge #4, 6</p>
<p>Work Ethics</p>	
<ul style="list-style-type: none"> Exhibit responsibility 	<p>Instruction: Pg. 31 Abide by the Training Agreement Pg. 49-50 Performance Pg. 175 LO 8.1-3 Developing Productive Work Habits</p> <p>Application: Pg. 35 Check Your Understanding #3 Pg. 41 Review Your Knowledge #5, Apply Your Knowledge #2 Pg. 180 Check Your Understanding #3</p>

Standards / Objectives / Indicators	G-W Content
<ul style="list-style-type: none"> Exhibit professional practices 	<p>Instruction: Pg. 14-16 Section 1.2 Essential Skills Pg. 46-51 LO 3.1-1 Personal Qualities Needed on the Job Pg. 59-61 LO 3.2-3 Professional Etiquette</p> <p>Application: Pg. 14 Soft Skills Pg. 17 Check Your Understanding #1-5 Pg. 19 Review Your Knowledge #7-10 Pg. 54 Check Your Understanding #1, 3 Pg. 63-64 Review Your Knowledge #1, 3-5, 9, 10 Apply Your Knowledge #2-6, 10</p>
<ul style="list-style-type: none"> Explain basic legal and fiduciary obligations 	<p>Instruction: Pg. 193-194 OSHA Pg. 539-542 LO 21.2-2 US Legal System</p> <p>Application: Pg. 195 Check Your Understanding #1-5 Pg. 197-198 Review Your Knowledge #1, 3, 4, 9, 10 Apply Your Knowledge #3-5, 8, 10 Pg. 545 Check Your Understanding #3-5 Pg. 547 Review Your Knowledge #2, 3, 6-10 Apply Your Knowledge #1, 8</p>
<p>Positive Attitude</p>	
<ul style="list-style-type: none"> Cooperate in a pleasant and polite manner with clients, coworkers, and supervisors 	<p>Instruction: Pg. 14 Skills for the 21st Century Career Pg. 46-47 Positive Attitude Pg. 51 Cooperation Pg. 51 Courtesy Pg. 60-61 Social Etiquette Pg. 71 Attitudes Pg. 173-175 LO 8.1-2 Relating to Others at Work</p> <p>Application: Pg. 14 Soft Skills Pg. 17 Check Your Understanding #1-5 Pg. 19 Review Your Knowledge #7-10 Pg. 63 Review Your Knowledge #8-10, Apply Your Knowledge #3, 7, 10 Pg. 197-198 Review Your Knowledge #2</p>

Standards / Objectives / Indicators	G-W Content
<ul style="list-style-type: none"> Exhibit flexibility and adaptability 	<p>Instruction: Pg. 51 Cooperation Pg. 52 LO 3.1-2 Being Part of a Team Pg. 294 LO 12.1-4 Characteristics of an Effective Team Pg. 302 Compromise Pg. 337-339 Engaging in Difficult Discussions</p> <p>Application: Pg. 51 Soft Skills Pg. 54 Check Your Understanding #3 Pg. 63 Review Your Knowledge #2, 4, Apply Your Knowledge #5 Pg. 296 Check Your Understanding #2-5 Pg. 307 Review Your Knowledge #2, 4, 5, 9</p>
<ul style="list-style-type: none"> Take directions willingly 	<p>Instruction: Pg. 46-47 Positive Attitude Pg. 173 Working with Your Supervisor Pg. 312 LO 13.1-1 Group Dynamics</p> <p>Application: Pg. 63 Apply Your Knowledge #3, 6 Pg. 180 Check Your Understanding #2, 3 Pg. 198 Apply Your Knowledge #7, Pg. 320 Career Case Pg. 317 Check Your Understanding #1 Pg. 327 Review Your Knowledge #7, 8 Apply Your Knowledge #10</p>
<p>Independence and Initiative</p>	
<ul style="list-style-type: none"> Work without constant supervision 	<p>Instruction: Pg. 50 Initiative</p> <p>Application: Pg. 54 Check Your Understanding #3 Pg. 63 Apply Your Knowledge #3, 5</p>

Standards / Objectives / Indicators	G-W Content
<ul style="list-style-type: none"> Exhibit willingness to learn 	<p>Instruction: Pg. 52 LO 3.1-2 Being Part of a Team Pg. 173-175 Relating to Others at Work Pg. 175 Developing Productive Work Habits Pg. 287 LO 12.1-2 Teams in the Workplace</p> <p>Application: Pg. 54 Check Your Understanding #3 Pg. 63 Review Your Knowledge #2, 3 Apply Your Knowledge #3, 5 Pg. 180 Check Your Understanding #3 Pg. 197 Apply Your Knowledge #1</p>
<ul style="list-style-type: none"> Find tasks to perform on one’s own 	<p>Instruction: Pg. 50 Initiative</p> <p>Application: Pg. 54 Check Your Understanding #3 Pg. 63 Apply Your Knowledge #3, 5</p>
<ul style="list-style-type: none"> Exhibit interest in making the organization more effective and productive 	<p>Instruction: Pg. 50 Organization, Initiative Pg. 52-53 LO 3.1-2 Being Part of a Team Pg. 175 LO 8.1-3 Developing Productive Work Habits</p> <p>Application: Pg. 54 Check Your Understanding #3 Pg. 63 Review Your Knowledge #2, 3 Apply Your Knowledge #3, 5 Pg. 180 Check Your Understanding #3 Pg. 197 Apply Your Knowledge #1</p>
<ul style="list-style-type: none"> Maintain work standards in the midst of change 	<p>Instruction: Pg. 52 LO 3.1-2 Being Part of a Team Pg. 369 LO15.2-3 Business Management</p> <p>Application: Pg. 54 Check Your Understanding #3 Pg. 63 Review Your Knowledge #2-4, 6 Apply Your Knowledge#3, 5 Pg. 369 Check Your Understanding #5</p>
<p>Self-Presentation</p>	

Standards / Objectives / Indicators	G-W Content
<ul style="list-style-type: none"> Identify ways in which the individual employee represents the organization 	<p>Instruction: Pg. 55 LO. 3.2-1 Personal Appearance Pg. 56 LO 3.2-2 Dressing for the Job Pg. 59 LO 3.2-3 Professional Etiquette</p> <p>Application: Pg. 61 Check Your Understanding #1-3 Pg. 63 Review Your Knowledge #7, Apply Your Knowledge #8, 9 Pg. 64 College and Career Readiness Activities</p>
<ul style="list-style-type: none"> Exhibit a neat appearance 	<p>Instruction: Pg. 55 LO 3.2-1 Personal Appearance Pg. 56 LO 3.2-2 Dressing for the Job</p> <p>Application: Pg. 61 Check Your Understanding #1-3 Pg. 63 Review Your Knowledge #7, Apply Your Knowledge #8, 9</p>
<ul style="list-style-type: none"> Exhibit elements required in professional settings 	<p>Instruction: Pg. 59 LO 3.2-2 Professional Etiquette</p> <p>Application: Pg. 63 Review Your Knowledge #1-10, Apply Your Knowledge #8, 9</p>
<p>Attendance</p>	
<ul style="list-style-type: none"> Limit tardiness, early departures, and absences to legitimate and essential occasions 	<p>Introductions: Pg. 47 Dependability, Attendance Pg. 48 Punctuality</p> <p>Application: Pg. 48 Career Case Pg. 54 Check Your Understanding #1, 2 Pg. 63 Apply Your Knowledge #2</p>
<ul style="list-style-type: none"> Explain the importance of satisfactory attendance to the overall operation of the business 	<p>Introductions: Pg. 47 Dependability, Attendance Pg. 48 Punctuality</p> <p>Application: Pg. 48 Career Case Pg. 54 Check Your Understanding #1, 2 Pg. 63 Apply Your Knowledge #2</p>

Standards / Objectives / Indicators	G-W Content
<ul style="list-style-type: none"> Negotiate anticipated absences according to company policy 	<p>Introductions: Pg. 47 Attendance Pg. 533 Family and Medical Leave Act</p> <p>Application: Pg. 48 Career Case Pg. 63 Apply Your Knowledge #2 Pg. 547 Review Your Knowledge #2, 3 Pg. 548 College and Career Readiness Activities</p>
<ul style="list-style-type: none"> Call in to notify the supervisor of unanticipated absences 	<p>Introductions: Pg. 47 Attendance</p> <p>Application: Pg. 48 Career Case Pg. 63 Apply Your Knowledge #2</p>
<p>Collaboration</p>	
<ul style="list-style-type: none"> Attend team meetings, focus on the topic/purpose, offer facts and ideas, and help others to contribute 	<p>Instruction: Pg. 173 LO 8.1-2 Relating to Others at Work Pg. 291 LO 12.1-3 Stages of Team Development Pg. 294 LO 12.1-4 Characteristics of an Effective Team Pg. 313 Formal and Informal Meetings Pg. 316 LO 13.1-4 Committees and Officers</p> <p>Application: Pg. 197-198 Apply Your Knowledge # 7 Pg. 293 Career Case Pg. 296 Check Your Understanding #2-5 Pg. 308 Teamwork Pg. 327 Review Your Knowledge #1-5, Apply Your Knowledge #2, 3</p>
<ul style="list-style-type: none"> Look for ways to help others 	<p>Instruction: Pg. 50 Initiative Pg. 52-53 LO 3.1-2 Being Part of a Team Pg. 173 LO 8.1-2 Relating to Others at Work Pg. 537-538 Community Involvement</p> <p>Application: Pg. 54 Check Your Understanding #2, 4, 5 Pg. 63 Review Your Knowledge #5, 6, 10, Apply Your Knowledge #3 Pg. 197-198 Apply Your Knowledge #6 Pg. 545 Check Your Understanding #1 Pg. 547 Apply Your Knowledge #4, 5 Pg. 548 Teamwork</p>

Standards / Objectives / Indicators	G-W Content
<ul style="list-style-type: none"> Recognize others for their contributions 	<p>Instruction: Pg. 173 LO 8.1-2 Relating to Others at Work Pg. 319-320 Skills and Qualities of a Good Leader Pg. 332-333 LO 14.1-1 Diversity and Cultural Identity</p> <p>Application: Pg. 197-198 Review Your Knowledge #4, Apply Your Knowledge #4, 6, 7 Pg. 325 Check Your Understanding #1-4 Pg. 327 Apply Your Knowledge #1 Pg. 351-352 Apply Your Knowledge #1-4</p>
<ul style="list-style-type: none"> Let others know what is needed to get the job done 	<p>Instruction: Pg. 31 Follow the Training Plan Pg. 173-175 LO 8.1-2 Relating to Others at Work Pg. 315-316 LO 13.1-3 Conducting Meetings Pg. 318-19 Leadership Styles Pg. 319-320 Skills and Qualities of a Good Leader</p> <p>Application: Pg. 35 Check Your Understanding #3 Pg. 41 Review Your Knowledge #8-10, Apply Your Knowledge #9, 10 Pg. 197-198 Review Your Knowledge #1, Apply Your Knowledge #7 Pg. 317 Check Your Understanding #1-5 Pg. 325 Check Your Understanding #1-4 Pg. 327 Review Your Knowledge #7-9, Apply Your Knowledge #1, 2</p>
<ul style="list-style-type: none"> Provide clear documentation of assignments, goals, and timelines 	<p>Instruction: Pg. 31 Abide by the Training Agreement, Follow the Training Plan Pg. 294 Characteristics of an Effective Team Pg. 315 LO 13.1-3 Conducting Meetings Pg. 318 Leadership Styles Pg. 319 Skills and Qualities of a Good Leader</p> <p>Application: Pg. 35 Check Your Understanding #3 Pg. 41-42 Review Your Knowledge #5, Apply Your Knowledge #2 Pg. 293 Career Case Pg. 296 Check Your Understanding #2-5 Pg. 307 Review Your Knowledge #1-5, Apply Your Knowledge #1, 3, 4, Pg. 327 Apply Your Knowledge #1, 6, 7</p>

Standards / Objectives / Indicators	G-W Content
<ul style="list-style-type: none"> Explain the importance of teamwork to the overall operation of the business 	<p>Instruction: Pg. 52-54 LO 3.1-2 Being Part of a Team Pg. 173-174 LO 8.1-2 Relating to Others at Work Pg. 286 LO 12.1-1 The Need for Teams Pg. 287-290 LO 12.1-2 Teams in the Workplace Pg. 294-296 LO 12.1-4 Characteristics of an Effective Team Pg. 297-303 LO 12.2-1 Problem Solving as a Team</p> <p>Application: Pg. 54 Check Your Understanding #2, 4 Pg. 63 Review Your Knowledge #6, Apply Your Knowledge #6 Pg. 293 Career Case Pg. 296 Check Your Understanding #2-5 Pg. 307-308 Review Your Knowledge, Apply Your Knowledge #1-5, 7, 8</p>
<p>Personal Health and Wellness</p>	
<ul style="list-style-type: none"> Identify healthy practices and behaviors that will maintain or improve the health of self 	<p>Instruction: Pg. 55-56 LO. 3.2-1 Personal Appearance Pg. 176 LO 8.1-4 Handling Job Stress Pg. 191-192 LO 8.3-3 Accident Prevention Pg. 192 LO 8.3-4 Actions and Procedures Pg. 504-511 Section 20.1 Mental Health and Wellness Pg. 512-519 Section 20.2 Physical Health and Wellness</p> <p>Application: Pg. 64 Apply Your Knowledge #8 pg. 195 Check Your Understanding #1-5 Pg. 197-198 Review Your Knowledge #7-10, Apply Your Knowledge #3-6, 8, 10 Pg. 511 Check Your Understanding #1-5 Pg. 519 Check Your Understanding #1-5 Pg. 521-522 Review Your Knowledge #1-10, Apply Your Knowledge #1-10</p>

Standards / Objectives / Indicators	G-W Content
<ul style="list-style-type: none"> Identify ways to reduce or prevent injuries and illness 	<p>Instruction: Pg. 186-195 Section 8.3: Safety on the Job Pg. 509 Physical Wellness Pg. 512-519 Section 20.2 Physical Health and Wellness</p> <p>Application: Pg. 195 Check Your Understanding #1-5 Pg. 197-198 Review Your Knowledge #7-10, Apply Your Knowledge #3, 4, 8 Pg. 519 Check Your Understanding #1, 5 Pg. 521 Review Your Knowledge #1-10, Apply Your Knowledge #1-10</p>
Entrepreneurship	
<ul style="list-style-type: none"> Identify the characteristics of a successful entrepreneur 	<p>Instruction: Pg. 383 Knowing What It Takes to Succeed</p> <p>Application: Pg. 390 Check Your Understanding #1-3, 5 Pg. 399-400 Review Your Knowledge #1, 8, 10 Apply Your Knowledge #7, 9</p>
<ul style="list-style-type: none"> List the advantages and disadvantages of being an entrepreneur 	<p>Instruction: Pg. 377-378 Advantages of Entrepreneurship, Disadvantages of Entrepreneurship</p> <p>Application: Pg. 390 Check Your Understanding #1-3, 5 Pg. 399-400 Review Your Knowledge #1, 8, 10 Apply Your Knowledge #7, 9</p>
<ul style="list-style-type: none"> Identify aspects of owning or starting up a small business 	<p>Instruction: Pg. 378-380 LO 16.1-2 Types of Business Ventures Pg. 381-390 Section 16.2 Planning Your Own Business Pg. 391-397 Section 16.3 Starting Your Own Business</p> <p>Application: Pg. 380 Check Your Understanding #3-5 Pg. 390 Check Your Understanding #1-3, 5 Pg. 397 Check Your Understanding #1, 2, 4 Pg. 399-400 Review Your Knowledge #1-10, Apply Your Knowledge #1-10</p>
Personal Finance	

Standards / Objectives / Indicators	G-W Content
<ul style="list-style-type: none"> Calculate, track, and evaluate income and spending 	<p>Instruction: Pg. 406-410 LO 17.1-1 Forms of Income Pg. 410-413 LO 17.1-2 Interpreting Your Paycheck Pg. 442-446 LO 18.1-2 Budgeting Your Money Pg. 447-451 Section 18.2 Spending Wisely</p> <p>Application: Pg. 408 Career Case Pg. 415 Check Your Understanding #1-5 Pg. 437 Apply Your Knowledge #1, 2, 8, 10 Pg. 446 Check Your Understanding #1-5 Pg. 456 Check Your Understanding #1, 2, 5 Pg. 465-466 Review Your Knowledge #1-5, 7, Apply Your Knowledge 1, 3, 4</p>
<ul style="list-style-type: none"> Evaluate savings and investment options to meet short and long term goals 	<p>Instruction: Pg. 457-463 Section 18.3 Saving and Investing</p> <p>Application: Pg. 463 Check Your Understanding #1, 3-5 Pg. 465-466 Review Your Knowledge #9, 10, Apply Your Knowledge #8-10</p>
<ul style="list-style-type: none"> Analyze the costs and benefits of various types of credit and debt 	<p>Instruction: pg. 470-478 Section 19.1 Credit Overview pg. 479-488 Section 19.2 How to Use Credit</p> <p>Application: Pg. 478 Check Your Understanding #1, 2 Pg. 481 Career Case Pg. 488 Check Your Understanding #1-4 Pg. 497-498 Review Your Knowledge #1-6, Apply Your Knowledge #1-3, 7</p>
<ul style="list-style-type: none"> Identify and evaluate types of risk and insurance 	<p>Instruction: Pg. 489-495 Section 19.3 Insurance</p> <p>Application: Pg. 495 Check Your Understanding #1, 2, 4, 5 Pg. 497-498 Review Your Knowledge #8, 10 Apply Your Knowledge #4, 9, 10</p>