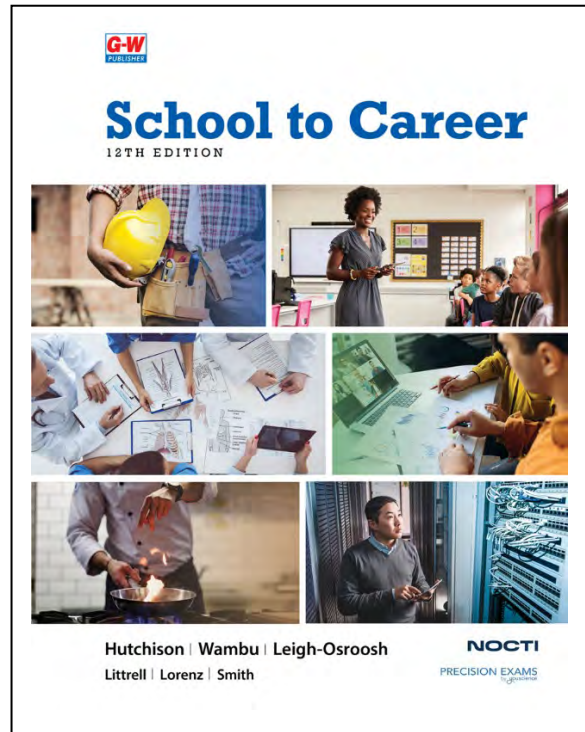




**Correlation of
School to Career, 12e
Hutchison, Wambu, Leigh-Osroosh, Littrell, Lorenz, Smith
(Goodheart-Willcox Publisher ©2023)
to
NOCTI Employability Skills**

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
Employability skills and global competence are key components for a future workforce where success increasingly requires the ability to compete, connect, and cooperate on an international scale. This assessment includes integrated global competencies.	
Applied Academic Skills	
<ul style="list-style-type: none"> Uses reading skills in a workplace environment 	Instruction: Pg. 37 Improve Reading Skills Pg. 211-212 LO 9.2-2 Reading Skills Application: Pg. 39 Check Your Understanding #2 Pg. 215 Check Your Understanding #2

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Standards / Objectives / Indicators	G-W Content
<ul style="list-style-type: none"> Uses writing skills in a workplace environment 	<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. 225 Check Your Understanding #2-4 Pg. 228 Apply Your Knowledge #3, 9</p>
<ul style="list-style-type: none"> Uses mathematical strategies and procedures 	<p>Instruction: Pgs. 232-240 Section 10.1 Pgs. 241-244 Section 10.2 Pgs. 245-249 Section 10.3</p> <p>Application: Pg. 240 Check Your Understanding #2-5 Pg. 244 Check Your Understanding #1-5 Pg. 249 Check Your Understanding #1-5 Pg. 251-252 Review Your Knowledge #2-10, Apply Your Knowledge #1-10</p>
<p>Critical Thinking Skills</p>	
<ul style="list-style-type: none"> Applies analytical and strategic thinking 	<p>Instruction:# Pg. 93-94 LO5.1-2 Understanding the Decision-Making Process Pg. 94-95 LO 5.1-3 Applying the Decision-Making Process Pg. 97 LO 5.2-1 Making Career Decisions Pg. 297 Step 1: Identify and Analyze the Problem Pg. 300 Step 4: Choose the Best Plan</p> <p>Application: Pg. 96 Check Your Understanding #1-4 Pg. 105 Check Your Understanding #1 Pg. 107 Review Your Knowledge #1-4, 6, Apply Your Knowledge #1-4 Pg. 308 Apply Your Knowledge #8</p>

Standards / Objectives / Indicators	G-W Content
<ul style="list-style-type: none"> Analyzes and solves problems using reasoning skills and sound decision-making processes 	<p>Instruction: Pg. 93-94 LO5.1-2 Understanding the Decision-Making Process Pg. 94-95 LO 5.1-3 Applying the Decision-Making Process Pg. 297 Step 1: Identify and Analyze the Problem Pg. 300 Step 4: Choose the Best Plan</p> <p>Application: Pg. 96 Check Your Understanding #1-4 Pg. 107 Review Your Knowledge #1-4, 6, Apply Your Knowledge #1-4 Pg. 308 Apply Your Knowledge #8</p>
<ul style="list-style-type: none"> Plans and organizes tasks and projects 	<p>Instruction: Pg. 50 Organization</p> <p>Application: Pg. 63 Review Your Knowledge #4, 6, Apply Your Knowledge #4, 5</p>
Resource Management and Systems Thinking	
<ul style="list-style-type: none"> Demonstrates time management skills and prioritizes work effectively 	<p>Instruction: Pg. 27 Develop Organization Skills, Develop Participation Skills Pg. 47 Dependability Pg. 50 Organization</p> <p>Application: Pg. 39 Check Your Understanding #1 Pg. 63 Review Your Knowledge #3, 6, Apply Your Knowledge #5</p>
<ul style="list-style-type: none"> Responsibly uses allocated resources (e.g., materials, finances, personnel) for projects 	<p>Instruction: Pg. 359 Private Ownership and Control of Productive Resources Pg. 533 21.1-3 Family-Friendly Workplace</p> <p>Application: Pg. 536 Check Your Understanding #2</p>
<ul style="list-style-type: none"> Understands roles and missions within an organization 	<p>Instruction: Pg. 52 LO 3.1-2 Being Part of a Team Pg. 367 LO 15.2-2 How Businesses Are Structured</p> <p>Application: Pg. 54 Check Your Understanding #1-4 Pg. 295 Figure 12-3 Pg. 358 Figure 15-2 Pg. 369 Check Your Understanding #3, 5</p>
Information Use	

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Standards / Objectives / Indicators	G-W Content
<ul style="list-style-type: none"> • Uses analytical strategies to determine best medium for finding information 	<p>Instruction: Pg. 221 Compiling Data in Reports</p> <p>Application: Pg. 227 Review Your Knowledge #5, 8-10</p>
<ul style="list-style-type: none"> • Uses information effectively to support projects and tasks 	<p>Instruction: Pg. 221 Compiling Data in Reports</p> <p>Application: Pg. 227 Review Your Knowledge #8, 9</p>
<ul style="list-style-type: none"> • Assesses information for accuracy, relevance, and quality 	<p>Instruction: Pg. 221 Compiling Data in Reports</p> <p>Application: Pg. 227 Review Your Knowledge #5, 8-10</p>
<ul style="list-style-type: none"> • Communicates information appropriately for different tasks and audiences 	<p>Instruction: Pg. 207 LO 9.1-3 Levels of Communication Pg. 213 LO 9.2-4 Speaking Skills Pg. 216 LO 9.3-1 Giving Presentations Pg. 220 Reports</p> <p>Application: Pg. 207 Review Your Knowledge Pg. 227 Review Your Knowledge #5, 8-10, Apply Your Knowledge #5, 10</p>
<p>Communication Skills</p>	
<ul style="list-style-type: none"> • Effectively communicates with individuals and groups 	<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 Check Your Understanding #1, 5 Pg. 225 Check Your Understanding #5 Pg. 227-228 Review Your Knowledge #1, 3, 6, 10, Apply Your Knowledge #1, Pg. 305 Check Your Understanding #3-5 Pg. 307 Apply Your Knowledge #4, 5,8-10 Pg. 351 Apply Your Knowledge #4</p>

Standards / Objectives / Indicators	G-W Content
<ul style="list-style-type: none"> Listens actively 	<p>Instruction: Pg. 210-211 LO 9.2-1 Listening Skills</p> <p>Application: Pg. 215 Career Case Pg. 215 Check Your Understanding #1, 5 Pg. 228 Apply Your Knowledge #7</p>
<ul style="list-style-type: none"> Interprets verbal and nonverbal communication appropriately 	<p>Instruction: Pg. 202-204 LO 9.1-1 Forms of Communication</p> <p>Application: Pg. 209 Check Your Understanding #5 Pg. 227 Review Your Knowledge #1 Pg. 229 College and Career Readiness Activities</p>
<p>Technology Use</p>	
<ul style="list-style-type: none"> Uses word processing, spreadsheet, and database software 	<p>Instruction: Pg. 257-259 Application Software</p> <p>Application: Pg. 280 Apply Your Knowledge #2, 8, Teamwork</p>
<ul style="list-style-type: none"> Uses 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 Pg. 227 Review Your Knowledge #10 Pg. 228 Teamwork Pg. 279-280 Review Your Knowledge #4, 5, 7, Apply Your Knowledge #2</p>
<p>Interpersonal Skills</p>	

Standards / Objectives / Indicators	G-W Content
<ul style="list-style-type: none"> Understands teamwork and works effectively with others 	<p>Instruction: Pg. 14 LO 1.2-1 Skills for the 21st Century Career Pg. 52-54 LO 3.1-2 Being Part of a Team Pg. 173-175 LO 8.1-2 Relating to Others at Work Pg. 202-2-3 Interpersonal Communication Pg. 294-296 LO 12.1-4 Characteristics of an Effective Team Pg. 297-303 LO 12.2-1 Problem Solving as a Team Pg. 312 LO 13.1-1 Group Dynamics</p> <p>Application: Pg. 14 Soft Skills Pg. 17 Check Your Understanding #3 Pg. 19 Review Your Knowledge #7-10 Pg. 54 Check Your Understanding #2, 4 Pg. 228 Apply Your Knowledge #3 Pg. 293 Career Case Pg. 296 Check Your Understanding #2-5 Pg. 305 Check Your Understanding #3, 4 Pg. 307-308 Review Your Knowledge #1-5, Apply Your Knowledge #1, 3, 10 Pg. 317 Check Your Understanding #1-5 Pg. 320 Career Case Pg. 327 Review Your Knowledge #1, Apply Your Knowledge #10 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"> Exhibits a positive customer service attitude 	<p>Instruction: Pg. 46-47 Positive Attitude Pg. 51 Courtesy</p> <p>Application: Pg. 48 Career Case Pg. 63 Review Your Knowledge#8-10, Apply Your Knowledge #10</p>

Standards / Objectives / Indicators	G-W Content
<ul style="list-style-type: none"> Respects individual differences 	<p>Instruction: Pg. 49 Cultural Competence Pg. 174 Respecting Diversity Pg. 332-333 LO 14.1-1 Diversity and Cultural Identity Pg. 335-336 Navigating Misunderstandings</p> <p>Application: Pg. 63 Review Your Knowledge #5 Pg. 339 Check Your Understanding #1, 3, 5 Pg. 351 Review Your Knowledge #1-4, 6, Apply Your Knowledge #1, 3 Pg. 352 College and Career Readiness Activities</p>
<p>Personal Qualities</p>	
<ul style="list-style-type: none"> Demonstrates responsibility and self-discipline 	<p>Instruction: Pg. 14 Skills for the 21st Century Career Pg. 36 LO 2.3-1 Study and Learn Pg. 46 LO 3.1-1 Personal Qualities Needed on the Job Pg. 74-75 What Are Ethics? Pg. 175 LO 8.1-3 Developing Productive Work Habits, Figure 8.1</p> <p>Application: Pg. 14 Soft Skills Pg. 17 Check Your Understanding #1, 3, 5 Pg. 19 Review Your Knowledge #7-10 Pg. 41 Review Your Knowledge #8, 9 Pg. 54 Check Your Understanding #3 Pg. 64 Teamwork Pg. 180 Check Your Understanding #1-3</p>
<ul style="list-style-type: none"> Takes initiative and works independently 	<p>Instruction: pg. 7 Self-determination pg. 50 Initiative Pg. 175 LO 8.1-3 Developing Productive Work Habits, Figure 8.1</p> <p>Application: Pg. 6 Essential Question Pg. 54 Check Your Understanding #3 Pg. 63 Review Your Knowledge #2, 3, 6 Pg. 64 Teamwork Pg. 180 Check Your Understanding #1-3</p>

Standards / Objectives / Indicators	G-W Content
<ul style="list-style-type: none"><li data-bbox="326 264 756 291">• Demonstrates a willingness to learn	<p data-bbox="857 264 987 291">Instruction:</p> <p data-bbox="857 304 1198 331">Pg. 36 LO 2.3-1 Study and Learn</p> <p data-bbox="857 344 1057 371">Pg. 50-51 Initiative</p> <p data-bbox="857 384 1312 411">Pg. 287 LO 12.1-2 Teams in the Workplace</p> <p data-bbox="857 424 992 451">Application:</p> <p data-bbox="857 464 1247 491">Pg. 41 Review Your Knowledge #5, 9</p> <p data-bbox="857 504 1247 531">Pg. 54 Check Your Understanding #3</p> <p data-bbox="857 543 1263 571">Pg. 296 Check Your Understanding #4</p>