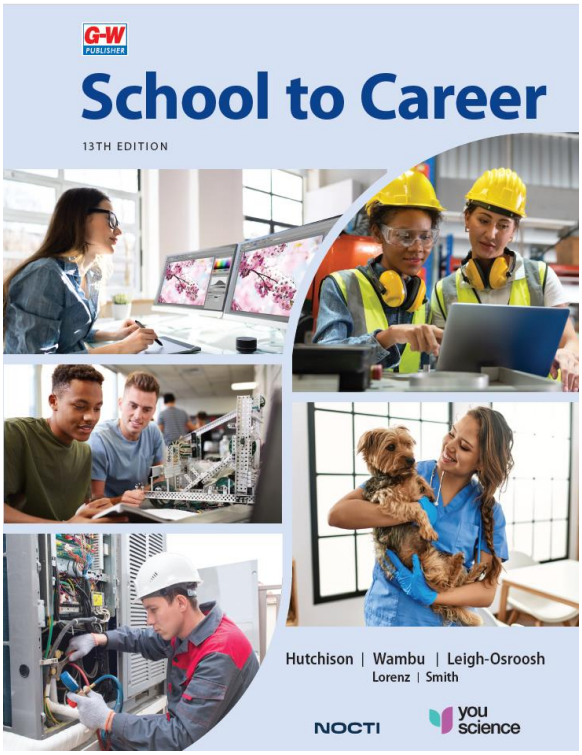
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Correlation of

***School to Career,* Hutchison, Wambu, Leigh-Osroosh, Lorenz, Smith**
(Goodheart-Willcox Publisher ©2027)
to

Chapter 127. Texas Essential Knowledge and Skills for Career Development
Subchapter B. High School
§127.20. Career Preparation General

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.



Standards / Objectives / Indicators	G-W Content Instruction	G-W Content Application
Standard 1: The student demonstrates professional employability skills to gain an entry-level position. The student is expected to:		
A. identify different methods to gain employment such as employer websites, job search engines, business locations, networking, and local open forums for job opportunities;	130-138 (Researching Careers and Finding Job Leads)	139 (Check Your Understanding #1, #3-5, Practice Your Understanding #1-3), 153 (Review Your Knowledge #4), 154 (Apply Your Knowledge #1-3)

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Correlation of *School to Career* to Chapter 127. Texas Essential Knowledge and Skills for Career Development Subchapter B. High School §127.15. Career Preparation General—page 2

Standards / Objectives / Indicators	G-W Content Instruction	G-W Content Application
B. identify and demonstrate essential workplace skills such as eye contact, professional greetings, punctuality, appropriate dress, and effective communication to gain employment;	54-56 (Workplace Behaviors Needed on the Job), 66-68 (Appropriate Attire for the Job), 68-70 (Professional Etiquette), 239-240 (Nonverbal Communication), 247-253 (Communication Skills)	64 (Check Your Understanding #2), 72 (Review Your Knowledge #1), 73 (Apply Your Knowledge #3), 74 (Expand Your Learning #1-2), 75 (Expand Your Learning #7-8), 77 (CTSOs), 254 (Check Your Knowledge #1, #5, 270 (Review Your Knowledge #7), 271 (Apply Your Knowledge #4)
C. develop a cover letter and create a resume, curriculum vitae (CV), or portfolio;		
i. develop a cover letter	169-171 (Cover Letter and Employment Application Form)	193 (Expand Your Learning #4)
ii. create a resume	162-166 (Résumé)	168 (Check Your Understanding #3, Practice Your Understanding #2), 193 (Expand Your Learning #2)
iii. create a curriculum vitae (CV)	166 (Curriculum Vitae)	193 (Expand Your Learning #2)
iv. create a portfolio	166-167 (Electronic Portfolio)	168 (Check Your Understanding #4), 193 (Expand Your Learning #3), Portfolio activities throughout
D. demonstrate proper interview techniques in a variety of situations;	178-189 (Interviewing for a Job)	190 (Check Your Understanding #1-5, Practice Your Understanding #1-3), 192-193 (Review Your Knowledge #8-10, Apply Your Knowledge #6-9, Expand Your Learning #5-6), 195 (CTSOs)
E. create pre-employment documents, including thank you letters, and post-employment documents, including a resignation letter with customary notice provisions;		
i. create thank you letters	185-186 (Send a Thank-You Letter)	190 (Check Your Understanding #4, Practice Your Understanding #3)
ii. create resignation letter with customary notice provisions	214-216 (Steps to Take When Changing Jobs)	233 (Expand Your Learning #2)
F. complete appropriate employment documents, including application, offer letter, I-9 form, and W-4 form		
i. complete application	171-174 (Employment Application)	177 (Check Your Understanding #2-3, Practice Your Understanding #1), 192 (Apply Your Knowledge #4)

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Standards / Objectives / Indicators	G-W Content Instruction	G-W Content Application
ii. complete offer letter	187 (Consider a Job Offer, Accept a Job Offer, Reject a Job Offer)	190 (Check Your Understanding #5), 193 (Apply Your Knowledge #9)
iii. complete I-9 form	187-188 (Accept a Job Offer)	192 (Review Your Knowledge #10)
iv. complete W-4 form	466 (Preparing to Get Paid), 467 (Figure 16-3)	471 (Check Your Understanding #4), 494 (Expand Your Learning #2)
G. describe the benefits of having a job and being self-sufficient.		
i. describe the benefits of having a job	6-7 (Why Do People Work?)	20 (Review Your Knowledge #1), 21 (Apply Your Knowledge #1)
ii. describe the benefits of being self-sufficient	6 (Why Do People Work?), 7 (Self-Determination)	15 (Check Your Understanding #2), 21 (Apply Your Knowledge #1)
Standard 2: The student develops essential skills necessary for success in the workplace. The student is expected to:		
A. identify and model appropriate hygiene, grooming, and attire for various workplaces;		
i. identify and model appropriate hygiene	65-66 (Good Grooming Habits)	71 (Check Your Understanding #1), 73 (Apply Your Knowledge #7)
ii. identify and model appropriate grooming	65-66 (Personal Appearance)	71 (Check Your Understanding #1), 73 (Apply Your Knowledge #7)
iii. identify and model appropriate attire	66-68 (Appropriate Attire for the Job)	71 (Practice Your Understanding #2), 75 (Expand Your Learning #8), 77 (CTSOs)
B. demonstrate professionalism by being dependable, working hard, respecting authority, solving problems, taking initiative, communicating effectively, listening actively, and resolving conflicts;		
i. demonstrate professionalism by being dependable	58 (Be Dependable)	72 (Review Your Knowledge #2), 73 (Apply Your Knowledge #3)
ii. demonstrate professionalism by working hard	57 (Have a Positive Attitude)	73 (Apply Your Knowledge #3)
iii. demonstrate professionalism by respecting authority	62-64 (Working with Your Supervisor)	73 (Apply Your Knowledge #3)
iv. demonstrate professionalism by solving problems	363-369 (Problem Solving as a Team)	372 (Check Your Understanding #3, Practice Your Understanding #1-4), 376 (Expand Your Learning #6)

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Standards / Objectives / Indicators	G-W Content Instruction	G-W Content Application
iv. demonstrate professionalism by taking initiative	61-62 (Show Initiative)	73 (Apply Your Knowledge #3), 75 (Expand Your Learning #10-11)
v. demonstrate professionalism by communicating effectively	68-69 (Communication Etiquette), 69-70 (Writing Etiquette), 238-239 (Interpersonal Communication), 243-245 (Levels of Communication), 247-253 (Communication Skills)	71 (Check Your Understanding #4), 75 (Expand Your Learning #9), 246 (Practice Your Understanding #1), 270 (Apply Your Understanding #1), 271-272 (Expand Your Learning #1-2, #4, #8)
vi. demonstrate professionalism by listening actively	247-249 (Active Listening Skills)	254 (Check Your Understanding #1, Practice Your Understanding #1), 271 (Apply Your Knowledge #4), 272 (Expand Your Learning #9)
vii. demonstrate professionalism by resolving conflicts	369-371 (Managing Conflict)	372 (Practice Your Understanding #5), 375 (Apply Your Knowledge #10)
C. model appropriate workplace etiquette in physical and digital environments;		
i. model appropriate workplace etiquette in physical environments	68-71 (Professional Etiquette)	71 (Check Your Understanding #4), 72 (Review Your Knowledge #10), 74 (Apply Your Knowledge #9)
ii. model appropriate workplace etiquette in digital environments	68-71 (Professional Etiquette), 312-313 (Netiquette)	338 (Expand Your Learning #6)
D. demonstrate accountability by working with other employees to support the organization, completing assigned tasks and taking responsibility for mistakes; and		
i. demonstrate accountability by working with other employees to support the organization	62-64 (Being Part of a Team), 360 (second paragraph), 356-358 (Characteristics of an Effective Team)	75 (Expand Your Learning #9), 352 (Check Your Understanding #2)
ii. demonstrate accountability by completing assigned tasks	58 (Be Dependable, Be Organized), 593-596 (Managing Your Time)	75 (Expand Your Learning #4, 10), 64 (Practice Your Understanding #1), 612 (Apply Your Knowledge #2)
iii. demonstrate accountability by taking responsibility for mistakes	61 (Perform Your Duties Well), 70 (Ethical Leadership)	73 (Apply Your Knowledge #3)
E. demonstrate time management, including prioritizing work to fulfill responsibilities and meeting deadlines.	40-41 (Develop Organization Skills), 58 (Be Organized), 593-596 (Managing Your Time)	45 (Practice Your Understanding #1), 64 (Practice Your Understanding #1), 72 (Review Your Knowledge #3), 612 (Apply Your Knowledge #2)
Standard 3: The student applies academic skills to the workplace. The student is expected to:		

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Correlation of *School to Career* to Chapter 127. Texas Essential Knowledge and Skills for Career Development
Subchapter B. High School §127.15. Career Preparation General—page 5

Standards / Objectives / Indicators	G-W Content Instruction	G-W Content Application
A. apply appropriate industry-specific mathematical skills;	274-296 (Math in the Workplace)	289-290 (Lesson 10.1 Review and Practice), 297 (Lesson 10.2 Review and Practice), 298-300 (Chapter 10 Review and Assessment)
B. develop and analyze a personal budget for a variety of economic situations such as part-time and full-time employment;	500-505 (17.1-2 Budgeting Your Money)	505 (Check Your Understanding #1-2, Practice Your Understanding #1-2), 526 (Review Your Knowledge #2-3), 527 (Expand Your Learning #1), 529 (CTSOs)
C. interpret data from industry-specific tables, charts, and graphs to find solutions to problems;		
i. interpret data from tables to find solutions to problems	294 (Using Tables)	301 (CTSOs)
ii. interpret data from charts to find solutions to problems	295-296 (Using Charts and Graphs)	299 (Review Your Knowledge #10), 301 (CTSOs)
iii. interpret data from graphs to find solutions to problems	295-296 (Using Charts and Graphs)	299 (Review Your Knowledge #10), 300 (Expand Your Learning #10), 301 (CTSOs)
D. organize, write, and curate industry-specific documents and electronic communication using appropriate language;		
i. organize industry-specific documents	250-252 (Writing Skills), 256-262 (Writing Business Communications)	271 (Apply Your Knowledge #6), 272 (Expand Your Learning #4)
ii. write industry-specific documents	250-252 (Writing Skills), 256-262 (Writing Business Communications)	254 (Practice Your Understanding #3), 272 (Expand Your Learning #4)
iii. curate industry-specific documents	250-252 (Writing Skills), 256-262 (Writing Business Communications)	254 (Practice Your Understanding #3), 270 (Review Your Knowledge), 272 (Expand Your Learning #4)
iv. organize electronic communication	250-252 (Writing Skills), 256-262 (Writing Business Communications), 262-267 (Communicating Electronically)	271 (Expand Your Learning #2)
v. write electronic communication	250-252 (Writing Skills), 256-262 (Writing Business Communications), 262-267 (Communicating Electronically)	271 (Expand Your Learning #2)

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Standards / Objectives / Indicators	G-W Content Instruction	G-W Content Application
vi. curate electronic communication	250-252 (Writing Skills), 256-262 (Writing Business Communications), 262-267 (Communicating Electronically)	271 (Expand Your Learning #2), 268 (Check Your Understanding #4)
E. interpret and calculate information included in an earnings statement, including wages, Federal Insurance Contributions Act (FICA) deductions, taxes, and other benefits such as tips earned; and		
i. interpret and calculate wages	462-463 (Wages, Figure 16-1), 466-469 (Interpreting Your Paycheck)	471 (Practice Your Understanding #1)
ii. interpret and calculate Federal Insurance Contributions Act (FICA) deductions	466-469 (Receiving Your Pay Stub), 478 (Career Case)	471 (Practice Your Understanding #2), 478 (Career Case)
iii. interpret and calculate taxes	472-475 (Lesson 16.2 Paying Taxes)	458 (Personal Development Plan), 476 (Practice Your Understanding #1), 493-494 (Review Your Knowledge #5, Apply Your Knowledge #4-6)
iv. interpret and calculate other benefits, such as tips earned	464-465 (Commission; Tips; Bonus and Profit Sharing; Fringe Benefits)	471 (Check Your Understanding #2, Practice Your Understanding #1)
F. explain how debt affects financial stability	546-548 (Using Credit Wisely)	551 (Check Your Understanding #2-4, Practice Your Understanding #2-4)
Standard 4: The student exemplifies appropriate interpersonal skills in the workplace. The student is expected to:		
A. explain how interpersonal skills affect human relations on the job;	18 (Interpersonal Skills)	19 (Check Your Understanding #1)
B. differentiate between characteristics of successful and non-successful working relationships;	62-64 (Being Part of a Team), 68-71 (Professional Etiquette), 201 (Figure 8-1), 201-204 (Forming Work Relationships), 356-358 (Characteristics of an Effective Team), 369 (Managing Conflict), 383-384 (Navigating Misunderstandings)	64 (Check Your Understanding #4), 72 (Review Your Knowledge #10), 73 (Apply Your Knowledge #4), 74 (Apply Your Understanding #10), 362 (Practice Your Understanding #2), 374 (Apply Your Knowledge #2), 386 (Check Your Understanding #5)
C. explain the importance of respecting the rights of others;	383-384 (Navigating Misunderstandings)	402 (Expand Your Learning #10)
D. explain how different personalities, experiences, and workstyles of employees can affect the workplace; and		

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Standards / Objectives / Indicators	G-W Content Instruction	G-W Content Application
i. explain how different personalities of employees can affect the workplace	381-382 (Life Roles and Values)	386 (Check Your Understanding #5, Practice Your Understanding #2)
ii. explain how different experiences of employees can affect the workplace	380 (Diversity and Cultural Identity), 382-385 (Cross Cultural Communication)	386 (Check Your Understanding #1-4, Practice Your Understanding #2)
iii. explain how different workstyles of employees can affect the workplace	381-382 (Life Roles and Values)	386 (Practice Your Understanding #2)
E. demonstrate professional verbal and nonverbal communication, including proper phone usage, body language, and interactions with customers and coworkers in person and online.		
i. demonstrate proper phone usage with customers in person and online	69 (Telephone Etiquette)	71 (Check Your Understanding #5), 72 (Review Your Knowledge #9), 74 (Apply Your Knowledge #10)
ii. demonstrate proper phone usage with coworkers in person and online	69 (Telephone Etiquette)	71 (Check Your Understanding #5), 72 (Review Your Knowledge #9), 74 (Apply Your Knowledge #10)
iii. demonstrate proper body language with customers in person and online	239-240 (Nonverbal Communication)	271 (Expand Your Learning #1)
iv. demonstrate proper body language with coworkers in person and online	239-240 (Nonverbal Communication)	271 (Expand Your Learning #1)
v. demonstrate proper interactions with customers in person and online	68-71 (Professional Etiquette), 241-242 (The Communication Process)	72 (Review Your Knowledge #10), 74 (Apply Your Knowledge #10), 254 (Practice Your Understanding #1), 271-272 (Expand Your Learning #2, #8)
vii. demonstrate proper interactions with coworkers in person and online	68-71 (Professional Etiquette), 201 (Figure 8-1), 201-202 (Forming Work Relationships), 241-242 (The Communication Process)	72 (Review Your Knowledge #10), 74 (Apply Your Knowledge #10), 246 (Practice Your Understanding #2-3), 270 (Review Your Knowledge #3, Apply Your Knowledge #2), 271 (Expand Your Learning #1)
Standard 5: The student applies ethical codes of conduct and legal responsibilities within school and the workplace. The student is expected to:		

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Correlation of *School to Career* to Chapter 127. Texas Essential Knowledge and Skills for Career Development
Subchapter B. High School §127.15. Career Preparation General—page 8

Standards / Objectives / Indicators	G-W Content Instruction	G-W Content Application
A. research and explain workplace policies and procedures related to absence reporting, employee theft, sexual harassment, recognized holidays, workplace safety, acceptable use policy, jury duty, attendance and punctuality, drug-free workplace, and related consequences;		
i. research and explain workplace policies and procedures related to absence reporting	55-56 (Attend Work Regularly)	75 (Expand Your Learning #11)
ii. research and explain workplace policies and procedures related to employee theft	58 (Be Dependable)	73 (Apply Your Knowledge #1)
iii. research and explain workplace policies and procedures related to sexual harassment	392-394 (Protecting Against Sexual Harassment)	397 (Check Your Understanding #4), 398 (Practice Your Understanding #1)
iv. research and explain workplace policies and procedures related to recognized holidays	55-56 (Attend Work Regularly)	75 (Expand Your Learning #11)
v. research and explain workplace policies and procedures related to workplace safety	218-220 (Accident Prevention, Actions, and Procedures), 227-228 (Governmental Agencies)	229 (Check Your Understanding #1, #5, Practice Your Understanding #1)
vi. research and explain workplace policies and procedures related to acceptable use policy	313-314 (Acceptable Use Policy)	336 (Review Your Knowledge #4), 337 (Apply Your Knowledge #4)
vii. research and explain workplace policies and procedures related to jury duty	55-56 (Attend Work Regularly)	75 (Expand Your Learning #11)
viii. research and explain workplace policies and procedures related to attendance and punctuality	55-56 (Attend Work Regularly, Be on Time)	75 (Expand Your Learning #1, #11)
ix. research and explain workplace policies and procedures related to drug-free workplace	176-177 (Drug Tests)	177 (Practice Your Understanding #3)

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Correlation of *School to Career* to Chapter 127. Texas Essential Knowledge and Skills for Career Development
Subchapter B. High School §127.15. Career Preparation General—page 9

Standards / Objectives / Indicators	G-W Content Instruction	G-W Content Application
B. demonstrate responsible behavior by following applicable workplace and school codes of conduct with integrity;		
i. demonstrate responsible behavior by following applicable workplace code of conduct with integrity	87 (last paragraph)	103 (Expand Your Learning #6), 105 (CTSOs)
ii. demonstrate responsible behavior by following applicable school code of conduct with integrity	87 (last paragraph)	103 (Expand Your Learning #6)
C. discuss the importance of ethical behavior in the workplace such as treating others with respect, being honest, working to full potential, and developing a quality work product;	86-89 (What Are Ethics?)	105 (CTSOs), 93 (Practice Your Understanding #2), 101 (Review Your Knowledge #3)
D. summarize the importance of the Fair Labor Standards Act;	35-39 (Fair Labor Practices), 389 (Fair Labor Standards Act)	39 (Practice Your Understanding #2), 47 (Review Your Knowledge #7), 397 (Check Your Understanding #2)
E. describe the potential consequences of violating privacy laws related to Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), and Children's Online Privacy Protection Rule (COPPA);		
i. describe the potential consequences of violation privacy laws related to Family Educational Rights and Privacy Act (FERPA)	330 (second paragraph)	338 (Expand Your Learning #10)
ii. describe the potential consequences of violation privacy laws related to Health Insurance Portability and Accountability Act (HIPAA)	330 (second paragraph)	338 (Expand Your Learning #10)
iii. describe the potential consequences of violation privacy laws related to Children's Online Privacy Protection Rule (COPPA)	330 (second paragraph)	338 (Expand Your Learning #10)

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Subchapter B. High School §127.15. Career Preparation General—page 10

Standards / Objectives / Indicators	G-W Content Instruction	G-W Content Application
F. research and explain the origins and legislative intent of the Civil Rights Act of 1964, Title VII, and the Education Amendments of 1972, Title IX, and the rights and responsibilities established by these laws; and		
i. research and explain the origins and legislative intent of the Civil Rights Act of 1964	390-391 (Civil Rights Act)	397 (Check Your Understanding #3)
ii. research and explain the origins and legislative intent of Title VII	390-391 (Civil Rights Act)	401 (Apply Your Knowledge #9)
iii. research and explain the origins and legislative intent of the Education Amendments of 1972	389 (Equal Pay Act), 393-394 (Title IX)	401 (Apply Your Knowledge #9)
iv. research and explain the origins and legislative intent of Title IX	393-394 (Title IX)	401 (Apply Your Knowledge #9)
v. research and explain the rights and responsibilities established by these laws	389 (Equal Pay Act), 390-391 (Civil Rights Act), 393-394 (Title IX)	401 (Apply Your Knowledge #9)
G. research and describe laws and regulations related to a student's employment or a chosen industry or career.		
i. research laws related to a student's employment or a chosen industry or career	35-39 (Knowing the Law), 387-392 (Protecting Against Discrimination)	48 (Apply Your Knowledge #6), 402 (Expand Your Learning #6)
ii. describe laws related to a student's employment or a chosen industry or career	35-39 (Knowing the Law), 387-392 (Protecting Against Discrimination)	39 (Check Your Understanding), 47 (Review Your Knowledge #7), 402 (Expand Your Learning #6)
iii. research regulations related to a student's employment or a chosen industry or career	35-39 (Knowing the Law), 387-392 (Protecting Against Discrimination)	48 (Apply Your Knowledge #6), 402 (Expand Your Learning #6)
iv. describe regulations related to a student's employment or a chosen industry or career	35-39 (Knowing the Law), 387-392 (Protecting Against Discrimination)	47 (Review Your Knowledge #8), 402 (Expand Your Learning #6)
Standard 6: The student applies concepts and skills related to safety in the workplace. The student is expected to:		

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Correlation of *School to Career* to Chapter 127. Texas Essential Knowledge and Skills for Career Development
Subchapter B. High School §127.15. Career Preparation General—page 11

Standards / Objectives / Indicators	G-W Content Instruction	G-W Content Application
A. identify and demonstrate safe working practices in the workplace;		
i. identify safe working practices in the workplace	218-228 (Safety on the Job)	229 (Check Your Understanding #1, #5, Practice Your Understanding #1, #3), 231 (Review Your Knowledge #7), 232 (Apply Your Knowledge #10), 233-234 (Expand Your Learning #3, #9-10)
ii. demonstrate safe working practices in the workplace	218-228 (Safety on the Job)	232 (Apply Your Knowledge #10), 233-234 (Expand Your Learning #3, #9-10)
B. identify and illustrate solutions related to unsafe work practices;		
i. identify solutions related to unsafe work practices	218-228 (Safety on the Job)	229 (Check Your Understanding #1, #5, Practice Your Understanding #1, #3), 231 (Review Your Knowledge #7), 232 (Apply Your Knowledge #10), 233-234 (Expand Your Learning #3, #9-10)
ii. Illustrate solutions related to unsafe work practices	218-228 (Safety on the Job)	232 (Apply Your Knowledge #10), 233-234 (Expand Your Learning #3, #9-10)
C. explain the importance of Occupational Safety and Health Administration regulations in the workplace; and	39 (Safe Labor Practices), 227-228 (OSHA)	48 (Apply Your Knowledge #6), 231 (Review Your Knowledge #10), 232 (Apply Your Knowledge #10)
D. describe physical health and mental wellness practices that influence job performance.		
i. describe physical health practices that influence job performance	65 (Good Health and Fitness), 575-582 (Lesson 19.2 Physical Health and Wellness)	72 (Review Your Knowledge #7), 73 (Apply Your Knowledge #6), 583 (Practice Your Understanding #3), 585 (Apply Your Knowledge #2), 586 (Expand Your Learning #4)
ii. describe mental health practices that influence job performance	65 (Good Health and Fitness), 205 (Figure 8-3), 572-574 (19.1-2 Habits for Better Mental Health and Wellness)	72 (Review Your Knowledge #7), 206 (Check Your Understanding #5) 574 (Practice Your Understanding #2), 585 (Apply Your Knowledge #2), 586 (Expand Your Learning #4)
Standard 7: The student evaluates personal attitudes, work habits, and skills that support job retention and advancement. The student is expected to:		

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Standards / Objectives / Indicators	G-W Content Instruction	G-W Content Application
A. identify and develop effective leadership skills through participation in activities such as career and technical student organizations;	359-361 (Leadership)	CTSOs activities throughout
B. identify appropriate certifications in the current employment position or desired occupational area;	142 (Technical Certificate Programs)	154 (Review Your Knowledge #7, Practice Your Understanding #5)
C. compare rewards and demands associated with various levels of employment in a variety of careers;	116-120 (Evaluating Careers), 178-179 (Learn About the Employer and the Job, Make a List of Questions to Ask), 211-214 (Changing Job Status)	124 (Review Your Knowledge #8, Apply Your Knowledge #5-6), 217 (Check Your Understanding #3), 231 (Review Your Knowledge #5), 232 (Apply Your Knowledge #5)
D. investigate and compare career options by completing interest surveys, career aptitude tests, and skill inventories;		
i. investigate career options by completing interest surveys	96-98 (What Are Your Interests?)	100 (Check Your Understanding #4), 103 (Expand Your Learning #4, #6)
ii. compare career options by completing interest surveys	96-98 (What Are Your Interests?)	100 (Check Your Understanding #4), 103 (Expand Your Learning #4, #6)
iii. investigate career options by completing career aptitude tests	176 (Aptitude Tests), 98-99 (What Are Your Aptitudes?)	100 (Practice Your Understanding #2), 103 (Expand Your Learning #6, #9), 192 (Review Your Knowledge #6)
iv. compare career options by completing career aptitude tests	176 (Aptitude Tests), 98-99 (What Are Your Aptitudes?)	100 (Practice Your Understanding #2), 103 (Expand Your Learning #6, #9), 192 (Review Your Knowledge #6)
v. investigate career options by completing skill inventories	99 (What Are Your Abilities?)	100 (Practice Your Understanding #2), 102 (Apply Your Knowledge #8), 103 (Expand Your Learning #6)
vi. compare career options by completing skill inventories	99 (What Are Your Abilities?)	100 (Practice Your Understanding #2), 102 (Apply Your Knowledge #8), 103 (Expand Your Learning #6)
E. generate short- and long-term Specific, Measurable, Attainable, Realistic, Time-Bound (SMART) goals for personal and career growth;		
i. generate short-term SMART goals for personal growth	90-92 (Goals, Short-Term Goals, SMART Goals), 593-594 (Set Goals)	93 (Practice Your Understanding #3), 102 (Apply Your Knowledge #5), 601 (Practice Your Understanding #2)
ii. generate long-term SMART goals for personal growth	90-92 (Goals, Short-Term Goals, SMART Goals), 593-594 (Set Goals)	102 (Apply Your Knowledge #5), 601 (Practice Your Understanding #2)

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Standards / Objectives / Indicators	G-W Content Instruction	G-W Content Application
iii. generate short-term SMART goals for career growth	90-92 (Goals, Short-Term Goals, SMART Goals), 593-594 (Set Goals)	102 (Apply Your Knowledge #4), 601 (Practice Your Understanding #2)
iv. generate long-term SMART goals for career growth	90-92 (Goals, Short-Term Goals, SMART Goals), 593-594 (Set Goals)	102 (Apply Your Knowledge #4), 601 (Practice Your Understanding #2)
F. research and explain methods for developing a growth mindset;		
i. research methods for developing a growth mindset	573 (final bullet point), 596 (first paragraph)	585 (Apply Your Knowledge #2)
ii. explain methods for developing a growth mindset	573 (final bullet point), 596 (first paragraph)	585 (Apply Your Knowledge #2)
G. summarize how to appropriately self-advocate in the workplace; and	62-64 (Working with Your Supervisor), 61-62 (Show Initiative)	75 (Expand Your Learning #9)
H. explain the impact of an employee self-evaluations, management performance evaluations, and employee feedback responses on personal job growth		
i. explain impact of an employee self-evaluations on personal job growth	209-210 (Performance Reviews)	217 (Check Your Understanding #2), 233 (Expand Your Learning #6)
ii. explain impact of management performance evaluations on personal job growth	208-210 (Performance Reviews)	217 (Check Your Understanding #1, Practice Your Understanding #1), 233 (Expand Your Learning #6)
iii. explain impact of employee feedback responses on personal job growth	208-210 (Performance Reviews)	233 (Expand Your Learning #6)
Standard 8: The student identifies skills and attributes necessary for professional success. The student is expected to:		
A. evaluate and compare career options, including salaries and benefits;		
i. evaluate career options, including salaries	117 (Pay), 462-465 (16.1-1 Forms of Income)	122 (Practice Your Understanding #2), 125 (Expand Your learning #2, #5), 471 (Practice Your Understanding #1), 493 (Apply Your Knowledge #1)
ii. compare career options, including salaries	117 (Pay), 462-465 (16.1-1 Forms of Income)	125 (Expand Your Learning #5), 471 (Practice Your Understanding #1), 493 (Apply Your Knowledge #1)

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Standards / Objectives / Indicators	G-W Content Instruction	G-W Content Application
iii. evaluate career options, including benefits	117-118 (Benefits), 465 (Fringe Benefits), 469 (Workers' Compensation), 470-471 (Unemployment Insurance)	122 (Practice Your Understanding #2), 125 (Expand Your Learning #2), 493 (Apply Your Knowledge #1, #3)
iv. compare career options, including benefits	117-118 (Benefits), 465 (Fringe Benefits), 469 (Workers' Compensation), 470-471 (Unemployment Insurance)	493 (Apply Your Knowledge #1, #3)
B. describe how interests, abilities, personal priorities, and family responsibilities affect career choices;		
i. describe how interests affect career choices	96-98 (What Are Your Interests?)	100 (Check Your Understanding #4), 103 (Expand Your Learning #4, #6)
ii. describe how abilities affect career choices	99 (What Are Your Abilities?)	100 (Practice Your Understanding #2), 102 (Apply Your Knowledge #8), 103 (Expand Your Learning #6)
iii. describe how personal priorities affect career choices	90 (first paragraph), 113 (Personal Decisions), 381-382 (Life Roles and Values)	114 (Practice Your Understanding #3), 386 (Practice Your Understanding #3)
iv. describe how family responsibilities affect career choices	381-382 (Life Roles and Values), 592-597 (20.1-2 Balancing Family and Work Roles), 597-600 (20.1-3 Family-Friendly Workplace)	386 (Practice Your Understanding #3), 601 (Practice Your Understanding #3), 612 (Apply Your Knowledge #2), 613 (Expand Your Learning #3)
C. identify continuing education opportunities that enhance career advancement and promote lifelong learning;		
i. identify continuing education opportunities that enhance career advancement	147 (Continuing Education), 210 (Training Opportunities)	154 (Apply Your Knowledge #4), 231 (Review Your Knowledge #4)
ii. identify continuing education opportunities that promote lifelong learning	40 (Study and Learn)	154 (Apply Your Knowledge #4)
D. analyze the future employment outlook in an occupational area of interest;	8-9 (Future Occupational Trends), 134 (Occupational Outlook Handbook), 326-328 (Technology in the 21st Century Workplace), 331-332 (AI and Future Careers)	21 (Apply Your Knowledge #2), 155 (Expand Your Learning #3)
E. describe entrepreneurial opportunities in an occupational area of interest; and	430-434 (Lesson 15.1 Entrepreneurship)	434 (Practice Your Understanding #1-2), 454 (Apply Your Knowledge #1-3)

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Subchapter B. High School §127.15. Career Preparation General—page 15

Standards / Objectives / Indicators	G-W Content Instruction	G-W Content Application
F. evaluate strategies for career retention and advancement in response to the changing global workforce.		
i. evaluate strategies for career retention in response to the changing global workforce	8 (Future Occupational Trends)	15 (Check Your Understanding #3)
ii. evaluate strategies for career advancement in response to the changing global workforce	16-17 (21st century career skills), 326-328 (Technology in the 21st Century Workplace), 331-332 (AI and Future Careers)	15 (Check Your Understanding #3), 20 (Review Your Knowledge #7)

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