

Alabama Career/Technical Education Curriculum Core Content Standards

Correlated to
Career Choices, Instructor's Guide, Possibilities, and Lifestyle Math

CATE Core Content Standards	<i>Career Choices</i>	<i>Instructor's Guide</i>	<i>Possibilities</i>	<i>Lifestyle Math</i>
Life Applications				
1) Explain the impact of technological advancement on a variety of areas. <ul style="list-style-type: none"> • Government • Business • Industry • Environment 	242-246	4/148-4/149		
2) Assess the use of technology in different career fields. Examples: medicine, industry, information, business, agriculture	148-155, 226-227, 242-246	4/89-4/93, 4/139-4/140, 4/148-4/150		
3) Apply knowledge and skills gained through student organization activities to enhance personal and professional growth. <ul style="list-style-type: none"> • Employability skills • Community service activities • School activities • Conferences and workshops • Competitive career event activities • Leadership activities • Teambuilding activities • Professional/civic responsibility • Etiquette 	160-161, 162-165, 170-178, 232-247	4/24-4/26, 4/83, 4/101-4/105, 4/108-4/115, 4/141-4/150, 6/23-6/31, 6/32-6/33, 10/2-10/6	127-138, 139-141, 142-163, 262-263	26, 38, 60-63, 82-83, 95-97, 98-99
4) Demonstrate skills for managing finances. <ul style="list-style-type: none"> • Personal • Business 	77-103, online enhancing activities	4/48-4/68	80-86, 87-94, 95-102	Goal of the entire text
5) Demonstrate effective communication skills. <ul style="list-style-type: none"> • Writing • Speaking • Listening • Reading • Non-verbal • Computer literacy 	Projects and discussions throughout, 120, 159, 161, 241, 250-259, online enhancing activities	4/76, 4/101-4/105, 4/147, 4/152-4/153, 6/2-6/27	Practiced throughout the text	Practiced throughout the text
6) Apply mathematical/scientific concepts for solving problems. <ul style="list-style-type: none"> • Reading a scale/ruler • Performing basic computations • Using weights/measures • Reading charts/diagrams 	Practiced throughout, including 66-71, 77-103, 150-155, 226, 242-245, 246	4/90-4/91, 4/139, 4/149-4/150, 4/153		Practiced throughout the text

CATE Core Content Standards	Career Choices	Instructor's Guide	Possibilities	Lifestyle Math
Workplace Applications				
7) Determine factors to be considered in developing an effective career plan. <ul style="list-style-type: none"> • Self-assessment • Goal setting • Career research • Career plan 	Goal of the entire text	Practiced throughout	Practiced in journal entries and discussions throughout	
8) Demonstrate procedures for obtaining employment. <ul style="list-style-type: none"> • Job search • Resume • Letter of application/cover letter • Job application • Interview process • Follow-up thank you letter • Employment acceptance 	250-263, online enhancing activities	4/151-4/159	254-261, 273-275	88-91
9) Analyze factors related to entrepreneurial opportunities. Examples: risks, rewards, business climate, obtaining finances	38-43, 135-139, 162-165, 238-241	4/22-4/23, 4/83, 4/103-4/104, 4/146-4/147		
10) Describe related employer/personnel issues. <ul style="list-style-type: none"> • Employer hiring practices • Employment forms • Employer policies • Fringe benefits • Labor laws • OSHA guidelines • Labor organizations • Employment termination 	250-263, online enhancing activities	4/152-4/159	254-261, 262-269	
11) Apply safe and healthy work standards to the workplace. <ul style="list-style-type: none"> • Safe work procedures • Hazardous or unhealthy work conditions • Proper tools, dress, and equipment • Emergency procedures • Work area maintenance • Hazardous substance/materials • Safety rules and regulations 	64-71, 82-83, 89	4/43-4/45, 4/57, 6/11		43-47, 74-75

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12) Assess appropriate professional behavior for the workplace. <ul style="list-style-type: none"> ● Following rules and regulations ● Exhibiting positive behavior ● Complying with company dress code ● Demonstrating appropriate personal hygiene ● Complying with business/organizational expectations ● Identifying effective employer/employee relations ● Practicing teamwork 	13-21, 64-71, 82-83, 89, 162-165, 230-247	4/4-4/13, 4/24-4/25, 4/43-4/45, 4/57, 4/102, 4/104, 4/115, 4/118-4/119, 4/141-4/150, 6/11		98-99, 102-107
13) Analyze proper workplace ethics Examples: chain of command, cost effectiveness, time management, assertiveness, willingness to learn, attendance, ethical reasoning, responsibility for decisions and actions, diversity	232-235, 238-241	4/145-4/146, 4/178		
Project Development				
14) Utilize problem-solving skills in a workplace setting. <ul style="list-style-type: none"> ● Identify the problem ● Clarifying purposes and goals ● Identifying solutions and their impact ● Employing reasoning skills ● Evaluating options ● Establishing priorities ● Assessing employer/employee responsibilities 	121, 168-179, 183-190, 232-235, 238-241	4/77, 4/108-4/115, 4/118-4/121, 4/145-4/146, 4/178	127-138, 139-141, 164-165, 166-171, 178-211	104-110