

New Jersey Cross-Content Workplace Readiness Standards & Progress Indicators

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

Cumulative Progress Indicators	<i>Career Choices</i>	<i>Lifestyle Math</i>	<i>Instructor's Guide, 2000-02 Edition</i>
Standard 1: All students will develop career planning and workplace readiness skills.			
1) Demonstrate employability skills and work habits, such as work ethic, dependability, promptness, and getting along with others, needed to get and keep a job.	Chap. 10, pp. 230-247		pp. 4/141-4/149
2) Describe the importance of personal skills and attitudes to job success.	Chap. 9, pp. 194-200; Chap. 10, pp. 230-247		pp. 4/123-4/126, 4/141-4/149
3) Identify career interests, abilities, and skills.	Chap. 2, pp. 24-53; Chap. 5, pp. 124-141		pp. 4/15-4/35, 4/79-4/84
4) Develop an individual career plan.	Chap. 12, pp. 266-283; online activities*	pp. 107-110	pp. 4/161-4/169
5) Identify skills that are transferable from one occupation to another.	Chap. 10, pp. 230-247		pp. 4/141-4/149
6) Select a career major and appropriate accompanying courses.	Chap. 6, pp. 144-165; Chap. 12, pp. 266-283; online activities*	p. 88	pp. 4/85-4/105, 4/161-4/169, 7/7/6-7/14
7) Describe the importance of academic and occupational skills to achievement in the work world.	Chap. 4, pp. 116-119; Chap. 10, pp. 242-245		pp. 4/74-4/75, 4/148-149
8) Demonstrate occupational skills developed through structured learning experiences, such as volunteer, community service, and work-based experiences or part-time employment.	Chap. 6, pp. 160-161		p. 4/101
9) Identify job openings.	Chap. 11, pp. 254-255; online activities*		pp. 4/155, 7/6-7/14
10) Prepare a resume and complete job applications.	Chap. 11, pp. 250-253, 256-257; online activities*		pp. 4/152-4/154, 4/156, 7/6-7/14
11) Demonstrate skills and attitudes necessary for a successful job interview.	Chap. 11, pp. 258-259; online activities*		p. 4/157
12) Demonstrate consumer and other financial skills.	Chap. 4; online activities*	Goal of Entire Text	pp. 4/47-4/77
Standard 2: All students will use information, technology, and other tools.			
2) Select appropriate tools and technology for specific activities.	Online activities for Chapters 4, 6, 11, and 12*	Online activities throughout*	pp. 7/1-7/14

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281 S Magnolia Ave Santa Barbara CA 93117
(805) 967-8015 Fax: (805) 967-4357 www.academicinnovations.com

Cumulative Progress Indicators	Career Choices	Lifestyle Math	Instructor's Guide, 2000-02 Edition
3) Demonstrate skills needed to effectively access and use technology-based materials through keyboarding, troubleshooting, and retrieving and managing information.	Online activities for Chapters 4, 6, 11, and 12*	Online activities throughout*	pp. 7/1-7/14
5) Access technology-based communication and information systems.	Online activities for Chapters 4, 6, 11, and 12*	Online activities throughout*	pp. 7/1-7/14
6) Access and assess information on specific topics using both technological (e.g., computer, telephone, satellite) and print resources available in libraries or media centers.	Online activities for Chapters 4, 6, 11, and 12*	Online activities throughout*	pp. 7/1-7/14
7) Use technology and other tools to solve problems, collect data, and make decisions.	Online activities for Chapters 4, 6, 11, and 12*	Online activities throughout*	pp. 7/1-7/14
8) Use technology and other tools, including word-processing, spreadsheet and presentation programs, and print or graphic utilities, to produce products.			pp. 4/16, 4/90
Standard 3: All students will use critical thinking, decision making and problem-solving skills.			
1) Recognize and define a problem, or clarify decisions to be made.	Chap. 7, pp. 168-179; Chap. 8, pp. 182-191		pp. 4/107-4/115, 4/117-4/121
2) Use models, relationships, and observations to clarify problems and potential solutions.	Chap. 8, pp. 182-191		pp. 4/117-4/121
5) Use the library media center as a critical resource for inquiry and assessment of print and nonprint materials.	Chap. 6; online activities*		pp. 4/85-4/105
11) Identify and evaluate the validity of alternative solutions.	Chap. 7, pp. 168-179		pp. 4/107-4/115
12) Interpret and analyze data to draw conclusions.		pp. 98-101	
13) Select and apply appropriate solutions to problem-solving and decision-making situations.	Chap. 7, pp. 168-179; Chap. 8, pp. 182-191		
Standard 4: All students will demonstrate self-management skills.			
1) Set short and long term goals.	Chap. 8, pp. 186-191; Chap. 12, pp. 270-279	pp. 102-110	pp. 4/120-121, 4/164-166
2) Work cooperatively with others to accomplish a task.	Chap. 6, pp. 162-165	pp. 26, 38, 42, 60-63, 70, 78, 82-83, 89-, 92-94, 98-99, 104-110	pp. 4/102-4/104
7) Describe the roles people play in groups.	Chap. 2, pp. 38-43; Chap. 6, pp. 162-165		pp. 4/22-4/23, 4/102-4/104

* There are over 80 online activities that enhance the materials in **Career Choices** and **Lifestyle Math**. You can learn more and review sample activities at www.CareerChoices.com. (See pages 7/6-7/14 in the **Instructor's Guide** for a complete listing of enhanced lessons.)

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