Arizona's Standards & Measures - Career Exploration

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Page references

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		Career Choices text	Instructor's Guide	www.CareerChoices.com	www.My10yearPlan.com	
1.0	**EVALUATE INDIVIDUAL STRENGTHS, VALUES AND PERSONALITY TRAITS**					
1.1	Evaluate the importance of a positive self concept	X	X			Career Choices, pp. 50-53; Instructor's Guide, p. 4/32
1.2	Explore and relate personal achievements, interests and skills to career options	X	X			Career Choices, pp. 24-49, 124-139; Instructor's Guide, pp. 4/15-4/31, 4/80-4/83
1.3	Evaluate how personality traits, behavioral styles and personal values influence work habits	X	X			Career Choices, pp. 230-246; Instructor's Guide, pp. 4/142-4/150
1.4	Evaluate how personality traits, behavioral styles and values align with career options	X	X			Career Choices, pp. 144-155; Instructor's Guide, pp. 4/86-4/91
2.0	**EXPLORE A VARIETY OF OCCUPATIONAL AREAS**					
2.1	Demonstrate the use of technology and other resources to research and obtain career information	X	X	X	X	Career Choices, pp. 120, 150-155; Instructor's Guide, pp. 4/76, 4/89-4/91; enhancements available online
2.2	Research occupations within Career Pathways and Career Clusters	X	X	X	X	Career Choices, pp. 144-165; Instructor's Guide, pp. 4/78, 4/86-4/105; enhancements available online
2.3	Explore various occupations and classify into career clusters	X	X	X	X	Career Choices, pp. 120, 150-155, 227; Instructor's Guide, pp. 4/76, 4/78, 4/89-4/91, 4/139-4/140; enhancements available online
2.4	Identify the skills, educational requirements and program of study related to different occupations	X	X			Career Choices, pp. 144-165, 266-273, 278-282; Instructor's Guide, pp. 4/86-4/105, 4/161-4/164, 4/166-4/169; enhancements available online
2.5	Create a financial plan to reach at least one career option	X	X	X	X	Career Choices, pp. 77-93, 150-155; Instructor's Guide, pp. 4/48-4/64, 4/89-4/91; enhancements available online
3.0	**DEMONSTRATE AN UNDERSTANDING OF ACADEMIC ACHIEVEMENT AND PERFORMANCE REQUIRED FOR MEETING CAREER GOALS**					
3.1	Investigate all postsecondary options; such as two and four year college, military, technical schools, apprenticeships, and on-the-job training	X	X	X	X	Career Choices, pp. 266-273, 278-282; Instructor's Guide, pp. 4/161-4/164, 4/166-4/169; enhancements available online
3.2	Assess the importance of educational achievement; appropriate course selection for career opportunities; life long learning and success in the workplace	X	X			Career Choices, pp. 114-119, 203-207, 211-213; Instructor's Guide, pp. 4/74-4/75, 4/128-4/129, 4/132-4/133
3.3	Analyze the education and training required to achieve career goals	X	X			Career Choices, pp. 120, 150-155, 227; Instructor's Guide, pp. 4/76, 4/89-4/91, 4/139-140; enhancements available online
3.4	Explore possible barriers to achieving career goals	X	X			Career Choices, pp. 194-215, 227, 230-247; Instructor's Guide, pp. 4/124-4/134, 4/139-4/140, 4/142-4/150
4.0	**DEMONSTRATE CAREER PLANNING SKILLS**					
4.1	Demonstrate skills to locate, understand and use career information	X	X	X		Career Choices, pp. 120, 150-155, 227; Instructor's Guide, pp. 4/76, 4/89-4/91, 4/139-140; enhancements available online
4.2	Research school and community resources to explore educational and occupational choices					
4.3	Develop a 4-6 year career and educational plan	X	X		X	Goal of the entire curriculum
4.4	Develop, maintain, and update a career portfolio	X	X		X	Activities throughout Career Choices; Instructor's Guide, pp. 4/13-4/14; enhancements available online through My10yearPlan.com

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Career Choices text
Instructor's Guide
www.CareerChoices.com
www.My10yearPlan.com

Page references

		Career Choices text	Instructor's Guide	www.CareerChoices.com	www.My10yearPlan.com	Page references
5.0	**DEMONSTRATE DECISION MAKING AND CRITICAL THINKING SKILLS REQUIRED FOR CAREER SUCCESS**					
5.1	Identify appropriate methods for problem-solving and decision-making	X	X			Career Choices, pp. 168-179, 182-191; Instructor's Guide, pp. 4/108-4/115, 4/118-4/121
5.2	Apply decision-making skills to career planning, course selection and educational transition	X	X			Career Choices, pp. 168-179, 278-282; Instructor's Guide, pp. 4/108-4/115, 4/166-4/169
5.3	Solve problems and make decisions in simulated work-related situations	X	X			Career Choices, pp. 162-165, 182-191, 236-241; Instructor's Guide, pp. 4/102-4/105, 4/118-4/121, 4/145-4/147
6.0	**DEVELOP COMMUNICATION SKILLS FOR PUBLIC AND WORKPLACE ENVIRONMENTS**					
6.1	Utilize interpersonal skills to interact positively with others	X	X			Practiced throughout the materials
6.2	Demonstrate active listening skills					
6.3	Evaluate the impact of nonverbal communication					
6.4	Demonstrate ability to take constructive criticism from others and apply it in a positive manner	X	X			Career Choices, pp. 194-200, 236-241, 260; Instructor's Guide, pp. 4/145-4/147, 4/174
6.5	Communicate using demonstration and presentation skills	X	X			Career Choices, pp. 172-174, 185, 208-209, 222-223; Instructor's Guide, pp. 4/111-4/112, 4/118, 4/130-4/131, 4/137
6.6	Communicate using written communication skills	X	X			Practiced throughout the materials
6.7	Evaluate and apply techniques for conflict resolution					
6.8	Demonstrate a general understanding of behavioral styles and their impact on effective communication	X	X			Career Choices, pp. 30-37, 38-43, 162-165; Instructor's Guide, pp. 4/20-4/21, 4/22-4/23, 4/102-4/105
7.0	**DEVELOP LEADERSHIP AND TEAMWORK SKILLS REQUIRED FOR THE WORKPLACE**					
7.1	Demonstrate responsibility, dependability, punctuality, cooperation, integrity, and positive attitude expected in the workplace	X	X			Career Choices, pp. 230-246; Instructor's Guide, pp. 4/142-4/150
7.2	Adapt organizational and time management skills for task completion					
7.3	Model and demonstrate leadership skills	X	X			Career Choices, pp. 38-43, 162-165, 230-235, 238-241; Instructor's Guide, pp. 4/22-4/23, 4/102-4/105, 4/142-4/144, 4/145-4/147
7.4	Demonstrate teamwork skills	X	X			Career Choices, pp. 38-43, 162-165, 230-235, 238-241; Instructor's Guide, pp. 4/22-4/23, 4/102-4/105, 4/142-4/144, 4/145-4/147
7.5	Outline team dynamics	X	X			Career Choices, pp. 38-43, 162-165; Instructor's Guide, pp. 4/22-4/23, 4/102-4/105
8.0	**ANALYZE AND DEVELOP LEGAL AND ETHICAL BEHAVIORS**					
8.1	Describe a workplace attendance policy					
8.2	Choose ethical courses of action in school and work settings					
8.3	Describe the relationship and roles of supervisors, employees and co-workers					
8.4	Determine rules of safe and appropriate conduct when using the internet and email					
8.5	Explain the consequences of illegal and unethical use of information technology					
8.6	Explain the consequences of sexual harassment					
8.7	Identify legal implications of discrimination					

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Page references

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9.0	**DEMONSTRATE TECHNOLOGICAL LITERACY REQUIRED IN THE WORKPLACE**					
9.1	Utilize technology based research tools to locate and collect information	X	X	X	X	Career Choices, pp. 77-93, 120; Instructor's Guide, pp. 4/48-4/64, 4/76, 4/89-4/91; enhancements available online
9.2	Communicate using e-mail, Internet and other technology tools					
9.3	Demonstrate computer literacy using word processing, spreadsheet and database software		X			Activities recommended throughout the Instructor's Guide
9.4	Incorporate technology tools to enhance learning, to increase productivity and creativity			X	X	Enhancements available online
10.0	**ANALYZE HOW SOCIAL, ORGANIZATIONAL AND TECHNOLOGICAL SYSTEMS OPERATE**					
10.1	Demonstrate basic knowledge of operations and functions of technology systems					
10.2	Identify the uses of technology in industry, education, the political arena, and day-to-day consumer affairs			X		Enhancements available online
10.3	Explore the social, ethical, and human issues related to using technology in daily lives	X	X			Career Choices, pp. 135-137, 148-149, 150-155, 211-213, 226-227, 242-246; Instructor's Guide, pp. 4/82, 4/88-4/91, 4/132-4/133, 4/139-4/140, 4/148-4/150; enhancements available online
10.4	Identify the effects of societal, economic and technological trends on occupations	X	X			Career Choices, pp. 135-137, 148-149, 150-155, 211-213, 226-227, 242-246; Instructor's Guide, pp. 4/82, 4/88-4/91, 4/132-4/133, 4/139-4/140, 4/148-4/150; enhancements available online
10.5	Explore the impact of managing a career in a global economy	X	X			Career Choices, pp. 135-137, 148-149, 150-155, 211-213, 226-227, 242-246; Instructor's Guide, pp. 4/82, 4/88-4/91, 4/132-4/133, 4/139-4/140, 4/148-4/150; enhancements available online
11.0	**EVALUATE FACTORS CONTRIBUTING TO A SAFE AND HEALTHY WORK ENVIRONMENT**					
11.1	Survey safety procedures required in the workplace					
11.2	Demonstrate safety in work related situations					
11.3	Practice safe use of tools and equipment					
11.4	Identify constructive health habits					
11.5	Demonstrate appropriate and/or required dress for different workplace settings					
12.0	**DEMONSTRATE AN UNDERSTANDING OF DIVERSITY**					
12.1	Explain equal career opportunities for all individuals regardless of race, ethnicity, gender, age and/or disability conditions					
12.2	Describe how physical, intellectual and cultural diversity can strengthen workplace effectiveness					
12.3	Identify stereotypes, biases and discriminatory behaviors that may impact entering nontraditional occupations	X	X			Career Choices, pp. 211-213; Instructor's Guide, pp. 4-132-4/133
12.4	Demonstrate appropriate strategies for dealing with the differences associated with diversity in the workplace					
12.5	Demonstrate appropriate manners and etiquette when interacting with people of diversity including age, cultural differences and persons with disabilities	X	X			Career Choices, pp. 31-37, 196-199, 211-215, 242-247; Instructor's Guide, pp. 4/20-4/21, 4/124-4/125, 4/132-4/134, 4/148-4/150