

Tennessee Career Management Success Standards

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

Learning Expectations	<i>Career Choices</i>	<i>Instructor's Guide, 5th Edition</i>	CareerChoices.com Internet site	<i>Possibilities</i>	<i>Lifestyle Math</i>
STANDARD 1.0 - Students will display attitudes necessary for achieving personal and academic success.					
The student will:					
1.1 Examine learning styles and adapt learning strategies to their identified styles.	38-43 162-165	4/22-26 4/102-105			
1.2 Prioritize and manage personal and academic activities using time management strategies.	121	4/77			
1.3 Use advanced study skills.				Throughout	6-9
1.4 Diagram steps required to achieve identified short and long-term goals.	183-185 186-190	4/117-4/121		182-191	102-110
1.5 Generate personal strategies for managing stress.	197-226	4/123-139		172-177 214-215 212-220 221-224 225-227	6-9
1.6 Model attitudes conducive to personal success.	231-237	4/141-4/149		38 240-248 249-251	93-97
STANDARD 2.0 - Students will demonstrate attitudes, skills, and strategies necessary for achieving workplace success.					
The student will:					
2.1 Analyze the role of values and ethics in career and workplace.	238-241 242-245			249-251	
2.2 Correlate lifestyle requirements with career decisions.	56-59 62-63	4/38-42	Enhancing activities available online		12-88
2.3 Assess implications of diversity for communities and workplaces.	194-199 211-213	4/124-4/125 4/132-133		69-71	
2.4 Infer relationships between work ethics and organizational and personal job success.	64-71	4/43-4/45		64-68 72-73 76-79 270-272	
2.5 Demonstrate attitudes conducive to workplace success.	238-245	4/146-149		249-251 240-247	6 98-99

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STANDARD 3.0 - Students will use teamwork skills to accomplish goals, solve problems, and manage conflict within groups.					
Students will:					
3.1 Analyze the role and functions of teams in the workplace.	162-165	4/102-105			98-99
3.2 Perform the functions of various roles within a team.		4/25-4/26			98-99
3.3 Use strategies to resolve or reduce conflicts within groups.	183-185	4/118		264-269	
3.4 Give and receive constructive criticism.	197-200	4/124-126		208	
3.5 Achieve solutions as members of a multicultural team.		6/1-2		164-165 212-213	
STANDARD 4.0 - Students will communicate effectively and comprehend oral and written communication.					
The student will:					
4.1 Demonstrate effective verbal communication.					
4.2 Demonstrate effective written communication in various business formats.	Practiced throughout entire book.		Enhancing activities available online	Practiced throughout entire book.	Practiced throughout entire book.
4.3 Demonstrate listening skills and oral comprehension.					
4.4 Demonstrate comprehension of written communication.			Throughout		
STANDARD 5.0 - Students will demonstrate job-seeking skills and exhibit employability characteristics required for employability and job retention in the workplace.					
Students will:					
5.1 Plan a job search strategy.	250-263	4/151-159	Enhancing activities available online	254-261 273-275	
5.2 Exhibit positive interview behavior.	258-259	4/157	Enhancing activities available online		
STANDARD 6.0 - Students will adapt to the requirements of specific business or industry employability and job retention in the workplace.					
The student will:					
6.1 Model attitudes, actions, and behaviors required for successful performance on the job.	13-21	4/4-4/13		19-32 33-36 252-253	
6.2 Demonstrate an appropriate workplace appearance.	82-83	6/11			43-47
6.3 Analyze the importance of a wellness program for employees.	64-71 89	4/43-45			74-75

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STANDARD 7.0 - Students will demonstrate leadership, citizenship, and teamwork skills required for success in the school, community, and workplace.					
The student will:					
7.1 Cultivate positive leadership skills.		6/23-31 6/32-33		262-263	
7.2 Participate in a student organization directly related to their program of study as an integral part of classroom instruction.	160-161	4/101 10/2-10/6			
7.3 Assess situations and apply problem-solving and decision-making skills within the school, community, and workplace.	170-178	4/108-115		127-138 139-141 142-163	
7.4 Participate as team members.	162-165	4/102-105			
STANDARD 8.0 - Students will integrate multiple roles and responsibilities in family, work, and community settings.					
The student will:					
8.1 Analyze the contribution of the family to the development of its members individually, as family members, and as members of the community and workforce.	49-53 66-71	4/30-4/33 4/44-45 10/7-10/11		44-45 95-102 103-107 214-215	
8.2 Analyze strategies to manage multiple individual, family, work, and community roles and responsibilities.	96-111 222-223 270-282	4/65-4/71 4/137 4/164-167			
8.3 Demonstrate the transfer of employability and other related skills to workplace settings.	46-48 112-113	4/27-29 4/72-73		118-123	
STANDARD 9.0 - Students will perform basic PC operations and file management using appropriate software.					
The student will:					
9.1 Demonstrate the ability to perform basic PC operations.		7/6-7/17	Throughout	279-283 172-177	
9.2 Selects the appropriate software for a given problem or task.		7/1-7/5	Throughout		
9.3 Perform file management tasks.				279-283	61-63

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STANDARD 10.0 - Students will explore career opportunities and career paths offered in the local education system.					
The student will:					
10.1 Explain the titles, roles, and functions of individuals engaged in the career paths offered at their local high school.	120	4/76	Enhancing activities available online		
10.2 Investigate employment and entrepreneurial opportunities.	138-139 135-137 150-155	4/83-4/82 4/89-90	Enhancing activities available online	118-123	
10.3 Evaluate personal characteristics required for working in the various career paths offered at their local high school.	24-48 126-134 135-137 145-147	4/15-4/29 4/80-4/82 4/86-4/88	Enhancing activities available online		
10.4 Investigate post-secondary education, professional organizations, trade publications, and web sites appropriate for continuing education.	267-269 270-273	4/162-4/164	Enhancing activities available online		