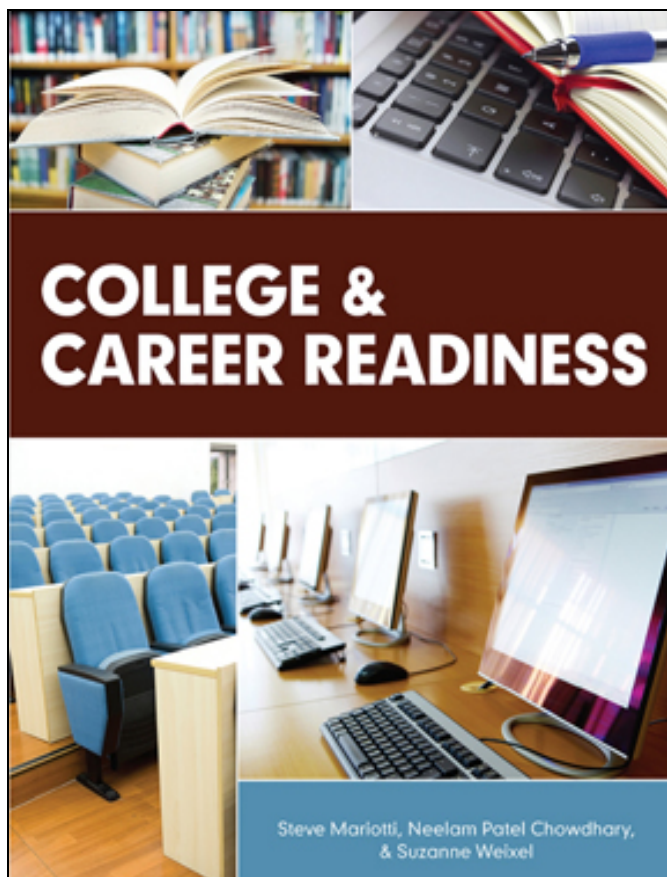


A Correlation of
College & Career Readiness
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To the

Alabama Course of Study
Business Management and Administration
Career Explorations, Grades 6-8

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Career Explorations	
Each foundational standard completes the stem “ <i>Students will ...</i> ”	
Foundational Standards	
1. Incorporate safety procedures in handling, operating, and maintaining tools and machinery; handling materials; utilizing personal protective equipment; maintaining a safe work area; and handling hazardous materials and forces.	SE/TE: Staying Safe at Work, 288-289
2. Demonstrate effective workplace and employability skills, including communication, awareness of diversity, positive work ethic, problem-solving, time management, and teamwork.	SE/TE: Employability Characteristics, 15 Solving Problems, 102-103 Using the Communication Process, 143-144 Career Counsel, 145 Communication in and out of the Workplace, 147 Listening on the Job, 149 Recognizing Communication Barriers, 154 Case Study, 156 What Makes a Team Successful, 164 Developing as a Leader, 165 What About Team Members?, 166 Building Ethical Relationships, 167 Being Professional, 274-275 Being a Problem Solver, 275-276 Applying Time-Management Techniques in the Workplace, 278-281 Valuing Differences, 282
3. Explore the range of careers available in the field and investigate their educational requirements, and demonstrate job-seeking skills including resume-writing and interviewing.	SE/TE: Career Profile: Environmental Scientist, 33 Career Profile: Flight Attendant, 47 Career Profile: Nurse, 63 Write Now, 75 College-Ready Practices, 75 Career-Ready Practices, 76 Career Profile: Electrician, 86 Career Profile: College Admissions Officer, 131 Career Profile: Actuary, 186 Tech Connect, 232 Preparing a Resume, 233-234 Applying for a Job, 235-236 Interviewing for a Job, 237-241 Career-Ready Practices, 248 Career Portfolio, 248 Career Profile: Veterinarian, 264 Career Profile: Computer Software Engineer, 300 Career Profile: Broker, 358

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4. Advocate and practice safe, legal, responsible, and ethical use of information and technology tools specific to the industry pathway.	SE/TE: Tech Connect, 167
5. Participate in a Career and Technical Student Organization (CTSO) to increase knowledge and skills and to enhance leadership and teamwork.	SE/TE: How Can I Build Employability Skills?, 16 Joining a Student Organization, 134 Common Career and Technical Student Organizations, 134-135
6. Discuss and demonstrate ways to value diversity.	SE/TE: Diversity in the Workforce, 49 Recognizing Communication Barriers, 154 Valuing Differences, 282
CAREER EXPLORATIONS	
CONTENT STANDARDS	
Each content standard completes the stem “ <i>Students will ...</i> ”	
Technology	
1. Demonstrate basic hardware and software technology skills in using digital devices. <i>Examples: using a personal computer, managing files, using the Internet, using application programs</i>	SE/TE: Tech Connect, 8 Tech Connect, 43 Tech Connect, 54 Tech Connect, 111 Tech Connect, 153 Tech Connect, 167 Laptops That Make a Difference, 200 Using Communications Devices, 202 Using Computer Applications, 203 Tech Connect, 232 Tech Connect, 278
Work Ethics	
2. Explain personal and societal benefits of participating in the workforce.	SE/TE: The Economic Value of Work, 42 The Emotional Value of Work, 43 The Educational Value of Work, 43-44

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Communication Skills	
3. Deliver workplace presentations that utilize eye contact, clear enunciation, and visual aids during presentations to enhance and sustain listeners' attention and interest.	
a. Identify, select, and prepare support materials to accompany a workplace presentation, including tables, charts, and technology.	SE/TE: Delivering an Oral Presentation, 146 Using Visual Aids, 152 Case Study, 156
4. Utilize active listening skills to obtain, clarify, and summarize information in the workplace.	SE/TE: Developing Listening Skills, 148-149 Active Listening Skills, 149
5. Summarize written materials from various career resources clearly, succinctly, and accurately.	SE/TE: Career Profile: Nurse, 63 Web Extra, 74 Write Now, 75 Career Profile: Computer Support Specialist, 104 Career Profile: College Admissions Officer, 131 Career Profile: Information Technology Manager, 198 Career Profile: Human Resources Manager, 221 Career Profile: Image Consultant, 241 Career Profile: Occupational Therapist, 281 Career Profile: Computer Software Engineer, 300 Career Profile: Financial Planner, 332
Employability Skills	
6. Demonstrate positive work behaviors and personal qualities, including willingness to acquire new knowledge and skills, integrity in a work situation, and willingness to follow rules and procedures.	SE/TE: Benefits of Character Qualities, 13 A Positive Attitude, 14 Employability Characteristics, 15 Being Professional, 274-275 Meeting Your Employer's Expectations, 275 Someone You Can Count On, 276 Being Ethical at Work, 276-277 Answer It!, #1, #2, 290 College-Ready Practices, 291
7. Describe employment skills needed for obtaining and maintaining a job. <i>Examples: punctuality, communication, attention to detail</i>	SE/TE: Transferable Skills, 16 Using the Communication Process, 143-144 Communication in and out of the Workplace, 147 Listening on the Job, 149 Answer It!, #1, 156 Career Portfolio, 158 Being Professional, 274-275 Meeting Your Employer's Expectations, 275 Someone You Can Count On, 276 Tips for Managing Time at Work, 280-281 Answer It!, #1, #2, 290

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Leadership	
8. Demonstrate interpersonal skills, including teamwork, conflict management, problem-solving, and networking.	SE/TE: Solving Problems, 102-103 Career-Ready Practices, 114 Active Listening Skills, 149 What Makes a Team Successful?, 164 What About Team Members?, 166 Managing Conflict, 168-171 College-Ready Practices, 173 How Do I Network?, 219 Teamwork and Leadership, 255 Being a Problem Solver, 275-275 Managing Workplace Conflict, 282-283
9. Research and demonstrate leadership skills for creating an environment that fosters mutual trust and respect.	SE/TE: Using Management Skills, 109-111 Developing as a Leader, 165 Teamwork and Leadership, 255
Career Opportunities	
10. Locate resources to determine job and career opportunities related to fields covered in the Alabama Career and Technical Education Clusters.	
a. Describe each of the Alabama Career and Technical Education Clusters.	SE/TE: Agriculture, Food & Natural Resources, 55 Architecture & Construction, 56 Arts, Audio/Video Technology & Communications, 57 Business Management & Administration, 58 Education & Training, 59 Finance, 60 Government & Public Administration, 61 Health Science, 62 Hospitality & Tourism, 64 Human Services, 65 Information Technology, 66 Law, Public Safety, Corrections & Security, 67 Manufacturing, 68 Marketing, 69 Science, Technology, Engineering & Mathematics, 70 Transportation, Distribution, & Logistics, 71 Answer It!, #2, #4, #4, #6, #7, 74 Career Portfolio, 76
11. Identify employment opportunities to match personal interests and aptitudes.	SE/TE: Identifying Your Strengths and Interests, 9-10 Write Now, 19 Write Now, 75 College-Ready Practices, 75 Career Portfolio, 76

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12. Create a personal plan of study to meet career goals and objectives and cite resources used to create the plan.	SE/TE: Developing an Academic Plan, 122-124 Career Portfolio, 138

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