

**EMC Publishing's *Developing Career and Living Skills*, © 2009**  
**Correlated to**  
**Arkansas Career Orientation Course (Grade 8)**

***Unit 1: Introduction to the World of Work***

**1.1 Define terms related to work and career orientation.**

**1.1.1 Demonstrate the use of terms in relation to the world of work and career orientation**

Attitude: Ch. 5, On-the-Job Competency, p. 100, Ch. 9, p. 197

Career: Ch. 4, p. 73,

Demographics: Ch. 10, p. 219

Ethnic: Ch. 2, p. 27 (new material)

Global economy: Ch. 11, p. 249

Goal: Ch. 1, p. 19; Ch. 2, p. 41-42; Ch. 3, p. 56; Ch. 5, p. 97-98; Ch. 15, 357-359

Job: Ch. 4, p. 73

Occupations: Ch. 4, p. 76

Orientation: Ch. 1, p. 5 and 10

Outsourcing: Ch. 248-249

Work: Ch. 4, p. 73

Workforce diversity: Ch. 10, p. 219; Ch. 11, p. 253

**1.1.2: Explore reasons why people work**

Ch. 4, p. 73

**1.2 Discuss the importance of a positive attitude**

Ch. 5, Wellness feature, p. 97; On-the-Job Competency, p. 100

Ch. 9, Wellness feature, p. 192; p. 197

Ch. 15, p. 356

**1.3 Describe the effects of a global economy in relation to the world of work**

**1.3.1 Interpret factors that contribute to a global economy**

Ch. 11, p. 248-249

**1.3.2 Connect diversity and demographics to the workplace**

Ch. 1, Diversity feature, p. 8; Discrimination feature, p. 11

Ch. 2, Discrimination feature, p. 29; Diversity feature, p. 31

Ch. 3, Diversity, p. 55; Discrimination, p. 57

Ch. 4, Discrimination, p. 74; Diversity, p. 84

Ch. 5, Diversity, p. 94

Ch. 6, Diversity, p. 123

Ch. 7, Diversity, p. 149; Discrimination, p. 150

Ch. 8, Diversity, p. 171

Ch. 9, Diversity, p. 192; Discrimination, p. 196

Ch. 10, p. 219-222

Ch. 11, Diversity, p. 244

Ch. 12, Discrimination, p. 266; Diversity, p. 268

Ch. 13, Ethics, p. 293; Diversity, p. 294; Discrimination, p. 296

Ch. 14, Discrimination, p. 325; Diversity, p. 329  
Ch. 15, Discrimination, p. 351; Diversity, p. 353

## **Unit 2: Self-Awareness**

### **2.1 Define terms related to self-awareness**

Aptitude: Ch. 2, p. 31, 35  
Assessment: Ch. 2, p. 43  
Career portfolio: Ch. 8, p. 168, 172-174  
Identity: Chapter 2  
Interest: Ch. 2, p. 32-33  
Interest inventory: Ch. 2, p. 43 (new material)  
Learning style: Ch. 2, p. 32  
Lifestyle: Ch. 2, p. 26  
Personality: Ch. 2, p. 26  
Procrastinator: Ch. 1, p. 11 (new material)  
Self-concept: Ch. 2, p. 30, 34  
Skill: Ch. 2, 36-39  
Values: Ch. 2, p. 26, 40-41

### **2.2 List reasons why people should identify interests, aptitudes, and abilities**

#### **2.2.1 Assess personal interests, aptitudes, and abilities**

Chapter 2, p. 29-40

#### **2.2.2 Analyze personal assessment data**

Chapter 2, p. 43

Supplement: Developing Career and Living Skills Student Interest Inventory ISBN: 1-59357-123-2

#### **2.2.3 Develop a personal career portfolio**

Ch. 8, p. 168, 172-174

Supplement: Developing Career and Living Skills Student Portfolio ISBN: 978-1-59357-581-6 (New material)

### **2.3 Discuss values as they relate to the world of work**

Ch. 1, Ethics feature, p. 15  
Ch. 2, Ethics feature, p. 32, p. 40-41  
Ch. 3, Ethics, p. 56  
Ch. 4, Ethics, p. 83  
Ch. 5, p. 96; Ethics, p. 96  
Ch. 6, Ethics, p. 124  
Ch. 7, Ethics, p. 147  
Ch. 8, Ethics, p. 171  
Ch. 10, Ethics, p. 217, p. 218-219  
Ch. 11, Ethics, p. 251  
Ch. 12, Ethics, p. 267  
Ch. 13, Ethics, p. 293  
Ch. 14, Ethics, p. 326  
Ch. 15, p. 354-355; Ethics, p. 355

## **2.4 Relate personality traits to the world of work**

Ch. 2, p. 29-35

## **2.5 Identify factors of a person's lifestyle**

Ch. 5, 93-97

Ch. 15, 348-354

### ***Unit 3: Making Decisions***

#### **3.1 Define terms related to making decisions**

Compromise: Ch. 6, p.132

Conflict: Ch. 10, 228-230

Decision: Ch. 3, 51, Ch. 5, 107

Decision-making process: Ch. 5, 107 (new material)

Evaluate: Ch. 3, p. 63; Ch. 5, p. 98; Ch. 15, 358

Plan: Ch. 3, p. 62; Ch. 5, 108; Ch. 15, 358

Resource: Ch. 5, 107

#### **3.2 Explain the need to study decision-making processes**

Ch. 3, 51-65

Ch. 5, 107 (new material, The Decision-Making Process)

Ch. 15, Case Study, p. 359

### ***Unit 4: Researching Careers***

#### **4.1 Define terms related to researching careers**

education/training requirements: Ch. 5, p. 94

employment outlook: Ch. 4, p. 78, 80 (new material); Ch. 5, p. 93

entry-level jobs: Ch. 4, p. 76; Ch. 10, p. 216

Internet: Ch. 4, p. 80

job duty: Ch. 4, p. 94

O\*Net: Ch. 4, p. 80

OOH: Ch. 4, p. 80

part-time jobs: Ch. 4, p. 82

qualification: Ch. 5, 96

related occupations: Ch. 4, p. 80

research: Ch. 4, p. 75-76

temporary jobs: Ch. 4, p. 82

volunteering: Ch. 4, p. 83, Case study, p. 85

working conditions: Ch. 4, p. 84; Ch. 5, 96-97

#### **4.2 Identify career information resources**

Ch. 4, 75-84

### ***Unit 5: Exploring the 16 Career Clusters***

#### **5.1 Identify the 16 career clusters**

Teacher's Edition: ATE18, table connecting the 15 career interest areas in the book with the 16 U.S. Dept. of Ed. career clusters

Ch. 4, 76-78

*Agriculture, Food, and Natural Resources*: Ch. 3, Career Facts on pages 53, 58, 59; Projected outlook, 60; Spotlight on a Career, p. 65; Does This Job Interest You? p. 68; Ch. 6, Does This Job Interest You? p. 142

*Architecture and Construction*: Ch. 2, Career Fact, p. 41; Spotlight on a Career, p. 44; Ch. 3, Career Fact, p. 61; Ch. 5, Career Facts on pages 102, 103; Ch. 6, Career Facts, p. 126, 127, 128, 129, 130, 131, 133; Projected Outlook, p. 132; Spotlight on a Career, p. 138

*Arts, Audio-Video Technology, and Communications*: Ch. 1, Career Facts on pages 5, 6, 9, 12, 13; Projected Outlook p. 15; Spotlight on a Career, p. 19; Does This Job Interest You? p. 22

*Business, Management, and Administration*: Ch. 9, Career Facts on pages 193, 194, 197, 201, 204, 206; Projected Outlook p. 193; Ch. 13, Career Fact, p. 294, 301, 302, 304; Does This Job Interest You? p. 318

*Education and Training*: Ch. 12, Career Facts on pages 272, 273, 274, 275, 277; Spotlight on a Career, p. 282; Does This Job Interest You? p. 286

*Finance*: Ch. 9, Career Facts on p. 198, 199; Spotlight on a Career, p. 205; Does This Job Interest You? p. 208; Ch. 13, Career Fact, p. 306

*Government and Public Administration*: Ch. 15, Career Facts on pages 350, 352, 353, 354, 356, 359, 362; Spotlight on a Career, p. 360-361; p. 355, 361; Does This Job Interest You? p. 364

*Health Sciences*: Ch. 3, Career Fact, p. 60; Ch. 13, Career Fact, p. 300; Ch. 14, Career Facts on pages 325, 326, 327, 328, 330, 332, 333, 334; Projected Outlook, p. 335; Spotlight on a Career, p. 342; Does This Job Interest You? p. 344

*Hospitality and Tourism*: Ch. 11, Career Facts on pages 254, 256

*Human Services*: Ch. 3, Career Fact, p. 55; Ch. 11, Career Fact, p. 248, 253; Spotlight on a Career, p. 255; Ch. 12, Career Fact, p. 275, 279; Ch. 13, Career Fact, p. 298; Spotlight on a Career, p. 315

*Information Technology*: Ch. 2, Career Facts on pages 42, 44, 47

*Law, Public Safety, Corrections, and Security*: Ch. 4, Career Facts on pages 73, 76, 83, 85; Projected Outlook, p. 73; p. 81; Spotlight on a Career, p. 86; Does This Job Interest You? p. 88

*Manufacturing*: Ch. 5, Career Fact on p. 105; Ch. 6, Career Fact, p. 123; Ch. 8, Career Facts on pages 170, 174, 175, 178, 180, 181, 182; Projected Outlook, p. 176; Does This Job Interest You? p. 186

*Marketing, Sales, and Service*: Ch. 10, Career Facts on pages 215, 218, 220, 222, 223, 225, 228; Projected Outlook, p. 221; Spotlight on a Career, p. 231; Does This Job Interest You? p. 234

*Science, Technology, Engineering, and Mathematics*: Ch. 2, Career Facts on pages 27, 34, 37, 39, 41, 43, 45, 47; Projected Outlook p. 47; Does This Job Interest You? p. 48; Ch. 8, Spotlight on a Career, p. 183

*Transportation, Distribution, and Logistics*: Ch. 5, Career Facts on pages 100, 101; Spotlight on a Career, p. 111, Does This Job Interest You? p. 114; Ch. 7, Career Facts on 148, 151, 152, 153, 155, 158, 160; Projected Outlook p. 155; Spotlight on a Career, p. 161; Does This Job Interest You? p. 164; Ch. 11, Does This Job Interest You? p. 258

Supplement: Developing Career and Living Skills Career Cluster Discovery Guide, ISBN: 978-1-59357-586-1 (new material)

Supplement: Developing Career and Living Skills Student Portfolio ISBN: 978-1-59357-581-6 (New material, inside panel provides place to record experiences in each of the 16 career clusters)

## ***Unit 6: Employment Skills***

### **6.1: Define terms related to employment**

applicant: Ch. 8, p. 179  
application form: Ch. 8, p. 174-178  
co-worker: Ch. 7, p. 148, Case Study, p. 149; Ch. 10, p. 217  
deduction: Ch. 12, p. 262  
discrimination: Ch. 10, p. 212  
employer: Ch. 7, p. 151, 157  
fringe benefits: Ch. 7, p. 148  
gross pay: Ch. 12, p. 262  
help-wanted ads: Ch. 7, 154  
interview: Ch. 9, p. 189  
job lead: Ch. 7, p. 150  
net pay: Ch. 12, p. 262  
networking: Ch. 7, p. 151  
procedure: Ch. 1, p. 5  
punctuality: Ch. 1, p. 9; Ch. 9, p. 194, 197  
reference; Ch. 8, p. 169  
résumé: Ch. 8, p. 168-170  
salary: Ch. 5, p. 96  
wage: Ch. 7, p. 148  
work ethic: Ch. 10, p. 218-19

### **6.2 Identify information and skills needed in applying for a job**

#### **6.2.1 Analyze a help-wanted ad**

Ch. 7, p. 155

Supplement: Developing Career and Living Skills Student Activity Book ISBN: 1-59357-124-0, Abbreviations in Classified Ads, p. 53-55

#### **6.2.2 Draft a sample résumé**

Ch. 8, p. 168-170

#### **6.2.3 Complete sample application forms**

Ch. 8, p. 174-179

### **6.3 List factors that contribute to a successful interview**

Ch. 9, p. 189-207

### **6.4 Discuss job management skills**

Ch. 6, p. 119-141

## ***Unit 7: Entrepreneurship***

### **7.1 Define terms related to starting a personal business**

Business plan: Ch. 11, 247 (new material)

Competition: Ch. 11, p. 243

Consumer: Ch. 11, p. 241

Corporation: Ch. 11, p. 243 (new material)

Entrepreneur: Ch. 11, 246  
Laws of supply and demand: Ch. 11, p. 241, 242  
Partnership: Ch. 11, p. 243 (new material)  
Persistent: Ch. 11, p. 246 (quote)  
Risk: Ch. 11, p. 247  
Sole proprietorship: Ch. 11, p. 243 (new material)  
Stock: Ch. 11, p. 243 (new material)  
Stockholder: Ch. 11, p. 243 (new material)

## **7.2 Identify advantages and disadvantages of being an entrepreneur**

Ch. 5, Spotlight on a Career, 111  
Ch. 6, Spotlight on a Career, 138  
Ch. 11, 246-47; Spotlight on a Career, 255  
Ch. 13, Spotlight on a Career, p. 315

## **7.3 Discuss personality traits that lead to success as an entrepreneur**

Ch. 5, Spotlight on a Career, 111  
Ch. 6, Spotlight on a Career, 138  
Ch. 11, 246-47; Spotlight on a Career, 255  
Ch. 13, Spotlight on a Career, p. 315

## ***Unit 8: Education and Training***

### **8.1 Define terms related to education and training**

Apprenticeship: Ch. 5, p. 101  
associate degree: Ch. 5, p. 105  
bachelor's degree: Ch. 5, p. 105  
credit: Ch. 5, p. 100 (new material)  
elective: Ch. 5, p. 100 (new material)  
financial aid: Ch. 5, p. 104 (new material)  
GED certificate: Ch. 5, p. 100 (new material)  
graduate school: Ch. 5, p. 105  
internship: Ch. 4, p. 83  
on-the-job training (OJT): Ch. 5, p. 101 (new material)  
postsecondary education: Ch. 5, p. 102  
tuition: Ch. 5, p. 104 (new material)  
vocational: Ch. 5, p. 102

### **8.2 Identify options available in high school**

Ch. 5, p. 107-110

### **8.3 Identify education and training options following high school**

Ch. 5, p. 101-106