**Grades 9-12 Career Management Success, Quarter 3, Revised 2013**

**Big Ideas/Key Concepts:**

- Students will be able to define roles, rights, and responsibilities in the work force.
- Students will learn how to manage their careers and when and how to change careers.
- Students will learn how to adapt to a changing workplace.
- Students will learn how to start a business and the importance of economics in business.

<table>
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<tr>
<th>Standards</th>
<th>Student Friendly “I Can” Statements</th>
<th>Resources</th>
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| 2.0 Students will demonstrate attitudes, skills, and strategies necessary for achieving workplace success. | • I can learn how to behave in the workplace.  
• I can learn the skills I need to have to succeed in the workplace.  
• I can realize why there are differences in people.  
• I can see the need to adjust my skills and ethics to other people’s skills and ethics.  
• I can show examples of people that have successful skills in the workplace.  
• I can explain why my family is important to my career.  
• I can manage my time better.  
• I can relate my skills to different situations.  
• I can identify the jobs of people at our school that will help me to find a career.  
• I can know what it takes in the state of Tennessee to start my own business. | *Preparing for Career Success* by Jerry Ryan and Roberta Ryan / Third Edition / EMC Publishing [chs. 12-16]  
*QBQ! The Question Behind the Question* by John G. Miller [refer back to book]  
*Teenagers Preparing for the Real World* by Chad Foster + DVD [refer back to book]  
*High School 101* by Chad Foster and Mike Hall (10 Lesson program kit) [Units 5,8,9]  
*Career Choices: A Guide for Teens and Young Adults* by Mindy Bingham and Sandy Styker [various selections]  
*Speech: Principles and Practice* by Merrill Frost [Unit 6]  
Each quarter we have guest speakers. The following is a list of speakers we have had on a regular basis: Mike Keith, Chris Beck, Tony Grayson, Lisa Wysocky. The following have been guest at various times depending on... |
- I can identify the skills I need to have to work in careers of my interest.
- I can research what it takes to continue my education after high school.
- I can establish a network.
- I can choose my customer targets.

scheduling: Cordia Harrington, Phil Valentine, Steve Gill, Tom Lawrence, Ralph Ringstaff, Len Serafino, and others.

Wall chart about Work Ethics

*The Essential 55* rules posted on the walls