Careers II Correlation with TEKS			
§127.15. Career Preparation II (Two Credits), Adopted 2015.	Student Text	Student Practice Book	Activities and Projects
Knowledge and skills.			
(1) The student uses and evaluates employability skills to improve marketability within the workplace. The student is expected to:			
<ul> <li>(A) refine a professional electronic portfolio such as a two- to four- year individual career plan of study, resume, cover letter, awards, commendations, and thank you letters;</li> </ul>	44, 90, 91, 92, 93, 165, 166, 167, 168, 169, 170, 171, 172	44, 90, 91, 92, 93, 165, 166, 167, 168, 169, 170, 171, 172	12, 18, 19, 24, 31, 32
(B) obtain letters of recommendation;	165, 166, 168, 177, 178, 179, 180, 181	165, 166, 168, 177, 178, 179, 180, 181	31
(C) expand personal communication skills; and	27, 28, 45, 47, 51, 52, 58, 61, 89, 103, 113, 115, 116, 117, 118, 120, 151, 182	27, 28, 45, 47, 51, 52, 58, 61, 89, 103, 113, 115, 116, 117, 118, 120, 151, 182	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36
(D) refine interview skills.	44, 61, 62, 121, 122, 123, 124, 165, 166, 182	44, 61, 62, 121, 122, 123, 124, 165, 166, 182	12, 24
(2) The student demonstrates professional employability skills as required by business and industry. The student is expected to:			
(A) maintain appropriate grooming and appearance for the workplace;	61, 88, 89, 115, 116, 117, 118, 120, 151, 182	61, 88, 89, 115, 116, 117, 118, 120, 151, 182	12
(B) demonstrate positive interpersonal skills, including respect for diversity;	89, 101, 102, 103, 120, 151, 182	89, 101, 102, 103, 120, 151, 182	12, 16, 30
(C) demonstrate appropriate business and personal etiquette in the workplace;			12, 16
(D) exhibit productive work habits, attitudes, and ethical practices;	27, 46, 47, 48, 49, 50, 51, 52, 58, 69, 70, 73, 74, 79, 80, 81, 89, 106, 112, 113, 114, 115, 116, 117, 118, 120, 151, 179, 180, 181, 182	27, 46, 47, 48, 49, 50, 51, 52, 58, 69, 70, 73, 74, 79, 80, 81, 89, 106, 112, 113, 114, 115, 116, 117, 118, 120, 151, 179, 180, 181, 182	12, 16, 30, 36

		Ι	
(E) evaluate consequences for breach of personal and occupational safety practices in the workplace; and	13, 27, 29, 58, 78, 89, 104, 120, 135, 142, 151, 182, 184	13, 27, 29, 58, 78, 89, 104, 120, 135, 142, 151, 182, 184	12
(F) prioritize work to fulfill responsibilities and meet deadlines.	29, 51, 52, 87, 104	29, 51, 52, 87, 104	12, 16
(3) The student applies work ethics, job expectations, multicultural considerations, and communication skills in the workplace. The student is expected to:			
(A) evaluate personal integrity and its effects on human relations in the workplace;	50, 52	50, 52	12, 16, 36
(B) evaluate characteristics of successful working relationships such as teamwork, conflict resolution, self-control, and the ability to accept criticism;	27, 46, 47, 48, 49, 50, 51, 52, 58, 69, 70, 73, 74, 79, 80, 81, 89, 101, 102, 103, 106, 112, 113, 114, 115, 116, 117, 118, 120, 151, 179, 180, 181, 182	27, 46, 47, 48, 49, 50, 51, 52, 58, 69, 70, 73, 74, 79, 80, 81, 89, 101, 102, 103, 106, 112, 113, 114, 115, 116, 117, 118, 120, 151, 179, 180, 181, 182	
(C) recognize and appreciate diversity in the workplace;	89, 101, 102, 103, 120, 151, 182	89, 101, 102, 103, 120, 151, 182	16, 30
(D) analyze employer expectations;		28, 46, 51, 58, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 93, 151, 164, 175	
(E) exhibit productive work habits and attitudes;	27, 46, 47, 48, 49, 50, 51, 52, 58, 69, 70, 73, 74, 79, 80, 81, 89, 106, 112, 113, 114, 115, 116, 117, 118, 120, 151, 179, 180, 181, 182	27, 46, 47, 48, 49, 50, 51, 52, 58, 69, 70, 73, 74, 79, 80, 81, 89, 106, 112, 113, 114, 115, 116, 117, 118, 120, 151, 179, 180, 181, 182	
(F) communicate effectively to a variety of audiences;	27, 28, 45, 47, 51, 52, 58, 61, 89, 103, 113, 115, 116, 117, 118, 120, 151, 182	27, 28, 45, 47, 51, 52, 58, 61, 89, 103, 113, 115, 116, 117, 118, 120, 151, 182	
(G) analyze ethical standards; and	27, 58, 74, 75, 76, 77, 78, 89, 120, 151, 182	27, 58, 74, 75, 76, 77, 78, 89, 120, 151, 182	36

(H) comply with organizational policies and procedures.	27, 58, 74, 75, 76, 77, 78, 89, 100, 109, 114, 120, 151, 182	27, 58, 74, 75, 76, 77, 78, 89, 100, 109, 114, 120, 151, 182	0
(4) The student applies and enhances academic knowledge and skills in the workplace. The student is expected to:			
(A) apply critical- and creative-thinking skills to solve complex problems;	27, 40, 47, 51, 52, 58, 85, 89, 103, 120, 151, 182	27, 40, 47, 51, 52, 58, 85, 89, 103, 120, 151, 182	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36
(B) integrate mathematical concepts into business transactions;	68, 138, 143, 144, 152, 153, 154, 155	68, 138, 143, 144, 152, 153, 154, 155	1, 27, 29, 30
(C) analyze and apply data from tables, charts, and graphs to find solutions to problems;	11, 13, 22, 23, 24, 25, 26, 35, 65, 66, 67, 68, 96, 115, 116, 117, 118, 127, 128, 129, 130, 135, 147, 148, 153, 154, 155, 158, 159, 160, 161, 186	11, 13, 22, 23, 24, 25, 26, 35, 65, 66, 67, 68, 96, 115, 116, 117, 118, 127, 128, 129, 130, 135, 147, 148, 153, 154, 155, 158, 159, 160, 161, 186	
(D) apply effective listening skills used in the workplace;	27, 28, 45, 51, 52, 58, 59, 72, 89, 118, 120, 151, 182	27, 28, 45, 51, 52, 58, 59, 72, 89, 118, 120, 151, 182	6, 12, 18, 24, 30, 36
(E) read and write technical reports and summaries; and			0

(F) apply effective verbal, nonverbal, written, and electronic	2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12,	2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13,	1, 2, 3, 4, 5, 6, 7, 8, 9, 10,
communication skills.	13, 14, 15, 16, 17, 18, 19, 20, 21,		11, 12, 13, 14, 15, 16, 17,
	22, 23, 24, 25, 26, 27, 28, 29, 30,		18, 19, 20, 21, 22, 23, 24,
	31, 32, 33, 34, 35, 36, 37, 38, 39,		25, 26, 27, 28, 29, 30, 31,
	40, 41, 42, 43, 44, 45, 46, 47, 48,		32, 33, 34, 35, 36
	49, 50, 51, 52, 53, 54, 55, 56, 57,		32, 33, 31, 33, 33
	58, 59, 60, 61, 62, 63, 64, 65, 66,		
	67, 68, 69, 70, 71, 72, 73, 74, 75,		
	76, 77, 78, 79, 80, 81, 82, 83, 84,		
	85, 86, 87, 88, 89, 90, 91, 92, 93,		
		95, 96, 97, 98, 99, 100, 101, 102,	
		103, 104, 105, 106, 107, 108, 109,	
		110, 111, 112, 113, 114, 115, 116,	
		117, 118, 119, 120, 121, 122, 123,	
		124, 125, 126, 127, 128, 129, 130,	
		131, 132, 133, 134, 135, 136, 137,	
		138, 139, 140, 141, 142, 143, 144,	
		145, 146, 147, 148, 149, 150, 151,	
		152, 153, 154, 155, 156, 157, 158,	
		159, 160, 161, 162, 163, 164, 165,	
		166, 167, 168, 169, 170, 171, 172,	
		173, 174, 175, 176, 177, 178, 179,	
	168, 169, 170, 171, 172, 173,	180, 181, 182, 183, 184, 185, 186	
	174, 175, 176, 177, 178, 179,		
	180, 181, 182, 183, 184, 185, 186		
(5) The student recognizes legal responsibilities of the workplace.			
The student is expected to:			
(A) evaluate provisions of the Fair Labor Standards Act;	133	133	0
(1) Evaluate provisions of the Fair Eabor Standards Field,	100	100	
(B) analyze the legal consequences of "breach of confidentiality";	110, 111	110, 111	0
and			
(C) research and describe laws governing the different	46, 120	46, 120	1, 2, 3, 4, 5, 6, 7, 8, 9, 10,
professions.			11, 12, 13, 14, 15, 16, 17,
			18, 19, 20, 21, 22, 23, 24,
			25, 26, 27, 28, 29, 30, 31,
			32, 33, 34, 35, 36

(6) The student recognizes the dangers of identity theft. The student is expected to:			
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(A) identify various methods criminals use to obtain information; and	40	40	0
(B) research how to avoid becoming a victim.	140, 142	140, 142	28
(7) The student applies the use of interpersonal skills to improve personal development. The student is expected to:			
(A) evaluate effective interpersonal and team-building skills involving situations with coworkers, managers, and customers; and		27, 29, 46, 47, 48, 49, 50, 51, 52, 58, 69, 70, 73, 74, 79, 80, 81, 89, 101, 102, 103, 106, 112, 113, 114, 115, 116, 117, 118, 120, 151, 179, 180, 181, 182	
(B) participate in leadership and career-development activities.	3, 14, 16, 27, 30, 58, 82, 97, 165, 166	3, 14, 16, 27, 30, 58, 82, 97, 165, 166	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36
(8) The student recognizes knowledge and skills related to safety in the workplace. The student is expected to:			
(A) apply safe working practices to a training station;	13	13	6, 12, 18, 24, 30, 36
(B) evaluate unsafe work practices and attitudes;	78	78	6, 12, 18, 24, 30, 36
(C) evaluate the impact of Occupational Safety and Health Administration regulations in the workplace;	13, 27, 58	13, 27, 58	0
(D) recognize the importance of applying safety rules in all situations; and	13, 27, 29, 58, 78, 89, 104, 120, 135, 142, 151, 182, 184	13, 27, 29, 58, 78, 89, 104, 120, 135, 142, 151, 182, 184	6, 12, 18, 24, 30, 36
(E) analyze health and wellness practices that influence job performance.	103	69, 103, 184	6, 12, 18, 24, 30, 36
(9) The student acquires the academic and technical skills for future education and employment in high-skill, high-wage, or high-demand occupations. The student is expected to:			

(A) research and identify current or emerging occupations;	16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 30, 33, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 95, 96, 97, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177,	26, 30, 33, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82,	11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36
(B) analyze future employment outlook;	178, 179, 180, 181  8, 9, 10, 13, 14, 15, 16, 17, 18, 19, 20, 21, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 162, 163, 164, 165,	50, 51, 52, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83,	11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36
(C) research entrepreneurial opportunities;	157	157	31

(D) analyze rewards and demands for various levels of employment;	4, 5, 6, 17, 119	4, 5, 6, 17, 119	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36
(E) identify the academic and technical entry requirements for employment in various high-skill, high-wage, or high-demand occupations;	19, 20, 21, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82,	50, 51, 52, 69, 70, 71, 72, 73, 74,	11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36
(F) identify and pursue opportunities available in high school and postsecondary to acquire the necessary academic and technical skills for employment in high-skill, high-wage, or high-demand occupations;	6, 37, 97, 98, 99, 162, 163, 165	6, 37, 97, 98, 99, 162, 163, 165	12, 19
(G) evaluate the rights and responsibilities of employers and employees; and	27, 48, 49, 58, 89, 105, 106, 109, 120, 151, 182	27, 48, 49, 58, 89, 105, 106, 109, 120, 151, 182	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36
(H) apply money-management and financial-planning techniques.	5, 12, 15, 17, 19, 28, 29, 98, 134, 135, 136, 137, 138, 139, 140, 141, 144, 145, 146, 147, 148, 149, 150, 152, 153, 154, 155, 163, 186	5, 12, 15, 17, 19, 28, 29, 98, 134, 135, 136, 137, 138, 139, 140, 141, 144, 145, 146, 147, 148, 149, 150, 152, 153, 154, 155, 163, 186	1, 27

(10) The student identifies skills and characteristics necessary for professional advancement. The student is expected to:			1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36
(A) evaluate and compare employment advancement options such as salaries, benefits, and prerequisites;	5, 17, 119, 181	5, 17, 119, 181	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36
(B) compare rewards and demands for various levels of employment in a variety of careers;	19, 20, 21, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 162, 163, 164, 165,	8, 9, 10, 13, 14, 15, 16, 17, 18, 19, 20, 21, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181	11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36
(C) determine continuing education opportunities that enhance career advancement and promote lifelong learning;	5, 15, 17, 102, 163	5, 15, 17, 102, 163	7, 8, 11, 13, 17, 19, 20, 21, 22, 33, 35, 36

(D) determine preparation requirements for levels of employment in a variety of careers;	19, 20, 21, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171,	8, 9, 10, 13, 14, 15, 16, 17, 18, 19, 20, 21, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181	11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36
(E) determine personal priorities such as interests, abilities, and family responsibilities affecting career choice; and	33, 34, 35, 37, 43, 45, 46, 47, 48, 49, 50, 54, 55, 56, 57, 101, 102,	4, 6, 10, 11, 16, 18, 19, 26, 29, 33, 34, 35, 37, 43, 45, 46, 47, 48, 49, 50, 54, 55, 56, 57, 101, 102, 103, 104, 122, 124, 126, 183, 184, 185, 186	11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24,
(F) demonstrate effective methods to secure, maintain, and terminate employment.	62, 89, 90, 91, 92, 93, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 131, 132, 133, 134, 151, 165, 166, 167, 168,	27, 28, 29, 30, 31, 58, 59, 60, 61, 62, 89, 90, 91, 92, 93, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 131, 132, 133, 134, 151, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 186	11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36