| Careers II Correlation with TEKS |  |  |  |
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| §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: |  |  |  |
| (A) refine a professional electronic portfolio such as a two- to fouryear individual career plan of study, resume, cover letter, awards, commendations, and thank you letters; | $\begin{aligned} & 44,90,91,92,93,165,166,167, \\ & 168,169,170,171,172 \end{aligned}$ | $\begin{aligned} & \begin{array}{l} 44,90,91,92,93,165,166,167, \\ 168,169,170,171,172 \end{array} \end{aligned}$ | 12, 18, 19, 24, 31, 32 |
| (B) obtain letters of recommendation; | $\begin{aligned} & 165,166,168,177,178,179, \\ & 180,181 \end{aligned}$ | $\begin{aligned} & 165,166,168,177,178,179,180 \\ & 181 \end{aligned}$ | 31 |
| (C) expand personal communication skills; and | $\begin{aligned} & 27,28,45,47,51,52,58,61,89, \\ & 103,113,115,116,117,118, \\ & 120,151,182 \end{aligned}$ | $\begin{aligned} & 27,28,45,47,51,52,58,61,89 \\ & 103,113,115,116,117,118,120 \\ & 151,182 \end{aligned}$ | $1,2,3,4,5,6,7,8,9,10$ $11,12,13,14,15,16,17$, $18,19,20,21,22,23,24$, $25,26,27,28,29,30,31$, $32,33,34,35,36$ |
| (D) refine interview skills. | $\begin{aligned} & \hline 44,61,62,121,122,123,124, \\ & 165,166,182 \\ & \hline \end{aligned}$ | $\begin{aligned} & 44,61,62,121,122,123,124, \\ & 165,166,182 \\ & \hline \end{aligned}$ | 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; | $\begin{aligned} & 61,88,89,115,116,117,118, \\ & 120,151,182 \end{aligned}$ | $\begin{aligned} & 61,88,89,115,116,117,118, \\ & 120,151,182 \end{aligned}$ | 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; | $\begin{aligned} & 27,46,47,48,49,50,51,52,58, \\ & 69,70,73,74,79,80,81,89, \\ & 106,112,113,114,115,116, \\ & 117,118,120,151,179,180, \\ & 181,182 \end{aligned}$ | $27,46,47,48,49,50,51,52,58$, $69,70,73,74,79,80,81,89,106$, $112,113,114,115,116,117,118$, $120,151,179,180,181,182$ | 12, 16, 30, 36 |


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| :---: | :---: | :---: | :---: |
| (E) evaluate consequences for breach of personal and occupational safety practices in the workplace; and | $\begin{aligned} & 13,27,29,58,78,89,104,120, \\ & 135,142,151,182,184 \\ & \hline \end{aligned}$ | $\begin{aligned} & 13,27,29,58,78,89,104,120, \\ & 135,142,151,182,184 \\ & \hline \end{aligned}$ | 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; | $27,46,47,48,49,50,51,52,58$, $69,70,73,74,79,80,81,89$, $101,102,103,106,112,113$, $114,115,116,117,118,120$, $151,179,180,181,182$ | $27,46,47,48,49,50,51,52,58$, <br> $69,70,73,74,79,80,81,89,101$, <br> $102,103,106,112,113,114,115$, <br> $116,117,118,120,151,179,180$, <br> 181,182 | 12, 16, 30, 36 |
| (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; | $\begin{aligned} & 28,46,51,58,69,70,71,72,73, \\ & 74,75,76,77,78,79,80,81,82, \\ & 83,84,85,86,87,88,89,93, \\ & 151,164,175 \end{aligned}$ | $28,46,51,58,69,70,71,72,73$, <br> $74,75,76,77,78,79,80,81,82$, <br> $83,84,85,86,87,88,89,93,151$ <br> 164,175 | 12, 16, 36 |
| (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 | $27,46,47,48,49,50,51,52,58$, $69,70,73,74,79,80,81,89,106$, $112,113,114,115,116,117,118$, $120,151,179,180,181,182$ | 12, 16, 30, 36 |
| (F) communicate effectively to a variety of audiences; | $\begin{aligned} & 27,28,45,47,51,52,58,61,89, \\ & 103,113,115,116,117,118, \\ & 120,151,182 \end{aligned}$ | $\begin{aligned} & 27,28,45,47,51,52,58,61,89 \\ & 103,113,115,116,117,118,120 \\ & 151,182 \end{aligned}$ | $1,2,3,4,5,6,7,8,9,10$, $11,12,13,14,15,16,17$, $18,19,20,21,22,23,24$, $25,26,27,28,29,30,31$, $32,33,34,35,36$ |
| (G) analyze ethical standards; and | $\begin{aligned} & 27,58,74,75,76,77,78,89, \\ & 120,151,182 \\ & \hline \end{aligned}$ | $\begin{aligned} & 27,58,74,75,76,77,78,89,120, \\ & 151,182 \end{aligned}$ | 36 |



| (F) apply effective verbal, nonverbal, written, and electronic communication skills. | 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, $31,32,33,34,35,36,37,38,39$, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 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, 94, 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, 180, 181, 182, 183, 184, 185, 186 | $2,3,4,5,6,7,8,9,10,11,12,13$, $14,15,16,17,18,19,20,21,22$, $23,24,25,26,27,28,29,30,31$, $32,33,34,35,36,37,38,39,40$, $41,42,43,44,45,46,47,48,49$, $50,51,52,53,54,55,56,57,58$, 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, 94, $95,96,97,98,99,100,101,102$, 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, 180, 181, 182, 183, 184, 185, 186 | $1,2,3,4,5,6,7,8,9,10$ $11,12,13,14,15,16,17$, $18,19,20,21,22,23,24$, $25,26,27,28,29,30,31$, $32,33,34,35,36$ |
| :---: | :---: | :---: | :---: |
| (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 |
| (B) analyze the legal consequences of "breach of confidentiality"; and | 110, 111 | 110, 111 | 0 |
| (C) research and describe laws governing the different professions. | 46, 120 | 46, 120 | $1,2,3,4,5,6,7,8,9,10$, $11,12,13,14,15,16,17$, $18,19,20,21,22,23,24$, $25,26,27,28,29,30,31$, $32,33,34,35,36$ |
|  |  |  |  |


| (6) The student recognizes the dangers of identity theft. The student is expected to: |  |  |  |
| :---: | :---: | :---: | :---: |
| (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 | $\begin{aligned} & 27,29,46,47,48,49,50,51,52, \\ & 58,69,70,73,74,79,80,81,89, \\ & 101,102,103,106,112,113, \\ & 114,115,116,117,118,120, \\ & 151,179,180,181,182 \end{aligned}$ | $27,29,46,47,48,49,50,51,52$, $58,69,70,73,74,79,80,81,89$ $101,102,103,106,112,113,114$, $115,116,117,118,120,151,179$ $180,181,182$ | 6, 12, 18, 24, 30, 36 |
| (B) participate in leadership and career-development activities. | $\begin{aligned} & 3,14,16,27,30,58,82,97,165, \\ & 166 \end{aligned}$ | $\begin{aligned} & 3,14,16,27,30,58,82,97,165, \\ & 166 \end{aligned}$ | 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 | $\begin{aligned} & 13,27,29,58,78,89,104,120, \\ & 135,142,151,182,184 \end{aligned}$ | $\begin{aligned} & 13,27,29,58,78,89,104,120 \\ & 135,142,151,182,184 \end{aligned}$ | 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: |  |  |  |


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| :---: | :---: | :---: | :---: |
| (A) research and identify current or emerging occupations; | 4, 5, 6, 8, 9, 10, 11, 13, 14, 15, $16,17,18,19,20,21,22,23,24$, $25,26,30,33,35,36,37,38,39$, $40,41,42,43,44,45,46,47,48$, 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, 178, 179, 180, 181 | $4,5,6,8,9,10,11,13,14,15,16$, $17,18,19,20,21,22,23,24,25$, $26,30,33,35,36,37,38,39,40$, $41,42,43,44,45,46,47,48,49$, $50,51,52,53,54,55,56,57,64$, $65,66,67,68,69,70,71,72,73$, $74,75,76,77,78,79,80,81,82$, $83,84,85,86,87,88,95,96,97$, $100,101,102,103,104,105,106$, $107,108,109,110,111,112,113$, $114,115,116,117,118,119,126$, $127,128,129,130,131,132,133$, $134,135,136,137,138,139,140$, $141,142,143,144,145,146,147$, $148,149,150,157,158,159,160$, $161,162,163,164,165,166,167$, $168,169,170,171,172,173,174$, $175,176,177,178,179,180,181$ | $1,2,3,4,5,6,7,8,9,10$ $11,12,13,14,15,16,17$, $18,19,20,21,22,23,24$, $25,26,27,28,29,30,31$ $32,33,34,35,36$ |
| (B) analyze future employment outlook; | $8,9,10,13,14,15,16,17,18$, $19,20,21,43,44,45,46,47,48$, $49,50,51,52,69,70,71,72,73$, $74,75,76,77,78,79,80,81,82$, $83,84,85,86,87,88,100,101$, $102,103,104,105,106,107$, $108,109,110,111,112,113$, $114,115,116,117,118,119$, $131,132,133,134,135,136$, $137,138,139,140,141,142$, $143,144,145,146,147,148$, $149,150,162,163,164,165$, $166,167,168,169,170,171$, $172,173,174,175,176,177$, $178,179,180,181$ | $8,9,10,13,14,15,16,17,18,19$, 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 | $1,2,3,4,5,6,7,8,9,10$ $11,12,13,14,15,16,17$, $18,19,20,21,22,23,24$, $25,26,27,28,29,30,31$ $32,33,34,35,36$ |
| (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; | 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 | $8,9,10,13,14,15,16,17,18,19$, $20,21,43,44,45,46,47,48,49$, 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 | $1,2,3,4,5,6,7,8,9,10$ $11,12,13,14,15,16,17$, $18,19,20,21,22,23,24$, $25,26,27,28,29,30,31$, $32,33,34,35,36$ |
| (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 | $\begin{aligned} & 27,48,49,58,89,105,106,109, \\ & 120,151,182 \end{aligned}$ | $\begin{aligned} & 27,48,49,58,89,105,106,109, \\ & 120,151,182 \end{aligned}$ | $1,2,3,4,5,6,7,8,9,10$, $11,12,13,14,15,16,17$, $18,19,20,21,22,23,24$, $25,26,27,28,29,30,31$, $32,33,34,35,36$ |
| (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 <br> professional advancement. The student is expected to: |  |  |
| :--- | :--- | :--- | :--- |


| (D) determine preparation requirements for levels of employment in a variety of careers; | 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 | $8,9,10,13,14,15,16,17,18,19$, 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 | $1,2,3,4,5,6,7,8,9,10$ $11,12,13,14,15,16,17$ $18,19,20,21,22,23,24$ $25,26,27,28,29,30,31$ $32,33,34,35,36$ |
| :---: | :---: | :---: | :---: |
| (E) determine personal priorities such as interests, abilities, and family responsibilities affecting career choice; and | $\begin{aligned} & 4,6,10,11,16,18,19,26,29, \\ & 33,34,35,37,43,45,46,47,48, \\ & 49,50,54,55,56,57,101,102, \\ & 103,104,122,124,126,183, \\ & 184,185,186 \end{aligned}$ | $4,6,10,11,16,18,19,26,29,33$, $34,35,37,43,45,46,47,48,49$, 50, 54, 55, 56, 57, 101, 102, 103, 104, 122, 124, 126, 183, 184, 185, 186 | $1,2,3,4,5,6,7,8,9,10$ $11,12,13,14,15,16,17$ $18,19,20,21,22,23,24$, $25,26,27,28,29,30,31$ $32,33,34,35,36$ |
| (F) demonstrate effective methods to secure, maintain, and terminate employment. | $27,28,29,30,31,58,59,60,61$, $62,89,90,91,92,93,108,109$, $110,111,112,113,114,115$, $116,117,118,119,120,121$, $122,123,124,131,132,133$, $134,151,165,166,167,168$, $169,170,171,172,173,174$, $175,176,177,178,179,180$, $181,182,183,186$ | 27, 28, 29, 30, 31, 58, 59, 60, 61, $62,89,90,91,92,93,108,109$, $110,111,112,113,114,115,116$, $117,118,119,120,121,122,123$, $124,131,132,133,134,151,165$, $166,167,168,169,170,171,172$, $173,174,175,176,177,178,179$, $180,181,182,183,186$ | $1,2,3,4,5,6,7,8,9,10$ $11,12,13,14,15,16,17$ $18,19,20,21,22,23,24$ $25,26,27,28,29,30,31$ $32,33,34,35,36$ |

