

TX-Career Preparation (full-year)		Scope and Sequence
Unit	Lesson	Objectives
Introduction to Career Preparation		
Defining Work		
		Differentiate between a job, a career, and an occupation.
		Determine how career plans are affected by skills, interests, and preferred lifestyle.
		Examine the relationship between work and lifestyle.
Reasons for Work		
		List reasons why people work.
		Identify sources of job dissatisfaction and list techniques for improving job satisfaction.
		Examine workplace stereotypes and gender stereotypes.
Workplace Types and the Economy		
		Compare and contrast workplaces types.
		Define economy and describe how individuals and businesses impact the economy.
		Evaluate the business cycle and determine its impact on employment.
Workplace Trends		
		List trends found in the modern workplace.
		Identify factors that influence the labor market.
		Evaluate job outlooks when selecting a possible career.
Making Effective Decisions		
		Name the seven steps in the decision-making process.
		Apply the decision-making process to career selection.
		Explain the importance of personal, career, and work decisions.
Examining Your Personality		

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Exploring Your Interests		Analyze how self-concept can affect job performance.
		Define personality and identify the purpose of taking personality tests.
		Explore learning styles and their relationship to career selection.
		Evaluate ways in which personal and work values can guide career choice.
		Assess personal interests.
Unit Test		Identify aptitudes and abilities and determine how to develop new abilities.
<b>Career Clusters</b>		
Unit Introduction		
Career Cluster Overview		
		Differentiate between jobs and careers.
		Describe how careers affect lifestyle.
		Analyze how changes in life roles affect careers and lifestyle.
		Identify and describe the career clusters.
Career and Technical Student Organizations		
		Describe the importance of extracurricular activities in preparing for careers.
		Identify and describe Career and Technical Student Organizations and their leadership opportunities.
		Describe the role of professional organizations in career fields.
Personal Assessment		
		'Describe how personal interests, skills, achievements, values, and strengths relate to career options.

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Unit	Lesson	Objectives
		Complete an assessment to determine areas of career interest.
	Unit Summary	
	Unit Test	
<b>Career Cluster Investigation: Education and Training Careers</b>		
	Unit Introduction	
	Education and Training Career Pathways	
		Describe the Education and Training career cluster.
		Describe the pathways in the Education and Training career cluster.
		Analyze careers in the Education and Training career pathways.
	Education and Training Workplaces and Tasks	
		Describe common workplaces in Education and Training careers.
		Describe common employers in Education and Training careers.
		Analyze tasks performed by workers in Education and Training careers.
	Education and Training Education and Qualifications	
		Describe the education and training needed for Education and Training careers.
		Analyze the qualifications needed for Education and Training careers.
	Unit Summary	
	Unit Test	
<b>Career Research and Planning</b>		
	Unit Introduction	
	Research Skills	
		Identify sources of information about careers.

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Career Research		Explain how to evaluate the credibility of a source.
		Describe how to cite sources.
		Research a career.
		Cite sources.
Goals and Planning		Analyze the education and qualifications needed for a specific career.
		Explain the importance of setting goals and planning.
		Differentiate between short-term and long-term goals.
		Describe how to set and use milestones.
Career Plans		Describe how to modify and adjust goals.
		Describe the process of planning for education and careers.
		Describe possible barriers to achieving career goals.
		Describe the role of financial planning in planning a career.
Create a Career Plan		Set short-term and long-term goals.
		Create a plan for education and career success with specific goals and milestones.
		Identify possible barriers to achieving educational and career goals.
Unit Summary		
Unit Test		
Career Cluster Investigation: Human Services Careers		

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	Unit Introduction	
	Human Services Career Pathways	
		Describe the Human Services career cluster.
		Describe the pathways in the Human Services career cluster.
		Analyze careers in the Human Services career pathways.
	Human Services Workplaces and Tasks	
		Describe common workplaces in Human Services careers.
		Describe common employers in Human Services careers.
		Analyze tasks performed by workers in Human Services careers.
	Human Services Education and Qualifications	
		Describe the education and training needed for Human Services careers.
		Analyze the qualifications needed for Human Services careers.
	Unit Summary	
	Unit Test	
	<b>Applying for a Job</b>	
	Job Applications and References	
		Explain how to display proper preparation when applying for jobs.
		List components of a job application and explain how to complete an application properly.
		Identify people who will give helpful references and explain how to manage references effectively.
	Portfolio Activity: Personal Fact Sheet	
		Identify the purpose of creating a career portfolio.

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		Complete a personal fact sheet.
		Evaluate performance through the use of a rubric.
	Introduction to Résumé Writing	
		Identify the purpose of writing a résumé.
		Differentiate between print, scannable, electronic, and Web résumés.
	Parts of a Résumé	
		Identify essential elements of an effective résumé.
		Recognize qualifications and experiences that support a job objective.
		Differentiate between chronological, skills, and combination résumés.
	Writing an Effective Résumé	
		Describe accomplishments using numbers, percentages, and action verbs.
		Identify appropriate keywords to be used in a résumé.
		Tailor a résumé to fit a specific job opening.
	Résumé Formatting and Distribution	
		Design a résumé with an appealing format.
		List steps to prepare and format an electronic résumé.
		Recognize how the Internet is used to distribute résumés.
	Portfolio Activity: Writing a Résumé	
		Identify the purpose of creating a career portfolio.
		Write a résumé which can be used to apply for a job.
		Evaluate performance through the use of a rubric.
	Introduction to Cover Letters	

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		Identify the purpose of writing a cover letter.
		List the parts of an effective cover letter.
		Describe qualifications and accomplishments in an effective cover letter format.
	Sending a Cover Letter	
		Differentiate between networking, application, and prospecting cover letters.
		Describe how to appropriately format an electronic cover letter.
	Portfolio Activity: Writing a Cover Letter	
		Identify the purpose of creating a career portfolio.
		Write a cover letter which can be sent to a potential employer.
		Evaluate performance through the use of a rubric.
	Unit Test	
<b>Career Cluster Investigation: Arts, A/V Technology, and Communication Careers</b>		
	Unit Introduction	
	Arts, A/V Technology, and Communication Career Pathways	
		Describe the Arts, A/V Technology, and Communication career cluster.
		Describe the pathways in the Arts, A/V Technology, and Communication career cluster.
		Analyze careers in the Arts, A/V Technology, and Communication career pathways.
	Arts, A/V Technology, and Communication Workplaces and Tasks	
		Describe common workplaces in Arts, A/V Technology, and Communication careers.
		'Describe common employers in Arts, A/V Technology, and Communication careers.
		'Analyze tasks performed by workers in Arts, A/V Technology, and Communication careers.

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Unit	Lesson	Objectives
	Arts, A/V Technology, and Communication Education and Qualifications	
		'Describe the education and training needed for Arts, A/V Technology, and Communication careers.
		'Analyze the qualifications needed for Arts, A/V Technology, and Communication careers.
	Unit Summary	
	Unit Test	
<b>Developing Interview Skills</b>		
	Interviewing Basics	
		List strategies to use for obtaining an interview.
		Describe interview styles and identify ways to be successful in each type.
		Identify employment testing procedures.
	Preparing for the Interview	
		List techniques for researching prospective employers.
		Classify types of interview questions and develop appropriate responses.
		Describe how to properly conduct a practice interview.
	Succeeding in the Interview	
		Summarize the importance of attitude during an interview and select appropriate interview attire.
		Identify verbal and nonverbal communication behaviors that will enhance interview performance.
		Describe how to communicate work qualifications effectively and conclude an interview.
	Follow Up After the Interview	
		Describe how to follow up after a job interview including performance evaluations and



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Unit	Lesson	Objectives
		thank-you letters.
		Summarize the best methods for accepting and rejecting employment offers and handling rejection.
	Portfolio Activity: Writing a Thank-you Letter	
		Identify the purpose of creating a career portfolio.
		Write a thank-you letter which could be used to follow up with a potential employer.
		Evaluate performance through the use of a rubric.
	Unit Test	
<b>Career Cluster Investigation: Business, Management, and Administration Careers</b>		
	Unit Introduction	
	Business, Management, and Administration Career Pathways	
		'Describe the Business, Management, and Administration career cluster.
		'Describe the pathways in the Business, Management, and Administration career cluster.
		'Analyze careers in the Business, Management, and Administration career pathways.
	Business, Management, and Administration Workplaces and Tasks	
		'Describe common workplaces in Business, Management, and Administration careers.
		'Describe common employers in Business, Management, and Administration careers.
		'Analyze tasks performed by workers in Business, Management, and Administration careers.
	Business, Management, and Administration Education and Qualifications	
		'Describe the education and training needed for Business, Management, and Administration careers.

TX-Career Preparation (full-year)		Scope and Sequence
Unit	Lesson	Objectives
		'Analyze the qualifications needed for Business, Management, and Administration careers.
	Unit Summary	
	Unit Test	
<b>Cumulative Exam</b>		
	Cumulative Exam Review	
	Cumulative Exam	
<b>Starting a New Job</b>		
	Your First Day	
		Describe how to manage the anxieties and challenges of a first day of work.
		Identify work appropriate dress.
		Explain the purpose of orientation and distinguish the different types of orientation programs.
	Employee Expectations	
		Identify typical forms of payment.
		Describe common employee benefits.
		Explain the role of employee performance reviews.
	Desirable Employee Qualities	
		Identify the skills and personal qualities employers look for in employees.
		Describe ways to demonstrate desirable personal qualities on the job.
	Being a Professional	
		Develop effective strategies to handle criticism, pressure, and gossip in the workplace.
		Identify ways to manage negative feelings.

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	Workplace Health	<p>Explain the relationship between good health and career success.</p> <p>Describe how a nutritious diet and good sleep hygiene contribute to health.</p> <p>Identify the causes of stress and ways to manage stress.</p>
	Safety on the Job	<p>Describe rules and procedures for maintaining a safe workplace.</p> <p>Summarize the role of the employer and the employee in protecting the environment.</p> <p>Explain how to respond effectively to workplace emergencies.</p>
	Unit Test	
<b>Career Cluster Investigation: Agriculture, Food, and Natural Resources Careers</b>		
	Unit Introduction	
	Agriculture, Food, and Natural Resources Career Pathways	<p>'Describe the Agriculture, Food, and Natural Resources career cluster.</p> <p>Analyze careers in the Agriculture, Food, and Natural Resources career pathways.</p>
	Agriculture, Food, and Natural Resources Workplaces and Tasks	<p>Describe common workplaces in Agriculture, Food, and Natural Resources careers.</p> <p>Describe common employers in Agriculture, Food, and Natural Resources careers.</p> <p>Analyze tasks performed by workers in Agriculture, Food, and Natural Resources careers.</p>
	Agriculture, Food, and Natural Resources Education and Qualifications	<p>Describe the education and training needed for Agriculture, Food, and Natural Resources careers.</p>

TX-Career Preparation (full-year)		Scope and Sequence
Unit	Lesson	Objectives
		Analyze the qualifications needed for Agriculture, Food, and Natural Resources careers.
	Unit Summary	
	Unit Test	
<b>Teamwork and Collaboration</b>		
	Being an Effective Co-worker	
		Identify personal traits and interpersonal skills that will make an effective co-worker.
		Describe steps to self-improvement.
	Workplace Etiquette	
		Summarize the rules of workplace etiquette.
		Define diversity.
		Describe effective ways to work with a diverse group of people.
	Teamwork and Collaboration	
		Identify the benefits of teamwork for team members and businesses.
		Explain how to organize and manage an effective team.
		Describe how to be a good team member.
	Conflict in the Workplace	
		List common sources of conflict in the workplace.
		Describe how conflict can negatively affect the work environment.
		Describe the process of conflict resolution.
	Unit Test	
<b>Career Cluster Investigation: Law, Public Safety, and Security Careers</b>		
	Unit Introduction	

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Unit	Lesson	Objectives
	Law, Public Safety, and Security Career Pathways	'Describe the Law, Public Safety, and Security career cluster.
		'Describe the pathways in the Law, Public Safety, and Security career cluster.
		'Analyze careers in the Law, Public Safety, and Security career pathways.
	Law, Public Safety, and Security Workplaces and Tasks	'Describe common workplaces in Law, Public Safety, and Security careers.
		'Describe common employers in Law, Public Safety, and Security careers.
		'Analyze tasks performed by workers in Law, Public Safety, and Security careers.
	Law, Public Safety, and Security Education and Qualifications	'Describe the education and training needed for Law, Public Safety, and Security careers.
		'Analyze the qualifications needed for Law, Public Safety, and Security careers.
	Unit Summary	
	Unit Test	
<b>Workplace Ethics and Legalities</b>		
	Ethical Behavior	Explain the importance of ethics in the workplace.
		Identify ethical principles and ways to apply them in a work setting.
		Describe strategies for handling unethical practices.
	Workplace Right and Laws	Explain how labor laws and labor unions affect the workplace.
		Identify the main antidiscrimination laws and explain their role in protecting workers.
		Describe effective strategies for handling sexual harassment.

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Unit	Lesson	Objectives
	You and the Legal System	
		Distinguish between civil law and criminal law.
		Give examples of civil law cases and explain how they are resolved.
		Explain how to find and evaluate legal services.
	Unit Test	
<b>Career Cluster Investigation: Energy Careers</b>		
	Unit Introduction	
	Energy Career Pathways	
		Describe the Energy career cluster.
		Describe the pathways in the Energy career cluster.
		Analyze careers in the Energy career pathways.
	Energy Workplaces and Tasks	
		Describe common workplaces in Energy careers.
		Describe common employers in Energy careers.
		Analyze tasks performed by workers in Energy careers.
	Energy Education and Qualifications	
		Describe the education and training needed for Energy careers.
		Analyze the qualifications needed for Energy careers.
	Unit Summary	
	Unit Test	
<b>Developing Professional Skills</b>		
	Speaking and Listening	

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		Describe good speaking habits and explain their importance in the workplace.
		Identify ways to improve your speaking skills.
		Explain how active listening and note taking can help you listen.
	Reading and Writing	
		Summarize strategies for improving your writing skills.
		Select appropriate writing styles for common forms of business writing.
		Explain reading skills such as skimming and previewing.
	Making Decisions at Work	
		Apply the seven-step decision-making process on the job.
		Evaluate alternative decisions using the decision-making process.
		Identify strategies to assist in prioritizing work.
	Problem Solving	
		Identify the six basic steps of the problem-solving process.
		Describe how to generate, choose, and implement solutions to problems.
		Evaluate solutions using the problem-solving process.
	Unit Test	
Career Cluster Investigation: Information Technology Careers		
	Unit Introduction	
	Information Technology Career Pathways	
		Describe the Information Technology career cluster.
		Describe the pathways in the Information Technology career cluster.
		Analyze careers in the Information Technology career pathways.

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	Information Technology Workplaces and Tasks	
		Describe common workplaces in Information Technology careers.
		Describe common employers in Information Technology careers.
		Analyze tasks performed by workers in Information Technology careers.
	Information Technology Education and Qualifications	
		Describe the education and training needed for Information Technology careers.
		Analyze the qualifications needed for Information Technology careers.
	Unit Summary	
	Unit Test	
<b>Technology and Time Management</b>		
	Technology Basics	
		Summarize how technology is transforming the workplace.
		Identify the skills needed to work in a technological environment.
	Computer Technology and Applications	
		Name types of computer programs commonly used in business and explain their uses.
		Describe business uses of the Internet.
		Describe copyright and other laws that affect how we use technology.
	Using Your Time Effectively	
		Explain how to prioritize your work.
		Create a schedule that will help you accomplish tasks on time.
		Identify strategies for managing your time effectively.
	Organizing Your Work	



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Unit	Lesson	<b>Objectives</b>
		Describe strategies for organizing your work and your work area.
		Describe how to develop and maintain a system for organizing information.
		Identify how technology can improve organization skills.
Unit Test		
<b>Career Cluster Investigation: Health Science Careers</b>		
Unit Introduction		
Health Science Career Pathways		
		Describe the Health Science career cluster.
		Describe the pathways in the Health Science career cluster.
		Analyze careers in the Health Science career pathways.
Health Science Workplaces and Tasks		
		Describe common workplaces in Health Science careers.
		Describe common employers in Health Science careers.
		Analyze tasks performed by workers in Health Science careers.
Health Science Education and Qualifications		
		Describe the education and training needed for Health Science careers.
		Analyze the qualifications needed for Health Science careers.
Unit Summary		
Unit Test		
<b>Taking Control of Your Career</b>		
Attitudes for Success		
		Explain why a positive attitude, high self-esteem, and enthusiasm contribute to career success.

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Unit	Lesson	Objectives
		Develop the ability to think positively, overcome doubt, and deal with mistakes.
		Describe how to assert yourself on the job.
	Becoming a Leader	
		Identify the characteristics of effective leaders.
		Describe how leadership traits and skills can be applied to work situations.
		Summarize the procedure for leading a formal meeting.
	Professional Development	
		Describe ways to prepare for a promotion.
		Identify education as an investment in the future.
	Unit Test	
<b>Career Cluster Investigation: Science, Technology, Engineering, and Math Careers</b>		
	Unit Introduction	
	Science, Technology, Engineering, and Math Career Pathways	
		Describe the Engineering and Technology career cluster.
		Describe the pathways in the Engineering and Technology career cluster.
		Analyze careers in the Engineering and Technology career pathways.
	Science, Technology, Engineering, and Math Workplaces and Tasks	
		Describe common workplaces in Engineering and Technology careers.
		Describe common employers in Engineering and Technology careers.
		Analyze tasks performed by workers in Engineering and Technology careers.
	Science, Technology, Engineering, and Math Education and Qualifications	

TX-Career Preparation (full-year)		Scope and Sequence
Unit	Lesson	Objectives
		Describe the education and training needed for Engineering and Technology careers.
		Analyze the qualifications needed for Engineering and Technology careers.
	Unit Summary	
	Unit Test	
<b>Your Evolving Career</b>		
	Preparing for the Future	
		Describe ways to prepare for the future of a career.
		Explain the factors which affect retirement planning.
	Changing Jobs or Careers	
		Recognize the need to stay flexible in career planning.
		Explain why workers may change jobs.
		Describe strategies for changing jobs.
	Becoming an Entrepreneur	
		Define entrepreneur and identify key traits of successful entrepreneurs.
		List the four ways to become a business owner.
		Identify forms of business ownership and factors that can affect business success.
	Balancing Work and Your Personal Life	
		Identify ways to balance work and personal life.
		Name company policies that help employees balance work and family life.
		Explain the role of a citizen and identify ways to participate in the community.
	Unit Test	
<b>Cumulative Exam</b>		

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Unit	Lesson	Objectives
	Cumulative Exam Review	
	Cumulative Exam	