

TX-Career Preparation (semester)		Scope and Sequence
Unit	Lesson	Objectives
Introduction to Work		
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.
Topic Test		
Performing a Self-Assessment		
Making Effective Decisions		
		Name the seven steps in the decision-making process.
		Apply the decision-making process to career selection.

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		Explain the importance of personal, career, and work decisions.
	Examining Your Personality	
		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.
	Exploring Your Interests	
		Evaluate ways in which personal and work values can guide career choice.
		Assess personal interests.
		Identify aptitudes and abilities and determine how to develop new abilities.
	Portfolio Activity: Self-Assessment Profile	
		Identify the purpose of creating a career portfolio.
		Complete a self assessment profile.
		Evaluate performance through the use of a rubric.
	Topic Test	
	Investigating Career Opportunities	
	Researching Careers	
		Differentiate between formal and informal research methods.
		Identify sources for obtaining career information.
		List work related experiences that can help explore careers.
	Career Expectations	
		List factors to consider when choosing a career.
		Discover personal career expectations and explore international job outlook.

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		Identify the relationship between education and wage.
	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.
	Planning Your Career	
		Evaluate possible career opportunities.
		Identify the purpose of a career plan and set career goals.
		Explore education and experience requirements needed to meet career goals.
	Topic Test	
The Job Search Process		
	Developing Your Career Network	
		Identify sources for job leads and explain the importance of networking in a job search.
		Develop a career network contact list.
		Describe strategies that effectively use a career network.
	Completing a Job Search	
		Identify and use printed, human, Internet, and organizational sources for job information.
		Demonstrate an understanding of how to effectively and safely use the Internet during a job search.
		Utilize tools to effectively organize and conduct your job search.
	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.

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		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.
		Complete a personal fact sheet.
		Evaluate performance through the use of a rubric.
	Topic Test	
Writing a Professional Résumé		
	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.

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	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.
	Topic Test	
Writing a Cover Letter		
	Introduction to Cover Letters	
		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.
Developing Interview Skills		
	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.

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	Preparing for the Interview	<p>List techniques for researching prospective employers.</p> <p>Classify types of interview questions and develop appropriate responses.</p> <p>Describe how to properly conduct a practice interview.</p>
	Succeeding in the Interview	<p>Summarize the importance of attitude during an interview and select appropriate interview attire.</p> <p>Identify verbal and nonverbal communication behaviors that will enhance interview performance.</p> <p>Describe how to communicate work qualifications effectively and conclude an interview.</p>
	Follow Up After the Interview	<p>Describe how to follow up after a job interview including performance evaluations and thank-you letters.</p> <p>Summarize the best methods for accepting and rejecting employment offers and handling rejection.</p>
	Portfolio Activity: Writing a Thank-you Letter	<p>Identify the purpose of creating a career portfolio.</p> <p>Write a thank-you letter which could be used to follow up with a potential employer.</p> <p>Evaluate performance through the use of a rubric.</p>
	Topic Test	
	Starting a New Job	
	Your First Day	<p>Describe how to manage the anxieties and challenges of a first day of work.</p> <p>Identify work appropriate dress.</p> <p>Explain the purpose of orientation and distinguish the different types of orientation programs.</p>
	Employee Expectations	

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		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.
	Workplace Health	
		Explain the relationship between good health and career success.
		Describe how a nutritious diet and good sleep hygiene contribute to health.
		Identify the causes of stress and ways to manage stress.
	Safety on the Job	
		Describe rules and procedures for maintaining a safe workplace.
		Summarize the role of the employer and the employee in protecting the environment.
		Explain how to respond effectively to workplace emergencies.
	Topic Test	
	Working with Others	
	Being an Effective Co-worker	
		Identify personal traits and interpersonal skills that will make an effective co-worker.
		Describe steps to self-improvement.

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	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.
	Topic Test	
	Workplace Ethics and Legalities	
	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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	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.
	Topic Test	
Improving Your Professional Skills		
	Speaking and Listening	
		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.

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	Topic Test	
Technology and Time Management		
	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	
		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.
	Topic Test	
Taking Control of Your Career		
	Attitudes for Success	
		Explain why a positive attitude, high self-esteem, and enthusiasm contribute to career success.
		Develop the ability to think positively, overcome doubt, and deal with mistakes.

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		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.
	Topic Test	
Your Evolving Career		
	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.
	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.
	Topic Test	

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Cumulative Exam Review		
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