TABLE OF CONTENTS

UNIT 1 – ENVIRONMENTAL AND AGRICULTURAL SYSTEMS

IMPORTANT WORDS TO KNOW	
CHAPTER 1 FIELD: ENVIRONMENTAL AND AGRICULTURAL	
CAREER FIELDS	
ENVIRONMENTAL AND AGRICULTURAL SYSTEMS	3
JOB OR CAREER	4
AGRICULTURE JOB OR CAREER	5
PROFESSION OR TRADE	6
CHAPTER 2 AGRICULTURE, FOOD, AND NATURAL RESOURCES CAREER GROUP (CLUSTER)	
CROP, NURSERY, AND GREENHOUSE	
FARMERS AND RANCHERS	
NONFARM ANIMAL CARETAKER.	
REFUSE, RECYCLING, AND WATER	
CHAPTER 3 AGRICULTURE, FOOD, AND NATURAL RESOUR DOG WALKER PROFILE	
BEEKEEPER PROFILE	
FISHER PROFILE	
HORSE TRAINER PROFILE	
FARMER PROFILE.	
CHAPTER 4 AGRICULTURE, FOOD, AND NATURAL RESOURCES PRO	
VETERINARIAN PROFILE	
FORESTER PROFILE	
ZOOLOGIST PROFILE	
ANIMAL OR SOIL SCIENTIST PROFILE	20
REFUSE COLLECTOR PROFILE	21

AGRIBUSINESS SYSTEMS	22
ANIMAL SYSTEMS	
ENVIRONMENTAL SERVICE AND FOOD SYSTEMS	
NATURAL RESOURCE AND PLANT SYSTEMS	
POWER, STRUCTURAL, AND TECHNICAL SYSTEMS	
TOWER, STROOTORIAL, AND TEORINOAL STOTEMO	20
CHAPTER 6 FOUNDATION KNOWLEDGE AND SKILLS AND GETTING REAFOR WORK	DY
FKS: ENVIRONMENTAL / AGRICULTURAL SYSTEMS	27
GET READY FOR WORK	28
CAREER ASSESSMENT	29
JOB ADS	30
ONLINE APPLICATION	31
UNIT 2 – COMMUNICATIONS AND INFORMATION SYSTEMS	
IMPORTANT WORDS TO KNOW	32
CHAPTER 7 FIELD: COMMUNICATIONS AND INFORMATION SYSTEMS	
SECOND BIG CAREER FIELD	33
COMMUNICATIONS AND INFORMATION SYSTEMS	34
ARTS, A/V TECHNOLOGY, AND COMMUNICATIONS	35
THE ARTS	
A JOB BECOMES A CAREER	37
CHAPTER 8 INFORMATION TECHNOLOGY PROFILES	
INFORMATION TECHNOLOGY	38
COMPUTER NETWORK SYSTEMS	39
INFORMATION SUPPORT AND SERVICES	40
PROGRAMMING AND SOFTWARE DEVELOPMENT	41
WEB AND DIGITAL COMMUNICATION	42
CHAPTER 9 ARTS AND COMMUNICATION PROFILES	
CLOWN PROFILE	43
ARTIST PROFILE	44

ACTOR PROFILE	45
RADIO ANNOUNCER PROFILE	46
MUSICIAN PROFILE	47
CHAPTER 10 ARTS, A/V TECHNOLOGY, AND COMMUNICATIONS	PROFILES
FLORAL DESIGNER PROFILE	48
AUDIO / VIDEO TECH PROFILE	49
TELECOM TECHNICIAN PROFILE	50
COMPUTER TECH SUPPORT PROFILE	51
WEB DESIGNER PROFILE	52
CHAPTER 11 ARTS, A/V TECHNOLOGY, AND COMMUNICATIONS PROFILE	
A/V TECHNOLOGY AND FILM	
JOURNALISM / BROADCASTING AND PERFORMING ARTS	
PRINTING, TELECOM, AND VISUAL ARTS	
INFORMATION SUPPORT AND NETWORKS	
PROGRAMMING, SOFTWARE, AND WEBSITES	57
CHAPTER 12 FOUNDATION KNOWLEDGE AND SKILLS AND APPLYING	
FKS: COMMUNICATION / INFORMATION SYSTEMS	
CLASSES AND YOUR FUTURE	
JOB APPLICATION	
PREP FOR THE INTERVIEW	
HANDSHAKES	62
UNIT 3 – INDUSTRIAL, MANUFACTURING, AND ENGINEERI	NG SYSTEMS
IMPORTANT WORDS TO KNOW	63
CHAPTER 13 FIELD: INDUSTRIAL, MANUFACTURING, AND ENGINEER	RING SYSTEMS
INDUSTRIAL, MANUFACTURING, AND ENGINEERING SYSTEMS	64
TRANSPORTATION, DISTRIBUTION, AND LOGISTICS	65
ARCHITECTURE AND CONSTRUCTION	66
MANUFACTURING	67
STEM	68

CHAPTER 14 TRANSPORTATION, DISTRIBUTION, AND LOGISTICS PROFIL	ES
HAND LABORER AND MATERIAL MOVER PROFILE	69
TRACTOR-TRAILER DRIVER PROFILE	70
AUTO MECHANIC PROFILE	71
PACKER AND PACKAGER PROFILE	72
BILLING AND POSTING CLERK PROFILE	73
CHAPTER 15 ARCHITECTURE AND CONSTRUCTION PROFILES	
CONSTRUCTION LABORER PROFILE	
LANDSCAPER PROFILE	
CARPENTER PROFILE	
ELECTRICIAN PROFILE	
OIL RIG MANAGER PROFILE	78
CHAPTER 16 MANUFACTURING PROFILES	
MAINTENANCE WORKER PROFILE	
TEAM ASSEMBLER PROFILE	
INDUSTRIAL MACHINERY MECHANIC PROFILE	
SUPERVISOR OF MECHANICS, INSTALLERS, AND REPAIRERS PROFILE	
INSPECTOR, SORTER, AND WEIGHER PROFILE	83
CHAPTER 17 SCIENCE, TECHNOLOGY, ENGINEERING, AND MATH PROFIL	
MECHANICAL ENGINEER PROFILE	
INDUSTRIAL ENGINEER PROFILE	
ARCHITECTURAL AND ENGINEERING MANAGER PROFILE	
ELECTRICAL ENGINEER PROFILE	
ENVIRONMENTAL SCIENTIST PROFILE	88
CHAPTER 18 FOUNDATION KNOWLEDGE AND SKILLS AND RÉSUMÉS	
FKS: INDUSTRIAL / MANUFACTURING / ENGINEERING SYSTEMS	
READING A RÉSUMÉ	
WRITING A RÉSUMÉ	91

COVER LETTER	92
EMAIL COVER LETTER	93
UNIT 4 – HEALTH SCIENCES	
IMPORTANT WORDS TO KNOW	94
CHAPTER 19 FIELD: HEALTH SCIENCES	
HEALTH SCIENCES	
HEALTH SCIENCE GROUP	
INDIVIDUAL GRADUATION PLAN	
GRADUATION	
IGP AND CLASSES	99
CHAPTER 20 HEALTH SCIENCE PROFILES	
REGISTERED NURSE PROFILE	100
NURSING ASSISTANT PROFILE	101
HOME HEALTH AIDE PROFILE	102
LICENSED PRACTICAL AND LICENSED VOCATIONAL NURSE	PROFILE 103
MEDICAL ASSISTANT PROFILE	104
CHAPTER 21 HEALTH SCIENCE PROFILES CONTINUED (1)	
DENTAL ASSISTANT PROFILE	
DENTAL HYGIENIST PROFILE	106
EMERGENCY MEDICAL TECHNICIAN PROFILE	
HEARING AID SPECIALIST PROFILE	
MEDICAL EQUIPMENT PREPARER PROFILE	109
CHAPTER 22 HEALTH SCIENCE PROFILES CONTINUED (2)	
MASSAGE THERAPIST PROFILE	110
ORDERLY PROFILE	
PHYSICAL THERAPIST AIDE PROFILE	
RADIOLOGIC TECHNICIAN PROFILE	
VETERINARY ASSISTANT PROFILE	114

CHAPTER 23 HEALTH SCIENCE PROFILES CONTINUED (3)	
ATHLETIC TRAINER PROFILE	
CHIROPRACTOR PROFILE	116
DENTIST PROFILE	
PHYSICIAN ASSISTANT PROFILE	118
PHYSICIAN AND SURGEON PROFILE	119
CHAPTER 24 FOUNDATION KNOWLEDGE AND SKILLS AND	
FKS: HEALTH SCIENCE	
FINDING AND INTERVIEWING FOR A JOB	
PREPARE FOR AN INTERVIEW	
WRITE AN ELEVATOR PITCH	
WRITE ANOTHER PITCH	124
UNIT 5 – HUMAN SERVICES AND RESOU	RCES
IMPORTANT WORDS TO KNOW	125
CHAPTER 25 FIELD: HUMAN SERVICES AND RESOURCES HUMAN SERVICES AND RESOURCES	126
HUMAN SERVICES	
EDUCATION AND TRAINING	
LAW, PUBLIC SAFETY, AND SECURITY	
GOVERNMENT AND PUBLIC ADMINISTRATION	
CHAPTER 26 HUMAN SERVICES PROFILES	
PERSONAL CARE AIDE PROFILE	131
CHILDCARE WORKER PROFILE	132
BARBER PROFILE	
COMMUNITY HEALTH WORKER PROFILE	134
SOCIAL WORKER PROFILE	135
CHAPTER 27 EDUCATION AND TRAINING PROFILES	
ELEMENTARY TEACHER PROFILE	136
TEACHER ASSISTANT PROFILE	137
HIGH SCHOOL TEACHER PROFILE	138

SELF-ENRICHMENT EDUCATION TEACHER PROFILE	139
MIDDLE SCHOOL TEACHER PROFILE	140
CHAPTER 28 LAW, PUBLIC SAFETY, AND SECURITY PROFILES	
TRANSPORTATION SECURITY OFFICER PROFILE	141
PATROL OFFICER PROFILE	142
LAWYER PROFILE	
CORRECTIONAL OFFICER AND JAILER PROFILE	144
PARAMEDIC PROFILE	145
CHAPTER 29 GOVERNMENT AND PUBLIC ADMINISTRATION PROFIL	
COMPLIANCE INSPECTOR PROFILE	
GOVERNMENT PROGRAMS ELIGIBILITY INTERVIEWER PROFILE	
BUILDING INSPECTOR PROFILE	
COURT, MUNICIPAL, AND LICENSE CLERK PROFILE	
TAX EXAMINER AND COLLECTOR PROFILE	150
CHAPTER 30 FOUNDATION KNOWLEDGE AND SKILLS AND PAYCHECKS AND	
FKS: HUMAN SERVICES AND RESOURCES	
PAYCHECK	
PAYCHECK STUB	
BUDGET	154
WRITE A BUDGET	155
UNIT 6 – BUSINESS, MARKETING, AND MANAGEME	NT
IMPORTANT WORDS TO KNOW	156
CHAPTER 31 FIELD: BUSINESS, MARKETING AND MANAGEMENT	
BUSINESS, MARKETING, AND MANAGEMENT	
MARKETING, SALES, AND SERVICES	
BUSINESS, MANAGEMENT, AND ADMINISTRATION	159
HOSPITALITY AND TOURISM	160
FINANCE	161

RETAIL SALESPERSON PROFILE 162 CASHIER PROFILE 163 WHOLESALE SALES REP PROFILE 164 RETAIL SALES SUPERVISOR PROFILE 165 SERVICES SALES REP PROFILE 166 CHAPTER 33 BUSINESS, MANAGEMENT, AND ADMINISTRATION PROFILES 166 CUSTOMER SERVICE REP PROFILE 167 GENERAL OFFICE CLERK PROFILE 168 GENERAL AND OPERATIONS MANAGER PROFILE 169 ADMINISTRATIVE ASSISTANT PROFILE 170 STOCK CLERK AND ORDER FILLER PROFILE 171 CHAPTER 34 HOSPITALITY AND TOURISM PROFILES 172 FOOD PREPARER AND SERVER PROFILE 172 WAITER AND WAITRESS PROFILE 173 JANITOR AND CLEANER PROFILE 174 HOUSEKEEPING CLEANER PROFILE 175 RESTAURANT COOK PROFILES 176 CHAPTER 35 FINANCE PROFILES 176 CHAPTER 35 FINANCE PROFILE 177 TELLER PROFILE 178 BILL COLLECTOR PROFILE 179 INSURANCE SALES AGENT PROFILE 180 FINANCIAL MANAGER PROFILE 181
WHOLESALE SALES REP PROFILE 164 RETAIL SALES SUPERVISOR PROFILE 165 SERVICES SALES REP PROFILE 166 CHAPTER 33 BUSINESS, MANAGEMENT, AND ADMINISTRATION PROFILES 167 CUSTOMER SERVICE REP PROFILE 167 GENERAL OFFICE CLERK PROFILE 168 GENERAL AND OPERATIONS MANAGER PROFILE 169 ADMINISTRATIVE ASSISTANT PROFILE 170 STOCK CLERK AND ORDER FILLER PROFILE 171 CHAPTER 34 HOSPITALITY AND TOURISM PROFILES 172 FOOD PREPARER AND SERVER PROFILE 173 JANITOR AND CLEANER PROFILE 174 HOUSEKEEPING CLEANER PROFILE 175 RESTAURANT COOK PROFILE 176 CHAPTER 35 FINANCE PROFILES 176 ACCOUNTANT AND AUDITOR PROFILE 177 TELLER PROFILE 178 BILL COLLECTOR PROFILE 179 INSURANCE SALES AGENT PROFILE 180
RETAIL SALES SUPERVISOR PROFILE
CHAPTER 33 BUSINESS, MANAGEMENT, AND ADMINISTRATION PROFILES CUSTOMER SERVICE REP PROFILE
CHAPTER 33 BUSINESS, MANAGEMENT, AND ADMINISTRATION PROFILES CUSTOMER SERVICE REP PROFILE
CUSTOMER SERVICE REP PROFILE
GENERAL OFFICE CLERK PROFILE
GENERAL AND OPERATIONS MANAGER PROFILE 169 ADMINISTRATIVE ASSISTANT PROFILE 170 STOCK CLERK AND ORDER FILLER PROFILE 171 CHAPTER 34 HOSPITALITY AND TOURISM PROFILES FOOD PREPARER AND SERVER PROFILE 172 WAITER AND WAITRESS PROFILE 173 JANITOR AND CLEANER PROFILE 174 HOUSEKEEPING CLEANER PROFILE 175 RESTAURANT COOK PROFILE 176 CHAPTER 35 FINANCE PROFILE 176 CHAPTER 37 FINANCE PROFILE 177 TELLER PROFILE 178 BILL COLLECTOR PROFILE 179 INSURANCE SALES AGENT PROFILE 180
ADMINISTRATIVE ASSISTANT PROFILE
STOCK CLERK AND ORDER FILLER PROFILE
CHAPTER 34 HOSPITALITY AND TOURISM PROFILES FOOD PREPARER AND SERVER PROFILE
FOOD PREPARER AND SERVER PROFILE 172 WAITER AND WAITRESS PROFILE 173 JANITOR AND CLEANER PROFILE 174 HOUSEKEEPING CLEANER PROFILE 175 RESTAURANT COOK PROFILE 176 CHAPTER 35 FINANCE PROFILES ACCOUNTANT AND AUDITOR PROFILE 177 TELLER PROFILE 178 BILL COLLECTOR PROFILE 179 INSURANCE SALES AGENT PROFILE 180
WAITER AND WAITRESS PROFILE 173 JANITOR AND CLEANER PROFILE 174 HOUSEKEEPING CLEANER PROFILE 175 RESTAURANT COOK PROFILE 176 CHAPTER 35 FINANCE PROFILES ACCOUNTANT AND AUDITOR PROFILE 177 TELLER PROFILE 178 BILL COLLECTOR PROFILE 179 INSURANCE SALES AGENT PROFILE 180
JANITOR AND CLEANER PROFILE
HOUSEKEEPING CLEANER PROFILE 175 RESTAURANT COOK PROFILE 176 CHAPTER 35 FINANCE PROFILES ACCOUNTANT AND AUDITOR PROFILE 177 TELLER PROFILE 178 BILL COLLECTOR PROFILE 179 INSURANCE SALES AGENT PROFILE 180
RESTAURANT COOK PROFILE
CHAPTER 35 FINANCE PROFILES ACCOUNTANT AND AUDITOR PROFILE
ACCOUNTANT AND AUDITOR PROFILE 177 TELLER PROFILE 178 BILL COLLECTOR PROFILE 179 INSURANCE SALES AGENT PROFILE 180
TELLER PROFILE
BILL COLLECTOR PROFILE
INSURANCE SALES AGENT PROFILE
FINANCIAL MANAGER PROFILE
CHAPTER 36 FOUNDATION KNOWLEDGE AND SKILLS AND YOUR LIFE PLAN
FKS: BUSINESS, MARKETING, AND MANAGEMENT182
TAKING RESPONSIBILITY FOR YOUR LIFE183
SOCIALIZING184
THE POWER OF YOUR MIND185
YOUR LIFE PLAN
IMPORTANT WORDS AND MEANINGS 187

CAREER FIELDS

People work to earn a living. There are many different kinds of work. Let's look at six big career fields. They are about everyday life.

- 1. Environmental and Agricultural Systems → plants, animals, and nature
- 2. Communications and Information Systems → arts, movies, and production; computers and software
- 3. Industrial, Manufacturing, and Engineering Systems → building and making things
- 4. Health Sciences → health
- 5. Human Services and Resources → helping people and government
- 6. Business, Marketing, and Management → business, ads, and money

The first field is Environmental and Agricultural Systems. In this field, people work with plants, animals, and the environment. It's managing natural resources. Natural resources are the things found in nature: land, water, forests, and minerals.

Environmental and	Agricultural Systems
Do you like to eat?	Do you like to breathe?
Do you like to drink clean water?	
Do you like parks?	Do you like lakes and streams?
Do you like animals?	Do you like forests?
The Game: Check the words that ha Agricultural Systems.	ve to do with Environmental and
□ land	□ water
☐ games	□ forests
☐ copper and silver	☐ space ships
☐ parks and lakes	□ farms
☐ crops and animals	□ make-up



What is the first big career field?

ENVIRONMENTAL AND AGRICULTURAL SYSTEMS

Environmental and Agricultural Systems is growing plants and animals. It's about natural resources. It's about food science: what makes up food.

Many students like to grow plants and raise animals. Future Farmers of America (FFA), 4-H, and other agricultural clubs are fun! Most schools have these clubs.



FYI: Horticulture is growing plants for beauty and usefulness.

Cultivation is the planting, tending, or harvesting of crops or plants.

A big part of finding the right career is I Do you like animals? Do you like flowers, trees, or other plar Do you have a pet?	
Write a story about your pet or a pet your	ou want.
The Game: Check the words that hat Agricultural Systems.	eve to do with Environmental and
☐ growing plants	☐ cultivation of crops
☐ managing a bank	☐ drawing cartoons
☐ caring for animals	☐ making dresses
☐ horticulture	□ laying tile
☐ managing natural resources in	forests
What is horticulture?	

JOB OR CAREER

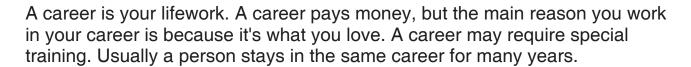
Happiness is finding the right career.

Find out more about a career that interests you:

- talk to people who work in the field
- use the library to read about the career
- use the Internet to read stories, research facts, and watch videos

Job or Career?

A job is work you do to earn a living. A job usually doesn't need a lot of education. A job may be temporary.



Zane and Kai finished high school. They both got summer jobs at a wilderness park. They are laborers. They clear trails, fill in holes, dig ditches, and move supplies. It's hard work. Their team has a camp where they eat their meals. They sleep in tents. Zane loves being in the woods. He plans to apply for a full-time laborer job. He thinks he wants to work for the parks as a career. Kai likes camping, but manual labor is not fun for her. Kai likes computer work.

FYI: Manual labor is physical work done by people (not machines).

The Game: Read about Zane and Kai again. Answer the questions.
1. Zane and Kai do what kind of work?
2. Which teen is thinking about a career with the park service?
Why?
3. Which teen probably won't have a career as a park laborer?
Why?
4. Would you like to work as a laborer in a wilderness camp?
Why?



What is manual labor?

DOG WALKER PROFILE

You have to make money to live. But doing what you love is important too.

Ali is in school. He needs to make money. He also wants work experience. Ali loves animals. His dream career is working with animals. Ali thinks being a dog walker is the perfect job. In most places, dog walkers don't need a special license. Ali could set up a dog walking business, but he doesn't want to get a business license. He decided to work with Waggles, a dog-walking company in his town.



Dog Walker Profile

Duties:

- Exercise clients' dogs every day
- Properly water the pets while exercising
- Use bags to clean up waste
- Manage your schedule and bookings
- Collect and record payments for services
- Obey all city and neighborhood regulations

Education:

- High school education preferred
- No on-the-job training available; experience working with dogs required
- Knowledge of animal first aid strongly preferred
- High school subjects that help: English, math, biology

Pay: Average to great Job Outlook: Average

The Game: Answer the questions. 1. Would you like to be a dog walker? Why?
2. What are some of the duties of a dog walker?
3. Do dog walkers need a college education? 4. Do dog walkers need a license? 5. What is Ali's dream career? 6. Why doesn't Ali want to set up a business?

JNIT 5

PAYCHECK

Paychecks make most workers smile. It feels good to get paid. But, it's up to you to check your paycheck. Don't get cheated out of your money. Make sure everything is correct.

John Allen is a clerk. He works for City Home Healthcare (300 North St, Leander, TX 78641). John's address is 504 Oak Lane, Leander, TX 78641. John looked at his paycheck carefully. He noticed a huge mistake!

Here is John's paycheck:

City Home Healthcare
300 North Street
Leander, TX 78641

PAY *** Six hundred and one dollar and one cent ************

To the order of

Marco Garza
504 Oak Lane
Leander, TX 78641

Check Number: 526
Pay Date 03/10/

\$601.01

If you see a mistake on your paycheck, don't cash the check. The first thing to do is find the right person to help you. Usually the right person isn't your boss. Try the payroll office or the human resources office.

When you start a job, you fill out a W-4 form. It determines the taxes that are taken out of your paycheck. In January, your employer will give you a W-2 form. The W-2 shows the money earned and tax totals for the past year. Keep your W-2. You must have this information to file your taxes.

The Game: Answer the questions. 1. What is the huge mistake on John's paycheck?
2. Is the date correct? Use this year and write the correct date
3. Is John's address correct?
4. Is John's employer's name and address correct?
5. Who signed John's paycheck?