

Careers I Correlation with TEKS			
§127.14. Career Preparation I (Two Credits), Adopted 2015.	Student Text	Student Practice Book	Activities and Projects
Knowledge and skills.			
(1) The student demonstrates professional employability skills to gain an entry-level position. The student is expected to:			
(A) identify employment opportunities;	3, 4, 5, 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, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78	2, 3, 4, 5, 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, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78	1, 5, 6, 7, 8, 9, 10, 11, 12, 14, 15, 24
(B) demonstrate the application of essential workplace knowledge and skills;	11, 12, 13, 14, 15, 16, 22, 23, 24, 25, 26	11, 12, 13, 14, 15, 16, 22, 23, 24, 25, 26	5
(C) develop a resume;	71, 79, 80, 81, 82, 83, 177, 178, 179, 180	71, 79, 80, 81, 82, 83, 177, 178, 179, 180	16, 35
(D) demonstrate proper interview techniques in various situations; and	11, 71, 76, 78, 84, 85, 86, 87, 88, 89	11, 16, 63, 72, 76, 78, 84, 85, 86, 87, 88, 89	2, 15, 16, 17
(E) create and complete appropriate documents such as electronic portfolio, employment application, letter of intent, I-9 form, W-4 form, and thank you letters.	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, 92, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 177, 178, 179, 180, 181	69, 75, 77, 80, 81, 89, 93, 94, 170, 180, 181	14, 16, 18, 35
(2) The student develops skills for success in the workplace. The student is expected to:			
(A) identify and model appropriate grooming and appearance for the workplace;	67, 76, 78, 91, 105, 106, 107	76, 78, 91	17
(B) demonstrate dependability, punctuality, and initiative;	10, 12, 13, 15, 17, 19, 21, 23, 26, 42, 52, 67, 72, 79, 82, 83, 89, 91, 95, 96, 97, 105, 106, 107, 108, 109, 110, 113, 150, 154, 155, 159, 166	12, 13, 17, 19, 52, 78, 83, 95, 96, 109, 110, 122, 151, 155, 166	19
(C) research positive interpersonal skills, including respect for diversity;	24, 90, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 113, 114, 141, 142, 143, 144, 145, 150, 151, 152, 153, 154, 155, 183	24, 90, 91, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 113, 114, 141, 142, 143, 144, 145, 150, 151, 152, 153, 154, 155, 183	4, 19, 20, 21, 22, 28, 30
(D) model appropriate business and personal etiquette in the workplace;	78, 89, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 114, 150, 151, 152, 153, 154, 155	1, 12, 15, 76, 78, 90, 91, 95, 97, 99, 113, 114, 150, 151, 152, 153, 154, 155	16, 17, 19, 21
(E) exhibit productive work habits, ethical practices, and a positive attitude;	89, 90, 91, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 150, 151, 152, 153, 154, 155	12, 16, 17, 22, 24, 25, 52, 97, 99, 102, 107, 108, 111, 150, 151, 152, 153, 154, 155, 162	7, 11, 12, 19, 20, 21
(F) demonstrate the ability to work with other employees to support the organization and complete assigned tasks;	12, 13, 14, 15, 16, 24, 34, 95, 96, 97, 98, 99, 100, 101, 102, 105, 106, 107, 108, 114, 150, 151, 152, 153, 154, 155	22, 24, 26, 31, 42, 95, 96, 97, 98, 152, 153	19, 21, 27
(G) identify how to prioritize work to fulfill responsibilities and meet deadlines;	16, 42, 96, 97, 98, 105, 106, 107, 152, 153, 155	22, 24, 26, 31, 42, 95, 96, 97, 98, 152, 153	27
(H) evaluate the relationship of good physical and mental health to job success and personal achievement;	90, 98, 99, 103, 104, 119, 149, 150, 151, 154, 155, 167	90, 98, 99, 103, 119, 149, 150, 151, 152, 153, 154, 155	29, 30

(I) demonstrate effective methods to secure, maintain, and terminate employment; and	91, 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, 150, 151, 152, 153, 154, 155	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, 150, 151, 152, 153, 154, 155	18, 19, 20, 21, 22, 23, 24
(J) develop soft skills in a working environment.	12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 24, 74, 90, 95, 96, 97, 98, 99, 100, 101, 102, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 150, 151, 152, 153, 154, 155	12, 15, 42, 182	3, 18, 19, 20, 21, 22, 30
(3) The student discusses work ethics, employer expectations, interactions with diverse populations, and communication skills in the workplace. The student is expected to:			
(A) illustrate how personal integrity affects human relations on the job;	17, 18, 19, 20, 21, 24, 90, 95, 96, 97, 98, 99, 100, 101, 102, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114	11, 12, 17, 18, 19, 20, 21, 24, 90, 95, 96, 97, 98, 99, 100, 101, 102, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114	4, 19, 20, 21, 22, 28, 30
(B) research characteristics of successful working relationships such as teamwork, conflict resolution, self-control, and ability to accept criticism;	15, 16, 20, 21, 22, 24, 34, 89, 90, 95, 96, 97, 98, 99, 100, 101, 102, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 149, 150, 151, 152, 153, 154, 155	12, 13, 14, 15, 16, 17, 22, 23, 24, 26, 31, 64, 96, 98, 99, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 150, 151, 152, 153, 154, 155	4, 19, 20, 21, 22, 28, 30
(C) discuss and analyze employer expectations;	11, 15, 23, 64, 103, 105, 106, 107, 108, 109, 110, 111, 112, 113	11, 15, 23, 64, 76, 97, 98, 103, 105, 106, 107, 108, 109, 110, 111, 113	5, 19, 20, 21, 25
(D) demonstrate respect for the rights of others;	24, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 150, 151, 152, 153, 154, 155	24, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 150, 151, 152, 153, 154, 155	19, 20, 21, 23, 28, 30
(E) develop listening skills;	12, 15, 16, 22, 23, 64, 89, 99, 106, 107, 108, 109, 114, 150, 152, 153	12, 15, 16, 22, 23, 31, 64, 89, 99, 111	3, 6, 18
(F) apply effective listening skills used in the workplace;	12, 15, 16, 22, 23, 64, 89, 99, 106, 107, 108, 109, 110, 111, 114, 150, 152, 153	12, 15, 16, 22, 23, 31, 64, 89, 99, 111	3, 6, 18
(G) identify ethical standards; and	11, 12, 13, 15, 16, 17, 18, 19, 20, 21, 22, 24, 34, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 181	12, 16, 17, 22, 24, 25, 52, 97, 99, 102, 107, 108, 111, 150, 151, 152, 153, 154, 155, 162	7, 11, 12, 19, 20, 21
(H) comply with organizational policies and procedures.	91, 95, 96, 97	74, 91, 95, 96, 97	18
(4) The student applies academic skills to the workplace. The student is expected to:			
(A) apply mathematical skills to business transactions;	64, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176	64, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177	31, 32, 33, 34
(B) develop a personal budget based on a career choice;	120, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171	120, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177	31, 32, 33, 34
(C) interpret data from tables, charts, and graphs to estimate and find solutions to problems; and	30, 37, 41, 46, 47, 50, 67, 69, 71, 72, 75, 77, 92, 93, 106, 107, 112, 119, 133, 140, 162, 163, 164, 165, 168, 169, 170, 184	37, 41, 47, 50, 69, 72, 75, 77, 93, 94, 112, 119, 125, 137, 164, 165, 18, 169, 184, 185	3, 4, 7, 8, 9, 10, 11, 12, 13, 15, 18, 20, 22, 29, 30, 36
(D) organize, write, and compile workplace business documents.	81, 87, 88, 107, 133, 170, 180, 181, 185	80, 81, 89, 170, 180, 181	16, 35

(5) The student applies the ethical code of conduct and legal responsibilities within the workplace. The student is expected to:			
(A) research and compare published workplace policies and procedures;	91	91	
(B) demonstrate responsible and ethical behavior;	12, 15, 16, 22, 23, 64, 89, 99, 106, 107, 108, 109, 110, 111, 114, 150, 151, 152, 153, 154, 155	12, 17, 22, 24, 25, 52, 97, 99, 102, 107, 108, 111, 150, 151, 152, 153, 154, 155	7, 11, 12, 19, 20, 21
(C) summarize provisions of the Fair Labor Standards Act;	118	118	20, 23
(D) describe the consequences of "breach of confidentiality"; and	97	102	
(E) research and describe laws related to different careers.	27		
(6) The student applies the use of self-development techniques and interpersonal skills. The student is expected to:			
(A) identify and practice effective interpersonal and team-building skills with coworkers, managers, and customers; and	12, 13, 14, 15, 16, 24, 26, 34, 95, 96, 97, 98, 99, 100, 101, 102, 105, 106, 107, 108, 114, 150, 151, 152, 153, 154, 155	12, 13, 15, 16, 17, 22, 23, 24, 26, 31, 64, 90, 96, 98, 99, 106, 107, 111, 113, 114, 150, 151, 152, 153, 154, 155	4, 19, 20, 21, 22, 28, 30
(B) develop effective leadership skills through participation in activities such as career and technical student organizations.	39, 68	68	13, 23
(7) The student applies concepts and skills related to safety in the workplace. The student is expected to:			
(A) identify and apply safe working practices related to the workplace;	22, 25, 26, 67, 91, 96, 103	22, 25, 91, 96, 103	19, 21, 30
(B) demonstrate knowledge of personal and occupational safety practices in the workplace;	22, 25, 26, 67, 91, 96, 115, 119, 155, 174	1, 22, 25, 91, 96, 119, 155, 174	19, 21, 30
(C) offer solutions related to unsafe work practices and attitudes;	25, 103	25, 74, 91, 96, 103	19, 21, 30
(D) explain Occupational Safety and Health Administration regulations in the workplace; and	25	25	5
(E) determine health and wellness practices that influence job performance.	90, 98, 99, 103, 104, 119, 149, 150, 151, 154, 155, 167	90, 98, 99, 103, 119, 149, 150, 151, 152, 153, 154, 155	29, 30
(8) The student evaluates personal attitudes and work habits that support career retention and advancement. The student is expected to:			
(A) analyze the future employment outlook in the occupational area;	37, 41, 50, 70, 110, 111	37, 41, 50, 70, 74, 110, 111	14, 22
(B) describe entrepreneurial opportunities in the occupational area;	59, 120, 121, 122, 169	120, 121, 122	4, 9, 24
(C) compare rewards and demands for various levels of employment in a variety of careers;	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, 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, 115, 129, 134, 135, 169	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, 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, 70, 74, 115, 129, 134, 135, 168, 169	1, 4, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 21, 22, 24, 28
(D) evaluate strategies for career retention and advancement in response to the changing global workplace;	70, 90, 91, 95, 96, 97, 98, 99, 111	70, 74, 90, 91, 95, 96, 97, 98, 99, 111	22, 21
(E) summarize the rights and responsibilities of employers and employees; and			
(F) determine effective money-management and financial-planning techniques.	157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 184, 185	157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 184, 185	31, 32, 33, 34

(9) The student identifies skills and attributes necessary for professional advancement. The student is expected to:			
(A) evaluate and compare employment options, including salaries and benefits;	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, 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, 115, 129, 134, 135, 169	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, 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, 70, 74, 84, 85, 86, 115, 129, 134, 135, 169	1, 2, 6, 7, 8, 9, 10, 11, 12, 14, 24
(B) determine how interests, abilities, personal priorities, and family responsibilities affect career choices; and	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 115, 120, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 184, 185	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 115, 120, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 184, 185, 186	1, 2, 3, 4, 6, 24, 27, 36
(C) determine continuing education opportunities that enhance career advancement and promote lifelong learning.	110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 184, 185	110, 111, 112, 113, 114, 115, 116	22, 36