

**eDynamic Learning Course Title: Career & Internship Readiness**
**State: TX**
**State Course Title: Career Preparation I**
**State Course Code: 127.14**
**State Standards: Career Preparation I**
**Date of Standards: 2015**

TEKS	Unit Name(s)	Lesson(s) Numbers
<b>(1) The student demonstrates professional employability skills to gain an entry-level position.</b>		
(A) identify employment opportunities;	Unit 2: From Classroom to Employment	Lesson 3
(B) demonstrate the application of essential workplace knowledge and skills;	Unit 1: Know Yourself	Lessons 3, 4
(C) develop a resume;	Unit 2: From Classroom to Employment	Lesson 4
(D) demonstrate proper interview techniques in various situations; and	Unit 2: From Classroom to Employment	Lesson 6
(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.	Unit 3: Workplace Behavior	Lesson 5
<b>(2) The student develops skills for success in the workplace.</b>		
(A) identify and model appropriate grooming and appearance for the workplace;	Unit 3: Workplace Behavior	Lesson 1
(B) demonstrate dependability, punctuality, and initiative;	Unit 1: Know Yourself	Lessons 3, 4
(C) research positive interpersonal skills, including respect for diversity;	Unit 5: Teamwork Makes the Dream Work	Lesson 2
(D) model appropriate business and personal etiquette in the workplace;	Unit 3: Workplace Behavior	Lessons 1-3
(E) exhibit productive work habits, ethical practices, and a positive attitude;	Unit 7: Protecting Yourself and Your Employer	Lesson 2
(F) demonstrate the ability to work with other employees to support the organization and complete assigned tasks;	Unit 5: Teamwork Makes the Dream Work	Lessons 1, 2
(G) identify how to prioritize work to fulfill responsibilities and meet deadlines;	Unit 6: Managing Your Self, Time and Money	Lesson 2
(H) evaluate the relationship of good physical and mental health to job success and personal achievement;	Unit 6: Managing Your Self, Time and Money	Lesson 1

(I) demonstrate effective methods to secure, maintain, and terminate employment; and	Unit 1: Know Yourself	Lessons 3, 4
(J) develop soft skills in a working environment.	Unit 1: Know Yourself	Lessons 3, 4
<b>3) The student discusses work ethics, employer expectations, interactions with diverse populations, and communication skills in the workplace.</b>		
(A) illustrate how personal integrity affects human relations on the job;	Unit 7: Protecting Yourself and Your Employer	Lesson 4
(B) research characteristics of successful working relationships such as teamwork, conflict resolution, self-control, and ability to accept criticism;	Unit 5: Teamwork Makes the Dream Work	Lessons 1, 2
(C) discuss and analyze employer expectations;	Unit 3: Workplace Behavior	Lessons 1-3
(D) demonstrate respect for the rights of others;	Unit 5: Teamwork Makes the Dream Work	Lessons 1-3
(E) develop listening skills;	Unit 4: Communicating at Work	Lesson 1
(F) apply effective listening skills used in the workplace;	Unit 4: Communicating at Work	Lesson 1
(G) identify ethical standards; and	Unit 7: Protecting Yourself and Your Employer	Lesson 4
(H) comply with organizational policies and procedures.	Unit 7: Protecting Yourself and Your Employer	Lesson 3
<b>4) The student applies academic skills to the workplace.</b>		
(A) apply mathematical skills to business transactions;	Unit 6: Managing Your Self, Time and Money	Lessons 3, 4
(B) develop a personal budget based on a career choice;	Unit 6: Managing Your Self, Time and Money	Lessons 3, 4
(C) interpret data from tables, charts, and graphs to estimate and find solutions to problems; and	Unit 8: Bringing it All Together: Becoming a Leader	Lesson 2
(D) organize, write, and compile workplace business documents.	Unit 4: Communicating at Work	Activity 1-4
<b>(5) The student applies the ethical code of conduct and legal responsibilities within the workplace.</b>		
(A) research and compare published workplace policies and procedures;	Unit 7: Protecting Yourself and Your Employer	Lesson 3
(B) demonstrate responsible and ethical behavior;	Unit 7: Protecting Yourself and Your Employer	Lesson 4
(C) summarize provisions of the Fair Labor Standards Act;	Unit 7: Protecting Yourself and Your Employer	Lesson 3

(D) describe the consequences of "breach of confidentiality"; and	Unit 7: Protecting Yourself and Your Employer	Lesson 2
(E) research and describe laws related to different careers.	Unit 7: Protecting Yourself and Your Employer	Lessons 1, 2
<b>(6) The student applies the use of self-development techniques and interpersonal skills.</b>		
(A) identify and practice effective interpersonal and team-building skills with coworkers, managers, and customers; and	Unit 5: Teamwork Makes the Dream Work	Lessons 1, 2
(B) develop effective leadership skills through participation in activities such as career and technical student organizations.	Unit 8: Bringing it All Together: Becoming a Leader	Lesson 1
<b>(7) The student applies concepts and skills related to safety in the workplace.</b>		
(A) identify and apply safe working practices related to the workplace;	Unit 7: Protecting Yourself and Your Employer	Lesson 3
(B) demonstrate knowledge of personal and occupational safety practices in the workplace;	Unit 7: Protecting Yourself and Your Employer	Lesson 3
(C) offer solutions related to unsafe work practices and attitudes;	Unit 7: Protecting Yourself and Your Employer	Lesson 3
(D) explain Occupational Safety and Health Administration regulations in the workplace; and	Unit 7: Protecting Yourself and Your Employer	Lesson 3
(E) determine health and wellness practices that influence job performance.	Unit 7: Protecting Yourself and Your Employer	Lesson 3
<b>(8) The student evaluates personal attitudes and work habits that support career retention and advancement.</b>		
(A) analyze the future employment outlook in the occupational area;	Unit 2: From Classroom to Employment	Lesson 3
(B) describe entrepreneurial opportunities in the occupational area;	Unit 2: From Classroom to Employment	Critical Thinking 5, Discussion 1
(C) compare rewards and demands for various levels of employment in a variety of careers;	Unit 2: From Classroom to Employment	Lessons 1-3
(D) evaluate strategies for career retention and advancement in response to the changing global workplace;	Unit 1: Know Yourself	Lessons 3, 4
(E) summarize the rights and responsibilities of employers and employees; and	Unit 7: Protecting Yourself and Your Employer	Lesson 3
(F) determine effective money-management and financial-planning techniques.	Unit 6: Managing Your Self, Time and Money	Lessons 3, 4
<b>(9) The student identifies skills and attributes necessary for professional advancement.</b>		
(A) evaluate and compare employment options, including salaries and benefits;	Unit 2: From Classroom to Employment	Lesson 3

(B) determine how interests, abilities, personal priorities, and family responsibilities affect career choices; and	Unit 2: From Classroom to Employment	Lesson 3
(C) determine continuing education opportunities that enhance career advancement and promote lifelong learning.	Unit 2: From Classroom to Employment	Lessons 1, 3