

# Career Development: Middle School

## Scope and Sequence

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**Cluster:** Career Development: Middle School

**Course Name:** §127.4 Career Portals

**Course Description:** The goal of this course is to create a culture of high expectation and continuous improvement that provides middle school students with a foundation for success in high school, future studies, and careers. Students explore college and career planning within specific career cluster(s). The students research labor market information, learn job-seeking skills, and create documents required for employment. Students use self-knowledge to explore and set realistic goals. Districts have the flexibility of offering career exploration knowledge and skills in a variety of instructional arrangements.

**Course Requirements:** This course is recommended for students in Grades 7-8. Students must have access to computers and the Internet.

Units of Study	Knowledge and Skills	Student Expectations	Resources
<b>I. Understanding Self</b>			
A. Skills and abilities B. Interests C. Personality characteristics	(2) The student explores pathways of interest within one or more career clusters.	(B) explore careers of personal interest	<ul style="list-style-type: none"> <li>• BLS</li> <li>• CICC</li> <li>• CSTIG</li> <li>• EC</li> <li>• LE</li> <li>• LMCI/COC</li> <li>• LMCI/TC</li> <li>• LMCI/TJHG</li> <li>• TCYL</li> </ul>
<b>II. Understanding Career Development</b>			

Units of Study	Knowledge and Skills	Student Expectations	Resources
<p>A. Career clusters</p> <p>B. Career pathways (students identify three)</p> <p>C. Specific careers in each pathway</p>	<p>(1) The student explores one or more career clusters of interest.</p> <p>(2) The student explores pathways of interest within one or more career clusters.</p>	<p>(A) identify the various career opportunities within one or more career clusters</p> <p>(B) identify the pathways within one or more career clusters</p> <p>(A) investigate career opportunities within the pathways</p>	<ul style="list-style-type: none"> <li>• CF</li> <li>• EC</li> <li>• LE</li> <li>• LMCI/CAE</li> <li>• LMCI/CIN</li> <li>• LMCI/COC</li> <li>• LMCI/CSN</li> <li>• LMCI/OCCDVS</li> <li>• LMCI/PPI</li> <li>• LMCI/TC</li> <li>• LMCI/WST</li> <li>• Achieve Texas <a href="http://www.achievetexas.org">www.achievetexas.org</a></li> <li>• Career Clusters <a href="http://www.careerclusters.org">www.careerclusters.org</a></li> <li>• TexasCARES <a href="http://www.texascaresonline.com">www.texascaresonline.com</a></li> </ul>
<b>III. Identify Your Pathway</b>			
<p>A. Academic requirements</p> <p>B. Certification/educational requirements</p> <p>C. Technical-skills requirements</p>	<p>(2) The student explores pathways of interest within one or more career clusters.</p>	<p>(C) research the academic requirements for careers of personal interest</p> <p>(D) research the certification or educational requirements for careers of personal interest</p> <p>(E) describe the technical-skill requirements for careers of personal interest</p>	<ul style="list-style-type: none"> <li>• LMCI/COC</li> <li>• LMCI/CIN</li> <li>• LMCI/CSN</li> <li>• LMCI/PPI</li> <li>• LMCI/LOACT</li> <li>• Achieve Texas <a href="http://www.achievetexas.org">www.achievetexas.org</a></li> <li>• Career Clusters <a href="http://www.careerclusters.org">www.careerclusters.org</a></li> <li>• TexasCARES <a href="http://www.texascaresonline.com">www.texascaresonline.com</a></li> </ul>
<b>IV. Programs of Study</b>			
<p>A. Sections of specific program of study</p> <p>B. Levels of education required</p>	<p>(3) The student explores programs of study.</p>	<p>(A) compare levels of education for careers of personal interest</p> <p>(B) identify the academic and technical skills needed</p>	<ul style="list-style-type: none"> <li>• LMCI/COC</li> <li>• LMCI/CIN</li> <li>• LMCI/CSN</li> <li>• LMCI/PPI</li> <li>• LMCI/LOACT</li> </ul>

Units of Study	Knowledge and Skills	Student Expectations	Resources
C. Skills needed for specific program of study  D. School coursework grades 9-12+ (individualized for each student)		(C) develop a personal program of study for at least one career	<ul style="list-style-type: none"> <li>• LMCI/LOACT</li> <li>• Achieve Texas www.achievetexas.org</li> <li>• Career Clusters www.careerclusters.org</li> <li>• Texas CARES www.texascaresonline.com</li> </ul>
	(4) The student explores the professional skills needed for college and career success.	(A) articulate the importance of strong academic skills to meet personal academic and career goals	
		(C) develop a personal six- or eight-year achievement plan that incorporates rigorous academic and relevant enrichment courses	
<b>V. Exploring Professional Skills</b>			
A. Extended learning experiences  B. Participation in career/educational opportunities  C. Professional associations	(4) The student explores the professional skills needed for college and career success.	(B) explore the importance of curricular, extracurricular, career preparation, and extended learning experiences	<ul style="list-style-type: none"> <li>• CSTOs</li> <li>• LMCI/BNWB</li> <li>• LMCI/CIN</li> <li>• LMCI/COC</li> <li>• LMCI/CSN</li> <li>• LMCI/CYC</li> <li>• LMCI/LOACT</li> <li>• LMCI/PPI</li> <li>• LMCI/SW</li> <li>• Achieve Texas www.achievetexas.org</li> <li>• America's Career Infontet www.acinet.org/acinet</li> <li>• Corporation for National and Community Service www.nationalservice.gov</li> <li>• Texas CARES www.texascaresonline.com</li> <li>• Texas Work Prep www.TexasWorkPrep.com</li> </ul>
		(D) explore the steps required to participate in a variety of career and educational opportunities, including, but not limited to, entry-level employment, military service, apprenticeships, community and technical colleges, and universities	
		(E) identify professional associations affiliated with a specified program of study	
		(G) recognize the value of community service and volunteerism	
<b>VI. Working with Others</b>			
A. Types of leadership  B. Qualities of leaders and team members	(4) The student explores the professional skills needed for college and career success.	(F) employ effective leadership, teamwork, and conflict management	<ul style="list-style-type: none"> <li>• CICC</li> <li>• CF</li> <li>• CSTIG</li> <li>• CTSOs</li> </ul>
		(H) demonstrate characteristics required for personal and professional	

Units of Study	Knowledge and Skills	Student Expectations	Resources
<p>C. Conflict management</p> <p>D. Personal characteristics for success</p>		<p>success, including work ethics, integrity, dedication, perseverance, and the ability to interact with a diverse population</p>	<ul style="list-style-type: none"> <li>• EC</li> <li>• LE</li> <li>• LMCI/BNWB</li> <li>• LMCI/COC</li> <li>• LMCI/CIN</li> <li>• LMCI/CSN</li> <li>• LMCI/CYC</li> <li>• LMCI/LOACT</li> <li>• LMCI/PPI</li> <li>• LMCI/SW</li> <li>• TCYL</li> <li>• Achieve Texas <a href="http://www.achievetexas.org">www.achievetexas.org</a></li> <li>• Texas CARES <a href="http://www.texascaresonline.com">www.texascaresonline.com</a></li> <li>• Texas Work Prep <a href="http://www.TexasWorkPrep.com">www.TexasWorkPrep.com</a></li> </ul>
<b>VII. Labor Market Information</b>			
<p>A. Salaries</p> <p>B. Annual openings</p> <p>C. Education level</p> <p>D. Knowledge, skills, and abilities</p> <p>E. Working conditions</p> <p>F. Tasks</p> <p>G. Outlook</p>	<p>(6) The student explores labor market information.</p>	<p>(A) analyze national, state, regional, and local labor market information</p> <p>(B) cite evidence of high-skill, high-wage, or high-demand occupations based on analysis of labor market information</p> <p>(C) analyze the effects of changing employment trends, societal needs, and economic conditions on career planning</p>	<ul style="list-style-type: none"> <li>• LMCI/CCDVS</li> <li>• LMCI/CIN</li> <li>• LMCI/COC</li> <li>• LMCI/CSN</li> <li>• LMCI/LOACT</li> <li>• LMCI/SW</li> <li>• Career Voyages <a href="http://www.careervoyages.gov">www.careervoyages.gov</a></li> <li>• Occupational Outlook Handbook <a href="http://www.bls.gov/oco">www.bls.gov/oco</a></li> <li>• O*Net Online <a href="http://online.onetcenter.org">online.onetcenter.org</a></li> <li>• U.S. Bureau of Labor &amp; Statistics <a href="http://www.bls.gov">www.bls.gov</a></li> </ul>
<b>VIII. Finding a Job</b>			
<p>A. Steps in job search</p>	<p>(7) The student explores job-seeking skills.</p>	<p>(A) identify the steps for an effective job search</p>	<ul style="list-style-type: none"> <li>• CCIC</li> <li>• CF</li> </ul>

Units of Study	Knowledge and Skills	Student Expectations	Resources
B. Job application C. Resume D. Letter of intent E. Use of references F. Thank you letter G. Interview skills	(8) The student creates professional documents required for employment.	(B) describe appropriate appearance for an interview (C) participate in a mock interview (A) develop a resumé (B) write appropriate business correspondence such as a letter of intent and a thank you letter (C) complete sample job applications (D) explain protocol for use of references	<ul style="list-style-type: none"> <li>• CSTIG</li> <li>• CTSOs</li> <li>• EC</li> <li>• LE</li> <li>• LMCI/COC</li> <li>• LMCI/TJHG pgs. 19, 37, 45-58</li> <li>• America's Career Infonet www.acinet.org/acinet</li> <li>• The Career Key www.careerkey.org</li> <li>• CareerPath.com www.careerpath.com</li> <li>• Career Voyages www.careervoyages.gov</li> <li>• CollegeGrad.com www.collegegrad.com</li> <li>• Job Star www.jobstar.org</li> <li>• Kuder www.kuder.com</li> <li>• Texas Work Prep www.TexasWorkPrep.com</li> </ul>
<b>IX. Personal Banking</b>			
A. Types of bank accounts B. Reconcile bank accounts C. Debt cards D. Check writing	(5) The student understands personal financial management and recognizes the value of personal fiscal responsibility.	(A) compare and contrast different types of banking services (B) open and maintain different types of simulated bank accounts (C) practice different methods of withdrawing and depositing funds	<ul style="list-style-type: none"> <li>• LMCI/CIN</li> <li>• LMCI/COC</li> <li>• LMCI/CSN</li> <li>• LMCI/SW</li> <li>• FDIC-Money Smart: A Financial Education Program www.fdic.gov/consumers/consumer/mo</li> </ul>

Units of Study	Knowledge and Skills	Student Expectations	Resources
E. Retirement planning		(D) reconcile bank statements, including fees and services	neysmart/index.html • Family Economics and Financial Education fefe.arizona.edu • Hands On Banking www.handsonbanking.org • Jump\$Start www.jumpstart.org • My Money.gov www.mymoney.gov • NEFE High School Financial Planning Program hsfpp.nefe.org/home • Practical Money Skills for Life www.practicalmoneyskills.com/index.php • Reality Check www.lmci.state.tx.us/realitycheck • senseanddollars.thinkport.org
<b>X. Consumer Credit</b>			
A. Forms of credit B. Ways to obtain credit C. Credit scores D. Identity theft	(5) The student understands personal financial management and recognizes the value of personal fiscal responsibility.	(E) compare and contrast forms of credit, including credit cards and debit cards (F) list the qualifications and procedures to obtain and improve credit scores (G) discuss the impact of identity theft on credit	• LMCI/COC • LMCI/CIN • LMCI/CSN • LMCI/SW • Annual Credit Report.com www.annualcreditreport.com • Consumer Action www.consumeraction.gov • Consumer Credit Counseling Service

Units of Study	Knowledge and Skills	Student Expectations	Resources
		(H) examine the effects of poor credit scores as they relate to personal finance and career opportunities	<a href="http://www.cccsintl.org">www.cccsintl.org</a> • FDIC Money Smart for Young Adults <a href="http://www.fdic.gov">www.fdic.gov</a> • Federal Trade Commission <a href="http://www.ftc.gov">www.ftc.gov</a> • ID Safety <a href="http://www.idsafety.org">www.idsafety.org</a> • My FICO <a href="http://www.myfico.com">www.myfico.com</a> • OnGuard Online <a href="http://www.onguardonline.gov">www.onguardonline.gov</a> • Protect Your ID Now <a href="http://www.protectyouridnow.org">www.protectyouridnow.org</a> • Reality Check <a href="http://www.lmci.state.tx.us/realitycheck">www.lmci.state.tx.us/realitycheck</a>
<b>Resources: Books</b>			
BLS	Building Life Skills, Goodheart-Willcox Company, 2003	1566378850	
CF	Careers in Focus, Goodheart-Willcox, 2003	1566378826	
CICC	Career Investigations Curriculum Caddy, CEV Multimedia, Ltd., 2004	1569186456	
CSTIG	Career Studies Teacher's Instructional Guide, Curriculum Center for FCS, 2001		
CTSOs	Career and Technical Student Organizations: Resources, Programs, and Projects		
EC	Exploring Careers, Glencoe/McGraw-Hill Division, 2004	0078456444	
LE	Learning for Earning, Goodheart-Willcox Company, 2006	9781590705513	
LMCI LMCI/BNWB LMCI/CAE LMCI/CIN LMCI/COC LMCI/CSN LMCI/CYC LMCI/CCDVS LMCI/LOACT LMCI/PPI LMCI/SW LMCI/TC LMCI/TJHG LMCI/WST	Labor Market and Career Information Beyond the Numbers : Workplace Basics Careers Are Everywhere Career Investigation Newspaper Career Orientation Curriculum Career Success Newspaper Charting Your Course Career Clusters Digital Video Show Licensed Occupations and Apprenticeships Contacts in Texas Pathways to Personal Independence Succeed at Work Texas CARES Texas Job Hunters Guide Why Study This		

Units of Study	Knowledge and Skills	Student Expectations	Resources
TCYL	Take Charge of Your Life!, Goodheart-Willcox Company, 2004		156637927X
<b>Resources: Web Sites</b>			
Achieve Texas	<a href="http://www.achievetexas.org">www.achievetexas.org</a>		
America's Career Infonet	<a href="http://www.acinet.org/acinet">www.acinet.org/acinet</a>		
Annual Credit Report.com	<a href="http://www.annualcreditreport.com">www.annualcreditreport.com</a>		
Career Clusters	<a href="http://www.careerclusters.org">www.careerclusters.org</a>		
Career Voyages	<a href="http://www.careervoyages.gov">www.careervoyages.gov</a>		
CareerPath.com	<a href="http://www.careerpath.com">www.careerpath.com</a>		
CollegeGrad.com	<a href="http://www.collegegrad.com">www.collegegrad.com</a>		
Consumer Action	<a href="http://www.consumeraction.gov">www.consumeraction.gov</a>		
Consumer Credit Counseling Service	<a href="http://www.cccsintl.org">www.cccsintl.org</a>		
Corporation for National and Community Service	<a href="http://www.nationalservice.gov">www.nationalservice.gov</a>		
Family Economics and Financial Education	<a href="http://fefe.arizona.edu">http://fefe.arizona.edu</a>		
FDIC Money Smart for Young Adults	<a href="http://www.fdic.gov">www.fdic.gov</a>		
FDIC-Money Smart: A Financial Education Program	<a href="http://www.fdic.gov/consumers/consumer/moneysmart/index.html">www.fdic.gov/consumers/consumer/moneysmart/index.html</a>		
Federal Trade Commission	<a href="http://www.ftc.gov">www.ftc.gov</a>		
Hands On Banking	<a href="http://www.handsonbanking.org">www.handsonbanking.org</a>		
ID Safety	<a href="http://www.idsafety.org">www.idsafety.org</a>		
Job Star	<a href="http://www.jobstar.org">www.jobstar.org</a>		
Jump\$tart	<a href="http://www.jumpstart.org">www.jumpstart.org</a>		
Kuder	<a href="http://www.kuder.com">www.kuder.com</a>		
My FICO	<a href="http://www.myfico.com">www.myfico.com</a>		
My Money.gov	<a href="http://www.mymoney.gov">www.mymoney.gov</a>		
NEFE High School Financial Planning Program	<a href="http://hsfpp.nefe.org/home">http://hsfpp.nefe.org/home</a>		
O*Net Online	<a href="http://www.online.onetcenter.org">www.online.onetcenter.org</a>		
Occupational Outlook Handbook	<a href="http://www.bls.gov/oco">www.bls.gov/oco</a>		
OnGuard Online	<a href="http://www.onguardonline.gov">www.onguardonline.gov</a>		
Practical Money Skills for Life	<a href="http://www.practicalmoneyskills.com/index.php">www.practicalmoneyskills.com/index.php</a>		
Protect Your ID Now	<a href="http://www.protectyouridnow.org">www.protectyouridnow.org</a>		



Units of Study	Knowledge and Skills	Student Expectations	Resources
Reality Check	<a href="http://www.lmci.state.tx.us/realitycheck">www.lmci.state.tx.us/realitycheck</a>		
Sense and Dollars	<a href="http://www.senseanddollars.thinkport.org">www.senseanddollars.thinkport.org</a>		
Texas Work Prep	<a href="http://www.TexasWorkPrep.com">www.TexasWorkPrep.com</a>		
TexasCARES	<a href="http://www.texascaresonline.com">www.texascaresonline.com</a>		
The Career Key	<a href="http://www.careerkey.org">www.careerkey.org</a>		
U.S. Bureau of Labor & Statistics	<a href="http://www.bls.gov">www.bls.gov</a>		