Chapter 127. Texas Essential Knowledge and Skills for Career Development

Subchapter B. High School

§127.14. Career Preparation II (Two to Three Credits).

(a) General requirements. This course is recommended for students in Grade 12. Recommended prerequisite: Career Preparation I.

(b) Introduction. Career Preparation II develops essential knowledge and skills through classroom technical instruction and on-the-job training in an approved business and industry training area. Students will develop skills for lifelong learning, employability, leadership, management, work ethics, safety, and communication as a group; however, each student will have an individual training plan that will address job-specific knowledge and skills. Approved training sponsors will provide paid occupational training for a student. The training sponsor will assist the teacher in providing the necessary knowledge and skills for the student's specific career preparation.

(c) Knowledge and skills.

(1) The student uses and evaluates employability skills to maintain a position in a company. The student is expected to:
   (A) create a professional electronic portfolio, including a two- to four-year individual career plan of study, résumé, cover letter, awards, commendations, and thank you letters;
   (B) obtain letters of recommendation;
   (C) expand personal communication skills; and
   (D) refine interview skills.

(2) The student develops advanced knowledge and skills associated with success in the workplace. The student is expected to:
   (A) maintain appropriate grooming and appearance for the workplace;
   (B) demonstrate positive interpersonal skills, including respect for diversity;
   (C) demonstrate appropriate business and personal etiquette in the workplace;
   (D) exhibit productive work habits, attitudes, and ethical practices;
   (E) evaluate consequences for breach of personal and occupational safety practices in the workplace; and
   (F) prioritize work to fulfill responsibilities and meet deadlines.
(3) The student applies work ethics, job expectations, multicultural considerations, and communication skills in the workplace. The student is expected to:
   (A) evaluate personal integrity and its effects on human relations in the workplace;
   (B) evaluate characteristics of successful working relationships such as teamwork, conflict resolution, self-control, and the ability to accept criticism;
   (C) recognize and appreciate diversity in the workplace;
   (D) analyze employer expectations;
   (E) exhibit productive work habits and attitudes;
   (F) communicate effectively to a variety of audiences;
   (G) analyze ethical standards; and
   (H) comply with organizational policies and procedures.

(4) The student applies academic knowledge and skills in the workplace. The student is expected to:
   (A) apply critical- and creative-thinking skills to solve complex problems;
   (B) integrate mathematical concepts into business transactions;
   (C) analyze and apply data from tables, charts, and graphs to find solutions to problems;
   (D) apply effective listening skills used in the workplace;
   (E) read and write technical reports and summaries; and
   (F) apply effective verbal, nonverbal, written, and electronic communication skills.

(5) The student recognizes legal responsibilities of the workplace. The student is expected to:
   (A) evaluate provisions of the Fair Labor Standards Act;
   (B) analyze the legal consequences of breach of confidentiality; and
   (C) research and describe laws governing the different professions.

(6) The student recognizes the dangers of identity theft. The student is expected to:
   (A) identify various methods criminals use to obtain information; and
   (B) research how to avoid becoming a victim.

(7) The student applies the use of self-development techniques and interpersonal skills to improve personal development. The student is expected to:
   (A) evaluate effective interpersonal and team-building skills involving situations with coworkers, managers, and customers; and
   (B) participate in leadership and career-development activities.

(8) The student recognizes knowledge and skills related to safety in the workplace. The student is expected to:
   (A) apply safe working practices to training station;
(B) evaluate unsafe work practices and attitudes;
(C) evaluate the impact of Occupational Safety and Health Administration regulations in the workplace;
(D) recognize the importance of applying safety rules in all situations; and
(E) analyze health and wellness practices that influence job performance.

(9) The student acquires the academic and technical skills for future education and employment in high-skill, high-wage, or high-demand occupations. The student is expected to:
(A) research and identify current or emerging occupations;
(B) analyze future employment outlook;
(C) research entrepreneurial opportunities;
(D) analyze rewards and demands for various levels of employment;
(E) identify the academic and technical entry requirements for employment in various high-skill, high-wage, or high-demand occupations;
(F) identify and pursue opportunities, available in high school and post secondary, to acquire the necessary academic and technical skills for employment in high-skill, high-wage, or high-demand occupations;
(G) evaluate the rights and responsibilities of employers and employees;
and
(H) apply money-management and financial-planning techniques.

(10) The student identifies skills and attributes necessary for professional advancement. The student is expected to:
(A) evaluate and compare employment options such as salaries, benefits, and prerequisites;
(B) compare rewards and demands for various levels of employment in a variety of careers;
(C) determine continuing education opportunities that enhance career advancement and promote lifelong learning;
(D) determine preparation requirements for levels of employment in a variety of careers;
(E) determine interests, abilities, personal priorities, and family responsibilities affecting career choice; and
(F) demonstrate effective methods to secure, maintain, and terminate employment.