

Career Preparation

Local Course #: 0

State Course ID: 12701121/ 12701141

Course Description:

Career Preparation provides opportunities for students to participate in a learning experience that combines classroom instruction with paid business and industry employment experiences and supports strong partnerships among school, business, and community stakeholders.

Link to TEKS:

[https://texas-sos.appianportalsgov.com/rules-and-meetings?recordId=216674&queryAsDate=08%2F06%2F2025&interface=VIEW_TAC_SUMMARY&\\$locale=en_US](https://texas-sos.appianportalsgov.com/rules-and-meetings?recordId=216674&queryAsDate=08%2F06%2F2025&interface=VIEW_TAC_SUMMARY&$locale=en_US)

First 9 Weeks Major Topics:

9 Weeks At A Glance- Career Preparation I & II

1st 9 WEEKS	TEKS
1 Formulas for Career Success: Résumés	1.C.i 3
2 Formulas for Career Success: Interview Preparation	1.D.i 2
3 Formulas for Career Success: The Interview Process	1.D.i; 1.E.i; 1.E.ii 7
4 Formulas for Career Success: Portfolio Development	1.E.i; 1.E.ii 5
5 Formulas for Career Success: Job Applications	1.E.i 2
6 Formulas for Career Success: Cover Letters	1.E.i; 1.E.ii 3
7 Formulas for Career Success: After the Interview	1.E.i; 1.E.ii 3
8 Dressing, Emily Post Style	2.A.i; 2.A.ii; 2.A.iii; 2.A.iv 2
9 Managing Diversity	2.C.i 6

Second 9 Weeks Major Topics:

2nd 9 Weeks	TEKS
1 Workplace Etiquette	2.D.i; 2.D.ii 2
2 Graduate Tips & Advice: Importance of Work Ethic	2.E.i 2
3 Business Ethics	2.E.ii; 5.C.i; 5.E.i; 5.E.ii

Weeks 4-9 students will be working on CCMR College and Career Choice Project 8.C.i; 8.C.ii 10

Third 9 Weeks Major Topics:

3rd h 9 WEEKS	TEKS
1 Ethics in Business within Personal Life	2.E.ii; 3.A.i; 2.G.i; 5.B.ii 6
2 Teamwork & Collaboration 6.A.xi; 6.A.xii 5	2.F.i; 2.F.ii; 3.B.i; 6.A.iv; 6.A.v; 6.A.vi; 6.A.x;
3 Management of Energy, Money & Tasks	2.G.i; 2.G.ii; 4.B.i; 7.E.i; 8.F.i; 8.F.ii 6
4 Conflict Management	3.B.i 6
5 Multicultural Workplace	3.D.i 4
6 Listening 101	3.E.i 3
7 Workplace Issues	3H.i; 3.H.ii; 5.A.i; 5.A.ii; 5.A.iii; 5.A.iv; 5.E.i; 5.E.ii
8 Workplace Issues II	3D.i; 7.E.i; 8.E.i; 8.E.ii; 8.E.iii; 8.E.iv
9 Mathematics in the Workplace	4A.i; 4.C.i; 4.C.ii; 4.C.iii; 4.C.iv; 4.C.v; 4.C.vi 9

Fourth 9 Weeks Major Topics:

4th 9 Weeks	TEKS
1 Business Documents & Technology	4.D.i; 4.D.ii; 4.D.iii 6
2 Business Letters & Memos	4.D.i; 4.D.ii; 4.D.iii 4
3 Confidentiality in the Workplace	5.D.i 4
4 Societal Impacts on Careers	8.B.i 8
5 Jobs, Careers & Education	8.C.i; 8.C.ii 10
6 Global Industry	8.D.i; 8.D.ii 6
7 Personal Financial Planning	8.F.i; 8.F.ii 4
8 Formulas for Career Success:	9.B.ii; 9.B.iii; 9.B.iv
9 Career Testing & Investigation	A.i; 9.A.ii; 9.A.iii; 9.A.iv; 9.B.i