

Career Prep for Program of Study Syllabus

Course Description/Goals:

Career Preparation for Programs of Study provides additional opportunities for students to develop business and industry employment experiences, which must be related to the student's current program of study alongside advanced classroom instruction. This course provides a continuing focus on collaborative feedback between the employer, teacher, and student. Career Preparation for Programs of Study expands on Career Preparation General by increasing rigor, supporting student attainment of academic standards, and effectively preparing students for college and career success.

Course TEKS/Objectives:

Career Prep is designed to equip students with the knowledge, certifications, and real-world skills necessary to thrive in the workforce. Students will participate in training, earn industry-recognized certifications, develop professional documents, practice financial literacy, and engage in career-based interviews.

[Chapter 127.21 Career Prep for Program of Study TEKS](#)

[Chapter 127.22 Extended Career Prep for Program of Study TEKS](#)

Course Outline:

Semester 1	Semester 2
<ul style="list-style-type: none">● Career Prep Manual & required forms● Professionalism, expense tracking, and pay stub basics● Personality & career interest assessments● Resume writing, vision boards, and SMART goals● Certification #1: OSHA 10-Hour● Financial literacy - consumer skills, budgeting, & investments● Certifications #2 & #3 (choice): ESB/Professional Communication Skills/Microsoft Office● Resume/Interview Skill Development	<ul style="list-style-type: none">● Certification #4: Microsoft Office Specialist (choose one: Excel, Word, PowerPoint, Outlook at Associate Level or Expert)● Begin professional interview process (1st & 3rd periods)● Continue interviews (2nd & 4th periods)● Expense report review & budget creation● Career Prep Capstone project● Career Readiness - guest speakers & networking