

Calallen ISD 2025-2026
Syllabus

Campus: Calallen High School

Course and/or Grade Level: Career Preparation/Work Program 11-12

Course Description: The curriculum for Career Preparation is based on TEKS provided by the Texas Education Agency. The textbook is Succeeding in the World of Work by Glencoe Publishing in addition to teacher generated materials. 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. The goal is to prepare students with a variety of skills for a changing workplace. Students are taught employability skills, which include job-specific skills applicable to their training station, job interview techniques, communication skills, financial and budget activities, human relations, and portfolio development. Career Preparation is relevant and rigorous, supports student attainment of academic standards, and effectively prepares students for college and career success.

Semester 1: August 13 – December 19, 2025

1st Quarter Topics	2nd Quarter Topics
• Soft Skills • Professional employability skills • Job-specific skills applicable to their training station	• Soft Skills • Networking • Dress for Success • Job interview techniques • Communication skills

Semester 2: January 5 – May 29, 2026

3rd Quarter Topics	4th Quarter Topics
• Finance and budget activities • Human Relations • Social Media • Email • Completing Applications, W-4 Forms	• Cover Letter, Resume, Letter of Resignation • Time Management • Debt

**Minor adjustment to the schedule may be made based on campus schedules and student needs.*