

Career Preparation & Extended Career Preparation YAG

Stacked Course | Single-Blocked Classroom Instruction | Full Year | 36 Weeks | Recommended Grades 11–12

Course Information: Career Preparation General (CPG) = \$127.20, two credits; recommended prerequisite: at least one credit in a CTE course. Extended Career Preparation (ECP) = \$127.22, one credit and must be taken concurrently with Career Preparation General or Career Preparation for Programs of Study. Both courses center on work-based learning with employer, teacher, and student feedback. This combined YAG provides shared classroom instruction while identifying the additional workplace depth expected of ECP students. ACCESS may support career exploration, postsecondary planning, credential research, and portfolio development.

GP	Wks	Unit & Focus	Major Learning Tasks & Assessments	Career Prep General TEKS	Extended Career Prep TEKS	Extension Activities
1	1–2	Unit 1 – Work-Based Learning Launch, Training Plan & Professional Standards	- Establish work-based learning expectations, training goals, documentation routines and employer/teacher/student feedback processes - Model hygiene, grooming, attire, punctuality, initiative, cooperation, accountability and time management - Identify workplace vocabulary, technical expectations and quality standards - ECP: document advanced technical skill goals and identify relevant credential/training opportunities	• CPG2(A–E), CPG7(B,E)	• ECP1(A–C), ECP2(A–D), ECP7(A–D)	- Individual training plan - Workplace expectations agreement - ACCESS: career/credential exploration
1	3–5	Unit 2 – Getting the Job: Search, Résumé, Applications & Interviewing	- Use multiple methods to locate employment opportunities - Develop a cover letter and résumé/CV/portfolio; complete applications, offer-letter review, I-9 and W-4 practice - Practice interviews, professional greetings, eye contact, communication and follow-up thank-you correspondence - Analyze the relationship between employment and self-sufficiency	• CPG1(A–G)	• ECP1(A–C), ECP2(A,D), ECP4(B–C)	- Mock interviews - Résumé/portfolio review - Employer panel
1	6–7	Unit 3 – Workplace Communication, Relationships & Conflict Management	- Explain how interpersonal skills affect human relations and workplace success - Compare successful and unsuccessful working relationships - Analyze how personalities, experiences and workstyles affect teams - Demonstrate professional verbal/nonverbal, phone, digital, customer and coworker communication - ECP: apply teamwork, conflict management and internal/external communication at the worksite	• CPG4(A–E), CPG2(B–D)	• ECP2(C), ECP4(A–C)	- Communication role-play - Conflict-resolution case - Employer feedback reflection
1	8–9	Unit 4 – Workplace Academics & Personal Financial Readiness	- Apply industry-specific mathematics and interpret workplace tables, charts and graphs - Develop and analyze budgets for part-time and full-time employment - Interpret earnings statements, wages, FICA, taxes, benefits and tips - Analyze how debt affects financial stability - Create professional industry-specific documents and electronic communication	• CPG3(A–F)	• ECP2(B–C), ECP3(A–B)	- Paycheck/budget lab - Industry data problem - Workplace writing task
2	10–12	Unit 5 – Ethics, Workplace Policies & Employment Law	- Research workplace policies including attendance, theft, harassment, safety, acceptable use, jury duty and drug-free workplace expectations - Apply integrity and ethical reasoning to workplace scenarios - Examine FLSA, privacy laws, Civil Rights Act/Title VII, Title IX and industry-specific laws/regulations - ECP: research EEOC and Texas Workforce Commission roles and apply workplace rules/laws	• CPG5(A–G)	• ECP5(A–D)	- Employment-law case study - Policy analysis - Ethics scenario

2	13-14	Unit 6 – Workplace Safety, Health & Wellness	- Identify and demonstrate safe work practices and solutions to unsafe conditions - Explain OSHA's role and workplace safety responsibilities - Analyze physical health and mental wellness practices affecting job performance - ECP: operate workplace tools/equipment safely, follow incident procedures and conduct a workplace hazard analysis	• CPG6(A-D)	• ECP6(A-D)	- Hazard analysis - Safety presentation - Incident-response simulation
2	15-17	Unit 7 – Job Retention, Leadership, Feedback & Growth	- Develop leadership skills and investigate certifications related to current/desired employment - Compare rewards/demands of employment levels and use career inventories - Create SMART goals, explain growth mindset and practice workplace self-advocacy - Analyze self-evaluations, management evaluations and employee feedback for job growth - ECP: assess technical strengths/weaknesses and document advanced skill growth	• CPG7(A-H)	• ECP1(A-C), ECP3(A-B), ECP7(A-D)	- Performance review simulation - SMART growth plan - Credential research
2	18	Semester 1 Exam – Career Preparation	- Cumulative written/performance assessment - Professional portfolio and workplace documentation review - Employer/student reflection on Semester 1 growth and next-step goals	• Cumulative: CPG1-7	• Cumulative: ECP1-7	• Targeted review/remediation
3	19-21	Unit 8 – Career Pathways, Compensation & Professional Success	- Evaluate career options, salaries and benefits - Analyze how interests, abilities, priorities and family responsibilities influence career choices - Identify continuing education and lifelong-learning opportunities - Connect current work experience to long-term career pathways - ECP: identify training, education, licensure/certification or credentials for employment advancement	• CPG8(A-C)	• ECP1(A), ECP7(B-C)	- ACCESS: career/postsecondary planning - Compensation comparison - Career pathway map
3	22-24	Unit 9 – Future Workforce, Entrepreneurship & Career Advancement	- Analyze future employment outlook in an occupational area - Describe entrepreneurial opportunities and changing workforce demands - Evaluate strategies for retention and advancement in a changing global workforce - Research emerging skills and technology relevant to student workplaces - ECP: report on advanced technical knowledge and occupational growth	• CPG8(D-F), CPG7(B-C)	• ECP2(B), ECP3(A-B), ECP7(B-C)	- Labor-market research - Entrepreneurship brief - Emerging-skills analysis
3	25-27	Unit 10 – Workplace Problem Solving, Innovation & Quality	- Apply critical thinking to authentic workplace problems - Use industry data and technical vocabulary to analyze alternatives - Develop creative/innovative solutions and communicate recommendations - Demonstrate quality standards, accountability, planning and time management - ECP: document implementation/evaluation of a workplace improvement or technical skill task	• CPG2(B,D-E), CPG3(A,C-D), CPG7(F-H)	• ECP1(B-C), ECP2(B), ECP3(A-B), ECP7(A-D)	- Workplace improvement project - Supervisor feedback - Problem-solving presentation

4	28-30	Unit 11 – Advanced Workplace Communication, Leadership & Customer Service	• Lead or contribute to a collaborative workplace task • Apply conflict-management, active-listening and professional communication skills • Practice customer/coworker communication in physical and digital environments • Demonstrate initiative, respect for authority, cooperation and ethical work habits • ECP: model effective internal/external communications and advanced teamwork	• CPG2(B-D), CPG4(A-E), CPG7(A,G)	• ECP2(A,C-D), ECP4(A-C), ECP5(A-B)	• Leadership task • Customer-service scenario • Worksite communication reflection
4	31-33	Unit 12 – Workplace Safety, Compliance & Professional Performance	• Reassess workplace safety, legal and ethical expectations using authentic worksite evidence • Evaluate job performance, attendance, punctuality, quality and productivity • Analyze employer feedback and revise personal/career goals • ECP: conduct/update hazard analysis and document compliance with workplace procedures	• CPG5(A-G), CPG6(A-D), CPG7(E-H)	• ECP1(B-C), ECP5(A-D), ECP6(A-D), ECP7(A-C)	• Employer evaluation conference • Safety/compliance audit • Growth-plan revision
4	34-35	Unit 13 – Career Portfolio, Work-Based Learning Capstone & Transition	• Finalize résumé/CV, cover letter, work samples, evaluations and career-growth evidence • Document and reflect on work-based learning accomplishments and technical skills • Present career goals, continuing education/credential plans and advancement strategies • Practice professional transition documents, including resignation/notice when applicable • ECP: curate advanced work samples and report technical proficiency growth	• CPG1(C,E), CPG7(B,E,H), CPG8(A-F)	• ECP1(A-C), ECP7(A-D)	• ACCESS: transition planning • Career portfolio presentation • Employer/mentor feedback
4	36	Semester 2 Exam & Career Preparation Showcase	• Cumulative written/performance assessment • Final work-based learning portfolio and career-readiness presentation • Employer/student/teacher reflection on annual growth and transition goals	• Cumulative: CPG1-8	• Cumulative: ECP1-7	• Stakeholder showcase

Career Preparation General & Extended Career Preparation TEKS Coverage Checklist

Coverage verification: The stacked YAG intentionally addresses every student expectation in Career Preparation General §127.20 and Extended Career Preparation §127.22. Extended students participate in the shared classroom instruction while demonstrating additional depth through supervised workplace application, advanced technical-skill evidence, hazard analysis, credential preparation, and curated work samples.

Course	Strand	Student Expectations	YAG Placement	Coverage
Career Preparation General	CPG1	A–G	Units 2, 13	100%
Career Preparation General	CPG2	A–E	Units 1, 3, 10–11	100%
Career Preparation General	CPG3	A–F	Units 4, 10	100%
Career Preparation General	CPG4	A–E	Units 3, 11	100%
Career Preparation General	CPG5	A–G	Units 5, 12	100%
Career Preparation General	CPG6	A–D	Units 6, 12	100%
Career Preparation General	CPG7	A–H	Units 1, 7, 9–13	100%
Career Preparation General	CPG8	A–F	Units 8–9, 13	100%
Extended Career Preparation	ECP1	A–C	Units 1–2, 7–8, 10, 12–13	100%
Extended Career Preparation	ECP2	A–D	Units 1–4, 9–11	100%
Extended Career Preparation	ECP3	A–B	Units 4, 7, 9–10	100%
Extended Career Preparation	ECP4	A–C	Units 2–3, 11	100%
Extended Career Preparation	ECP5	A–D	Units 5, 11–12	100%
Extended Career Preparation	ECP6	A–D	Units 6, 12	100%
Extended Career Preparation	ECP7	A–D	Units 1, 7–10, 12–13	100%

Implementation Notes

- Career Preparation General is a two-credit course recommended for Grades 11–12; the recommended prerequisite is at least one credit in a CTE course. The employment experience may be related to or outside the student's program of study.
- Extended Career Preparation is a one-credit course recommended for Grades 11–12 and may not be taken as a stand-alone course. It must be taken concurrently with Career Preparation General or Career Preparation for Programs of Study.
- The stacked classroom should use common instruction whenever standards overlap. Extended Career Preparation students demonstrate additional depth primarily through the work-based learning experience: advanced technical skill development, credential/training preparation, workplace problem solving, safety/hazard analysis, evaluation of technical proficiency, and curated work samples.
- Work-based learning evidence should be maintained throughout the year through training goals, employer feedback, student reflections, work samples, performance evaluations, and other documentation appropriate to the student's employment experience.
- Weeks 18 and 36 are reserved for cumulative semester exams. No instructional unit crosses the semester boundary, and no calendar-specific dates are included.