

**Texas Essential Knowledge and Skills
for Investigating Careers/College and Career Readiness**

Correlated to: *Career Choices* and *Instructor's Guide*

Knowledge and Skills	Student Expectation	Career Choices Series Text (Student Edition)	Instructor's Guide (Teacher Edition)
§127.2 Investigating Careers			
(1) The student investigates one or more careers within the 16 career clusters. The student is expected to:	(A) Identify the various career opportunities within one or more career clusters; and	124-141, 144-147, 148-165 + supporting activities online	4/69-4/73, 4/78, 4/80-4/84, 4/86-4/105
	(B) Identify the pathways within one or more career clusters.	124-141, 144-147, 148-165 + supporting activities online	4/69-4/73, 4/78, 4/80-4/84, 4/86-4/105
(2) The student investigates career pathways in one or more of the 16 career clusters. The student is expected to:	(A) Research the academic requirements for one or more of the careers in an identified cluster;	124-141, 144-147, 148-165 + supporting activities online	4/69-4/73, 4/78, 4/80-4/84, 4/86-4/105
	(B) Research the certification or educational requirements for careers; and	124-141, 144-147, 148-165 + supporting activities online	4/69-4/73, 4/78, 4/80-4/84, 4/86-4/105
	(C) Describe the technical-skill requirements for careers.	124-141, 144-147, 148-165 + supporting activities online	4/69-4/73, 4/78, 4/80-4/84, 4/86-4/105
(3) The student investigates the professional skills needed for college and career success. The student is expected to:	(A) Apply core academic skills to meet personal, academic, and career goals;	182-191	4/117-4/122
	(B) Investigate the importance of co-curricular, extracurricular, career preparation, and extended learning experiences;	64-71, 250-263	4/152-4/159
	(C) Investigate the steps required to participate in a variety of career and educational opportunities, including, but not limited to, entry-level employment, military service, apprenticeships, community and technical colleges, universities;	124-141, 144-165, 266-280 + supporting activities online	4/69-4/73, 4/80-4/84, 4/86- 4/105, 4/161-4/166
	(D) Identify professional associations affiliated with a career pathway;		
	(E) Recognize the value of community services and volunteerism; and	104-113, 160-161	4/69-4/73, 4/101
	(F) Demonstrate characteristics required for personal and professional success such as work ethics, integrity, dedication, perseverance, and interacting with diverse populations.	162-165, 194-227, 230-247	4/102-4/105, 4/123-4/140, 4/141-4/150

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(4) The student investigates labor market information. The student is expected to:	(A) analyze national, state, regional, and local labor market information;	144-165 + supporting activities online	4/85-4/105
	(B) Classify evidence of high-skill, high-wage, or high-demand occupations based on analysis of labor market information; and	144-165 + supporting activities online	4/85-4/105
	(C) Analyze effects of changing employment trends, societal needs, and economic conditions on career planning.	144-165 + supporting activities online	4/85-4/105
(5) The student investigates job-seeking skills. The student is expected to:	(A) Identify the steps for an effective job search;	158-161, 250-263	4/94-4/101, 4/151-4/159
	(B) Describe appropriate appearance for an interview; and	258	4/157, 13/9
	(C) Participate in a mock interview.	supporting activities online	4/157, 13/6-13/9
(6) The student creates professional documents required for employment. The student is expected to:	(A) Develop a resume;	250-263	
	(B) Write appropriate business correspondence such as a letter of intent and a thank you letter;	158-161, 250-263	4/94-4/101, 4/151-4/159
	(C) Complete sample job applications; and	250-263 + supporting activities online	4/151-4/159
	(D) Explain protocol for selecting and using references.		

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§127.3 College and Career Readiness			
(1) The student explores career assessments as related to college and career planning. The student is expected to:	(A) Analyze and discuss the initial results of career assessments;	24-27, 28-29, 31-37, 39-43, 44-48	4/15-4/31
	(B) Explore the 16 career clusters;	144-165 + supporting activities online	4/85-4/105
	(C) Research trending fields related to career interest areas;	124-141, 144-165 + supporting activities online	4/79-4/84, 4/85-4/105
	(D) Determine academic requirements related to career fields; and	144-165, 266-280 + supporting activities online	4/85-4/105, 4/161-4/166
	(E) Research educational options and requirements using available resources.	144-165, 266-280 + supporting activities online	4/85-4/105, 4/161-4/166
(2) The students analyzes college and career opportunities. The student is expected to:	(A) Determine academic requirements for transitioning to high school;		
	(B) Explore opportunities for earning college credit in high school such as advanced placement courses, International Baccalaureate courses, dual credit, and local and statewide articulated credit;		
	(C) Develop an awareness of financial aid, scholarships, and other sources of income as well as college savings to support college and career advancement;		
	(D) Discuss the impact of effective college and career planning;	Goal of the entire text	Examples throughout
	(E) Demonstrate decision-making skills related to school and community issues, programs of study, and college and career planning; and	168-179, 266-280 + supporting activities online	4/107-4/116, 4/161-4/166
	(F) Identify how performance on assessments such as the PSAT/NMSQT®, SAT®, ACT®, ASVAB®, and Texas Success Initiative (TSI®) impact personal academic and career goals.	266-280 + supporting activities online	4/161-4/166

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(3) The student evaluates skills for personal success. The student is expected to:	(A) Use interpersonal skills to facilitate effective teamwork;	162-165, 230-235, 238-241	4/24-4/25, 4/102, 4/104, 4/115, 4/143, 4/146-4/147
	(B) Use problem-solving models and critical-thinking skills to make informed decisions;	168-179	4/107-4/116
	(C) Use effective time-management and goal setting strategies;	182-191	4/117-4/122
	(D) Identify skills that can be transferable among a variety of careers;	46-48, 132-134, 147, 150-155, 162-165, 246, 272-273 + supporting activities online	4/13-4/14, 4/27-4/29, 4/150
	(E) Create a personal career portfolio;	46-48, 132-134, 147, 150-155, 162-165, 246, 272-273 + supporting activities online	4/13-4/14, 4/27-4/29, 4/150
	(F) Make oral presentations that fulfill specific purposes using appropriate technology; and	49, 147, 162-165, 226-227, 258-259	4/88, 4/139-4/140, 4/157
	(G) Identify entrepreneurial opportunities within a field of personal interest.	138-139, 162-165, 238-241	4/22-4/23, 4/83, 4/103-4/104, 4/146-4/147
(4) The student recognizes the impact of college and career choices on personal lifestyle. The student is expected to:	(A) Prepare a personal budget reflecting the student's desired lifestyle; and	74-121 + supporting activities online	4/48-4/67
	(B) Use resources to compare and contrast salaries of at least three careers in the student's interest area.	144-165 + supporting activities online	4/85-4/105

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(5) The student demonstrates an understanding of financial management. The student is expected to:	(A) Compare the advantages and disadvantages of different types of money management services;		
	(B) Simulate opening and maintaining different types of financial accounts;		
	(C) Simulate different methods of withdrawals and deposits;		
	(D) Reconcile financial statements, including fees and services;		
	(E) Compare and contract forms of credit, including credit cards and debit cards;		
	(F) Discuss the importance of credit scores;		
	(G) Discuss the impact of identity theft on credit; and		
	(H) Examine the effects of poor credit scores as they relate to personal finance and career opportunities.		
(6) The student develops skills for professional success. The student is expected to:	(A) Demonstrate effective verbal, nonverbal, written, and electronic communication skills;	Practiced throughout the course	4/76, 4/94-4/95, 11/9-11/17, 11/21-11/22
	(B) Evaluate the impact of positive and negative personal choices, including use of electronic communications such as social networking sites;	56-71, 74-121, 168-179, 194-227	4/37-4/45, 4/47-4/77, 4/107-4/116, 4/123-4/140
	(C) Model characteristics of effective leadership, teamwork, and conflict management;	38-43, 162-165, 230-235, 238-241	4/22-4/23, 4/102-4/105, 4/115, 4/143-4/144, 4/146-4/147
	(D) Recognize the importance of a healthy lifestyle, including the ability to manage stress; and	56-71, 74-121, 168-179, 194-227	4/37-4/45, 4/47-4/77, 4/107-4/116, 4/123-4/140
	(E) Explore characteristics necessary for professional success such as work ethics, integrity, dedication, perseverance, and interactions with diverse populations.	162-165, 194-227, 230-247	4/102-4/105, 4/123-4/140, 4/141-4/150