



Correlation of
School to Career, 12e
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(Goodheart-Willcox Publisher ©2023)
to
Chapter 127. Texas Essential Knowledge and Skills for Career Development
Subchapter B. High School
§127.14. Career Preparation I

School to Career is a contemporary text that presents the skills for success that are vitally important in today's workplace. Students will learn personal, decision-making, and employability skills that will help create a foundation for independence. They will also learn how to become valuable employees and responsible citizens.

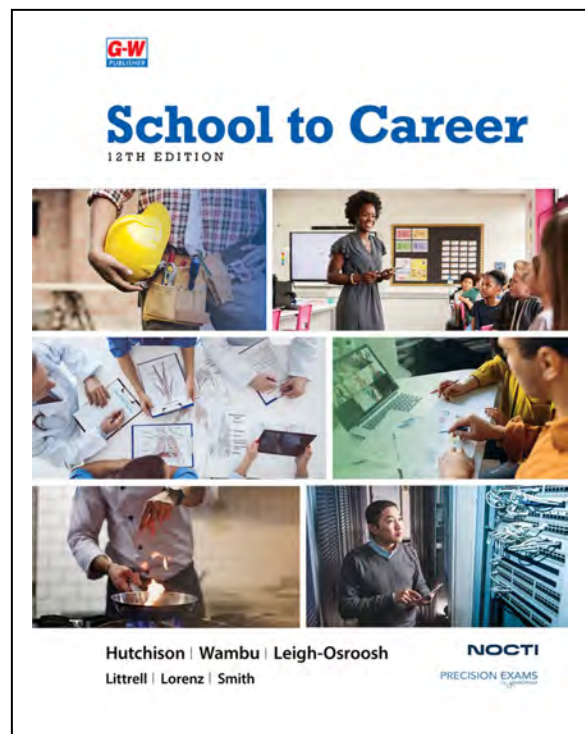
(a) General requirements. This course is recommended for students in Grades 11 and 12. Students shall be awarded two credits for successful completion of this course.

(b) Introduction.

(1) Career and technical education instruction provides content aligned with challenging academic standards and relevant technical knowledge and skills for students to further their education and succeed in current or emerging professions.

(2) Career development is a lifelong pursuit of answers to the questions: Who am I? Why am I here? What am I meant to do with my life? It is vital that students have a clear sense of direction for their career choice. Career planning is a critical step and is essential to success.

(3) Career Preparation I provides opportunities for students to participate in a work-based learning experience that combines classroom instruction with business and industry employment experiences. The goal is to prepare students with a variety of skills for a changing workplace. Career preparation is relevant and rigorous, supports student attainment of academic standards, and effectively prepares students for college and career success.



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- (4) Students are encouraged to participate in extended learning experiences such as career and technical student organizations and other leadership or extracurricular organizations.
- (5) Statements that contain the word "including" reference content that must be mastered, while those containing the phrase "such as" are intended as possible illustrative examples.
- (c) Knowledge and skills.

Standards / Objectives / Indicators	G-W Content
Knowledge and Skills	
1. The student demonstrates professional employability skills to gain an entry-level position. The student is expected to:	
A. identify employment opportunities;	<p>Introduction: Pg. 24-27 LO 2.1-1 Opportunities to Learn on the Job Pg. 112-119 LO 6.1-1 Career and Job Sources</p> <p>Application: Pg. 28 Check Your Understanding. #1 Pg. 41 Review Your Knowledge, #2 Pg. 41 Apply Your Knowledge, #4, 7, 8 Pg.42 Teamwork Pg. 133 Review Your Knowledge, #1, 2, 3, 4 pg. 133 Apply Your Knowledge, #1, 2, 4, 6</p>

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Standards / Objectives / Indicators	G-W Content
<p>B. demonstrate the application of essential workplace knowledge and skills;</p>	<p>Introduction: Pg. 14-16 LO 1.2-1 Skills for the 21st Century Career Pg. 16 LO 1.2-2 Transferable Skills Pg. 46-52 LO 3.1-1 Personal Qualities Needed on the Job Pg. 52-54 LO 3.1-2 Being Part of a Team Pg. 59-61 LO 3.2-3 Professional Etiquette Pg. 172-173 LO 8.1-1 Starting Your First Day Pg. 173-175 LO 8.1-2 Relating to Others at Work Pg. 175 LO 8.1-3 Developing Productive Work Habits</p> <p>Application: Pg. 15 Figure 1-4 Pg. 17 Check Your Understanding, #2, 3 Pg. 19 Review Your Knowledge, #7, 8, 9, 10 Pg. 20 Apply Your Knowledge, #5, 9 Pg. 54 Check Your Understanding, #1, 3, 4 Pg. 61 Check Your Understanding, #4 Pg. 63 Review Your Knowledge, #1, 2, 3, 4, 5, 6, 9, 10 Pg. 63 Apply Your Knowledge, #1, 2, 3, 4, 5, 6 Pg. 64 Teamwork Pg. 64 College and Career Readiness Activities: Reading Pg. 180 Check Your Understanding, #3 Pg. 197 Apply Your Knowledge, #1, 7, 9 Pg. 198 Teamwork</p>
<p>C. develop a resume;</p>	<p>Introduction: Pg. 138-143 LO 7.1-2 Resume</p> <p>Application: Pg. 145 Check Your Understanding, #2, 3 Pg. 165 Review Your Knowledge, #2 Pg. 165 Apply Your Knowledge, #2, 3</p>
<p>D. demonstrate proper interview techniques in various situations; and</p>	<p>Introduction: Pg. 154-163 Section 7.3 Interviewing for a Job</p> <p>Application: Pg. 148 Event Prep Pg. 163 Check Your Understanding, #1, 2, 3 Pg. 165 Review Your Knowledge, #7, 8, 9 Pg. 165 Apply Your Knowledge, #8 Pg. 166 Teamwork</p>

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Standards / Objectives / Indicators	G-W Content
<p>E. create and complete appropriate documents such as electronic portfolio, employment application, letter of intent, I-9 form, W-4 form, and thank you letters</p>	<p>Introduction: Pg. 144 Electronic Portfolio Pg. 146-151 LO 7.2-1 Employment Application Letter and Form Pg. 159-163 LO 7.3-3 After the Interview Pg. 410, 411 Form W-4</p> <p>Application: Pg. 145 Check Your Understanding, #5 Pg. 153 Check Your Understanding, #1, 2, 3 Pg. 163 Check Your Understanding, #4 Pg. 165 Review Your Knowledge, #5, 10 Pg. 165 Apply Your Knowledge, #4, 5, 6, 8, 10 pg. 415 Check Your Understanding, #4 pg. 437 Apply Your Knowledge, #3</p>
<p>2. The student develops skills for success in the workplace. The student is expected to:</p>	
<p>A. identify and model appropriate grooming and appearance for the workplace;</p>	<p>Introduction: Pg. 55-56 LO 3.2-1 Personal Appearance Pg. 56-58 LO 3.2-2 Dressing for the Job</p> <p>Application: Pg. 60 Event Prep Pg. 61 Check Your Understanding, #1, 2 Pg. 63 Review Your Knowledge, #7, 8 Pg. 64 Apply Your Knowledge, #8, 9</p>
<p>B. demonstrate dependability, punctuality, and initiative;</p>	<p>Introduction: Pg. 47 Dependability Pg. 48-49 Punctuality Pg. 50-51 Initiative</p> <p>Application: Pg. 48 Career Case Pg. 54 Check Your Understanding, #2, 3 Pg. 63 Review Your Knowledge, #2, 3 Pg. 63 Apply Your Knowledge, #2, 3, 4 Pg. 64 Teamwork</p>

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Standards / Objectives / Indicators	G-W Content
<p>C. research positive interpersonal skills, including respect for diversity;</p>	<p>Introduction: Pg. 15-16 Interpersonal Skills Pg. 49 Cultural Competence Pg. 173-175 LO 8.1-2 Relating to Others at Work Pg. 287 LO 12.1-2 Teams in the Workplace Pg. 332-339 Section 14. 1 Understanding Diversity</p> <p>Application: Pg. 15 Figure 1-4 Pg. 17 Check Your Understanding, #2, 3 Pg. 19 Review Your Knowledge, #7 Pg. 20 Apply Your Knowledge, #9, 10 Pg. 63 Review Your Knowledge, #5 Pg. 180 Check Your Understanding, #2 Pg. 197 Review Your Knowledge, #2 Pg. 198 Apply Your Knowledge, #7 Pg. 296 Check Your Understanding, #2 Pg. 339 Check Your Understanding, #1, 4, 5 Pg. 351 Review Your Knowledge, #1, 6 Pg. 351 Apply Your Knowledge, #1, 3, 4, 6 Pg. 352 Teamwork Pg. 352 College and Career Readiness Activities</p>
<p>D. model appropriate business and personal etiquette in the workplace;</p>	<p>Introduction: Pg. 59-61 LO 3.2-2 Professional Etiquette Pg. 205-206 Communication Competence Pgs. 216-225 Section 9.3 Effective Ways to Communicate Pg. 361 Soft Skills: Workspace Etiquette</p> <p>Application: Pg. 61 Check Your Understanding, #4, 5 Pg. 63 Review Your Knowledge, #9, 10 Pg. 225 Check Your Understanding, #2, 3 Pg. 228 Apply Your Knowledge, #9</p>

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Standards / Objectives / Indicators	G-W Content
<p>E. exhibit productive work habits, ethical practices, and a positive attitude;</p>	<p>Introduction: Pg. 46-52 LO 3.1-1 Personal Qualities Needed on the Job Pg. 52-54 LO 3.1-2 Being Part of a Team Pg. 74-77 What Are Ethics? Pg. 175 LO 8.1-3 Developing Productive Work Habits</p> <p>Application: Pg. 54 Check Your Understanding, #1, 2, 3, 4 Pg. 63 Review Your Knowledge, #1, 2, 3, 4, 5, 6 Pg. 63 Apply Your Knowledge, #2, 3, 4, 5, 6 Pg. 64 Teamwork Pg. 76 Event Prep Pg. 79 Check Your Understanding, #2, 4, 5 Pg. 82 Career Case Pg. 87 Review Your Knowledge, #4, 5 Pg. 87 Apply Your Knowledge, #4, 7 Pg. 175 Figure 8-1 Pg. 180 Check Your Understanding, #3 Pg. 197 Apply Your Knowledge, #1 Pg. 198 Teamwork</p>
<p>F. demonstrate the ability to work with other employees to support the organization and complete assigned tasks;</p>	<p>Introduction: Pg. 51 Cooperation Pg. 52-54 LO 3.1-2 Being Part of a Team Pg. 286-290 LO 12.1-2 Teams in the Workplace Pg. 297-303 LO 12.2-1 Problem Solving as a Team Pg. 312 LO 13.1-1 Group Dynamics</p> <p>Application: Pg. 54 Check Your Understanding, #4 Pg. 63 Apply Your Knowledge, #3, 6 Pg. 296 Check Your Understanding, #2, 3 Pg. 305 Check Your Understanding, #3 Pg. 307 Review Your Knowledge, #1, 2, 8, 9 Pg. 307 Apply Your Knowledge, #1, 4, 5, 6 Pg. 308 Teamwork Pg. 308 College and Career Readiness Activities: Writing Pg. 327 Review Your Knowledge, #1</p>

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Standards / Objectives / Indicators	G-W Content
<p>G. identify how to prioritize work to fulfill responsibilities and meet deadlines;</p>	<p>Introduction: Pg. 37 Develop Organization Skills Pg. 50 Organization Pg. 529-531 Managing Your Time</p> <p>Application: Pg. 39 Check Your Understanding, #1 Pg. 41 Apply Your Knowledge, #2, 9 Pg. 63 Review Your Knowledge, #4 Pg. 63 Apply Your Knowledge, #5 Pg. 536 Check Your Understanding, #2 Pg. 547 Apply Your Knowledge, #7</p>
<p>H. evaluate the relationship of good physical and mental health to job success and personal achievement;</p>	<p>Introduction: Pg. 6 Survival, Social Connection Pg. 55 Good Health and Fitness Pg. 176, 177 LO 8.1-4 Handling Job Stress Pgs. 504-511 Section 20.1 Mental Health and Wellness Pgs. 512-519 Section 20.2 Physical Health and Wellness</p> <p>Application: Pg. 63 Review Your Knowledge, #7 Pg. 64 Apply Your Knowledge, #8 Pg. 180 Check Your Understanding, #4 Pg. 198 Apply Your Knowledge, #6 Pg. 511 Check Your Understanding, #1, 2, 4 Pg. 519 Check Your Understanding, #1, 5 Pg. 521 Review Your Knowledge, #1, 2, 4, 5, 8 Pg. 521 Apply Your Knowledge, #2, 8, 10 Pg. 522 College and Career Readiness Activities</p>

Standards / Objectives / Indicators	G-W Content
<p>I. demonstrate effective methods to secure, maintain, and terminate employment; and</p>	<p>Introduction: Pg. 46-52 LO 3.1-1 Personal Qualities Needed on the Job Pg. 59-61 LO 3.2-3 Professional Etiquette Pg. 136-163 Chapter 7 Getting a Job Pgs. 172-180 Section 8.1 Your First Job Pg. 182 -183 Termination Pg. 183-185 LO 8.2-2 Making a Job Change</p> <p>Application: Pg. 54 Check Your Understanding, #1, 3 Pg. 63 Review Your Knowledge, #1, 2, 5, 10 Pg. 63 Apply Your Knowledge, #2, 3, 4, 5 Pg. 64 Teamwork Pg. 145 Check Your Understanding, #1, 2, 3, 5 Pg. 153 Check Your Understanding, #1, 2, 3 Pg. 163 Check Your Understanding, #1, 2, 3, 4, 5 Pg. 165 Review Your Knowledge, #2, 4, 7, 8, 9 Pg. 165 Apply Your Knowledge, #1, 2, 3, 4, 5, 6, 8, 10 Pg. 166 Teamwork Pg. 175 Figure 8-1 Pg. 180 Check Your Understanding, #1, 3 Pg. 185 Check Your Understanding, #4, 5 Pg. 197 Review Your Knowledge, #1, 3, 4 Pg. 197 Apply Your Knowledge, #1 Pg. 198 Teamwork</p>
<p>J. develop soft skills in a working environment</p>	<p>Introduction: Pg. 16 LO 1.2-2 Transferable Skills Pg. 81 What Are Your Skills?</p> <p>Application: Pg. 17 Check Your Understanding, #4 Pg. 19 Review Your Knowledge, #10 Pg. 20 Apply Your Knowledge, #10 Pg. 14, 51, 85, 124, 174, 204, 301, 332, 361, 432, 459, 489, 541 Soft Skills features</p>
<p>3. The student discusses work ethics, employer expectations, interactions with diverse populations, and communication skills in the workplace. The student is expected to:</p>	

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Standards / Objectives / Indicators	G-W Content
<p>A. illustrate how personal integrity affect human relations on the job;</p>	<p>Introduction: Pg. 74-75 What Are Ethics?</p> <p>Application: Pg. 76 Event Prep Pg. 79 Check Your Understanding, #2, 4 Pg. 82 Career Case Pg. 87 Review Your Knowledge, #5 Pg. 87 Apply Your Knowledge, #4, 7</p>
<p>B. research characteristics of successful working relationships such as teamwork, conflict, resolution, self-control, and ability to accept criticism;</p>	<p>Introduction: Pg. 52-54 LO 3.1-2 Being Part of a Team Pg. 60 Social Etiquette Pg. 173-175 LO 8.1-2 Relating to Others at Work Pgs. 286-296 Section 12.1 Teamwork Pgs. 297-305 Section 12.2 Problem Solving Pg. 335-336 Navigating Misunderstandings Pg. 337-339 Engaging in Difficult Discussions Pg. 505 Emotional Wellness</p> <p>Application: Pg. 54 Check Your Understanding, #4 Pg 63 Review Your Knowledge, #6, 10 Pg. 63 Apply Your Knowledge, #3, 6 Pg. 180 Check Your Understanding, #2 Pg. 197 Review Your Knowledge, #2 Pg. 198 Apply Your Knowledge, #7 Pg. 296 Check Your Understanding, #2, 5 Pg. 305 Check Your Understanding, #3, 4, 5 Pg. 307 Review Your Knowledge, #3, 4, 5, 7, 8, 9 Pg. 307 Apply Your Knowledge, #1, 4, 5, 6, 7, 10 Pg. 339 Check Your Understanding, #5 Pg. 351 Review Your Knowledge, #5, 6 Pg. 351 Apply Your Knowledge, #4</p>

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Standards / Objectives / Indicators	G-W Content
C. discuss and analyze employer expectations;	<p>Introduction: Pg. 14-16 Section 1.2 Essential Skills Pgs. 46-54 Section 3.1 Being an Effective Employee Pg. 172-173 LO 8.1-1 Starting Your First Day Pg. 175 LO 8.1-3 Developing Productive Work Habits Pg. 176-179 LO 8.1-5 Evaluating Job Performance</p> <p>Application: Pg. 15 Figure 1-4 Pg. 17 Check Your Understanding, #1, 2, 3 Pg. 19 Review Your Knowledge, #7, 8, 9, 10 Pg. 54 Check Your Understanding, #1, 4 Pg. 63 Review Your Knowledge, #3, 5 Pg. 63 Apply Your Knowledge, #3, 6 Pg. 64 Teamwork Pg. 180 Check Your Understanding, #5 Pg. 198 Apply Your Knowledge, #3, 9</p>
D. demonstrate respect for the rights of others;	<p>Introduction: Pg. 174 Respecting Diversity Pg. 332-333 LO 14.1-1 Diversity and Cultural Identity Pg. 335-339 Navigating Misunderstandings, Engaging in Difficult Discussions Pgs. 340-349 Section 14.2 Equity and Workplace Rights</p> <p>Application: Pg. 339 Check Your Understanding, #1, 5 Pg. 349 Check Your Understanding, #2 Pg. 351 Review Your Knowledge, #6, 8 Pg. 351 Apply Your Knowledge, #1, 3, 4, 5, 6, 9 Pg. 352 College and Career Readiness Activities: Problem-Solving Practices</p>
E. develop listening skills;	<p>Introduction: Pg. 210 LO 9.2-1 Listening Skills</p> <p>Application: Pg. 215 Career Case Pg. 215 Check Your Understanding, #1, 5 Pg. 227 Review Your Knowledge, #4, 7 Pg. 227 Apply Your Knowledge, #2, 7 Pg. 229 College and Career Readiness Activities: Listening</p>

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Standards / Objectives / Indicators	G-W Content
<p>F. apply effective listening skills used in the workplace;</p>	<p>Introduction: Pg. 210-211 LO 9.2-1 Listening Skills</p> <p>Application: Pg. 215 Career Case Pg. 215 Check Your Understanding, #1, 5 Pg. 227 Review Your Knowledge, #4, 7 Pg. 227 Apply Your Knowledge, #2, 7 Pg. 42, 198, 229, 438, 522 College and Career Readiness Activities: Listening</p>
<p>G. identify ethical standards; and</p>	<p>Introduction: Pg. 74-77 What Are Ethics? Pg. 263-265 LO 11.2-2 Digital Citizenship</p> <p>Application: Pg. 76 Event Prep Pg. 79 Check Your Understanding, #2, 4, 5 Pg. 82 Career Case Pg. 88 Apply Your Knowledge, #7 Pg. 269 Check Your Understanding, #3 Pg. 280 Apply Your Knowledge, #8, 10</p>
<p>H. comply with organizational policies and procedures</p>	<p>Introduction: Pg. 172-173 LO 8.1-1 Starting Your First Day Pg. 270-271 LO 11.3-1 Responsible Internet Usage Pg. 534-535 Family-Friendly Benefits and Policies</p> <p>Application: Pg. 197 Review Your Knowledge, #1 Pg. 198 Apply Your Knowledge, #3 Pg. 198 Teamwork Pg. 277 Check Your Understanding, #1 Pg. 280 Apply Your Knowledge, #9 Pg. 547 Review Your Knowledge, #3 Pg. 548 Apply Your Knowledge, #8</p>
<p>4. The student applies academic skills to the workplace. The student is expected to:</p>	
<p>A. apply mathematical skills to business transactions;</p>	<p>Introduction: Pg. 230-249 Chapter 10 Math in the Workplace</p> <p>Application: Pg. 240 Check Your Understanding, #3, 4, 5 Pg. 244 Check Your Understanding, #2, 3, 4, 5 Pg. 249 Check Your Understanding, #1, 2, 3, 4, 5 Pg. 251 Review Your Knowledge, #2, 3, 4, 8, 9, 10 Pg. 251 Apply Your Knowledge, #1, 2, 3, 4, 6, 8 Pg. 252 Teamwork</p>

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Standards / Objectives / Indicators	G-W Content
<p>B. develop a personal budget based on a career choice;</p>	<p>Introduction: Pg. 442-446 LO 18.1-2 Budgeting Your Money</p> <p>Application: Pg. 446 Check Your Understanding, #3, 4, 5 Pg. 465 Review Your Knowledge, #2, 3, 4 Pg. 466 Apply Your Knowledge, #7</p>
<p>C. interpret data from tables, charts and graphs to estimate and find solutions to problems; and</p>	<p>Introduction: Pg. 246 Using Tables Pg. 247-248 Using Charts and Graphs</p> <p>Application: Pg. 247 Figure 10-9 Pg. 249 Check Your Understanding, #4 Pg. 251 Review Your Knowledge, #10 Pg. 251 Apply Your Knowledge, #2, 4 Pg. 252 Teamwork</p>
<p>D. organize, write, and compile workplace business documents</p>	<p>Introduction: Pg. 212-213 LO 9.2-3 Writing Skills Pg. 217-222 LO 9.3-2 Writing Business Communications</p> <p>Application: Pg. 214 Event Prep Pg. 215 Check Your Understanding, #3 Pg. 225 Check Your Understanding, #2, 3, 4 Pg. 227 Review Your Knowledge, #6, 9 Pg. 227 Apply Your Knowledge, #3, 9</p>
<p>5. The student applies the ethical code of conduct and legal responsibilities within the workplace. The student is expected to</p>	
<p>A. research and compare published workplace policies and procedures;</p>	<p>Introduction: Pg. 172 LO 8.1-1 Starting Your First Day</p> <p>Application: Pg. 197 Review Your Knowledge, #1 Pg. 198 Apply Your Knowledge, #3</p>

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Standards / Objectives / Indicators	G-W Content
<p>B. demonstrate responsible and ethical behavior;</p>	<p>Introduction: Pg. 74-75 What Are Ethics? Pg. 263-265 LO 11.2-2 Digital Citizenship Pg. 265-269 LO 11.2-3 Intellectual Property</p> <p>Application: Pg. 76 Event Prep Pg. 79 Check Your Understanding, #2, 4, 5 Pg. 82 Career Case Pg. 88 Apply Your Knowledge, #7 Pg. 269 Check Your Understanding, #3, 4, 5 Pg. 279 Review Your Knowledge, #4, 5, 6 Pg. 280 Apply Your Knowledge, #2, 8, 10</p>
<p>C. summarize provisions of the Fair Labor Standards Act;</p>	<p>Introduction: pg. 32-34 Knowing the Law pg. 341 Fair Labor Standards Act (FLSA)</p> <p>Application: Pg. 35 Check Your Understanding, #4, 5 Pg. 41 Review Your Knowledge, #6, 7 Pg. 41 Apply Your Knowledge, #3, 5 Pg. 349 Check Your Understanding, #2 Pg. 351 Apply Your Knowledge, #2, 5, 7</p>
<p>D. describe the consequences of “breach confidentiality”; and</p>	<p>Introduction: Pg. 76 Confidentiality</p> <p>Application: Pg. 79 Check Your Understanding, #5 Pg. 88 Apply Your Knowledge, #7</p>
<p>E. research and describe laws related to different careers</p>	<p>Introduction: pg. 32-35 LO 2.2-2 Knowing the Law pgs. 340-349 Section 14.2 Equity and Workplace Rights pg. 391-392 Obtaining Zoning, Licensing, and Permits</p> <p>Application: Pg. 34 Figure 2-2 Pg. 41 Review Your Knowledge, #6, 7 Pg 41 Apply Your Knowledge, #3, 6 Pg. 349 Check Your Understanding, #2, 3 Pg. 351 Review Your Knowledge, #7, 8 Pg. 351 Apply Your Knowledge, #2, 5, 7, 9 Pg. 397 Check Your Understanding, #4</p>
<p>6. The student applies the use of self-development techniques and interpersonal skills. The student is expected to:</p>	

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Standards / Objectives / Indicators	G-W Content
<p>A. identify and practice effective interpersonal and team-building skills with coworkers, managers, and customers; and</p>	<p>Introduction: Pg. 15-16 Interpersonal Skills Pg. 52-53 LO 3.1-2 Being Part of a Team Pg. 173-174 LO 8.1-2 Relating to Others at Work Pg. 202-203 Interpersonal Communication Pg. 210-211 LO 9.1-2 Listening Skills Pg. 213-215 LO 9.2-4 Speaking Skills Pg. 287-290 LO 12.1-2 Teams in the Workplace Pg. 294-296 LO 12.1-4 Characteristics of an Effective Team Pg. 312 LO 13.1-1 Group Dynamics</p> <p>Application: Pg. 15 Figure 1-4 Pg. 17 Check Your Understanding, #3 Pg. 20 Apply Your Knowledge, #10 Pg. 54 Check Your Understanding, #4 Pg. 63 Review Your Knowledge, #6 Pg. 63 Apply Your Knowledge, #6 Pg. 215 Career Case Pg. 215 Check Your Understanding, #4, 5 Pg 227 Review Your Knowledge, #7 Pg. 228 Apply Your Knowledge, #2, 7 Pg. 228 Teamwork Pg. 229 College and Career Readiness Activities Pg. 293 Career Case Pg. 296 Check Your Understanding, #2, #5 Pg. 307 Review Your Knowledge, #1, 7, 8, 9 Pg. 307 Apply Your Knowledge, #6, 10 Pg. 308 Teamwork Pg. 308 College and Career Readiness Activities: Writing Pg. 317 Check Your Understanding, #1 Pg. 320 Career Case Pg. 327 Review Your Knowledge, #1 Pg. 327 Apply Your Knowledge, #1</p>

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Standards / Objectives / Indicators	G-W Content
B. develop effective leadership skills through participation in activities such as career and technical student organizations	<p>Introduction: Pg. 318-325 Section 13.2 Leadership in School and the Workplace</p> <p>Application: Pg. 325 Check Your Understanding, #1, 2, 3, 4 Pg. 327 Review Your Knowledge, #5, 8 Pg. 327 Apply Your Knowledge, #3, 4, 5, 6, 7, 10 Pg. 328 Teamwork Pg. 328 College and Career Readiness Activities: Reading</p>
7. The student applies concepts and skills related to safety in the workplace. The student is expected to:	
A. identify and apply safe working practices related to the workplace;	<p>Introduction: Pgs. 186-195 Section 8.3 Safety on the Job</p> <p>Application: Pg. 195 Check Your Understanding, #3, 4 Pg. 197 Review Your Knowledge, #7, 9 Pg. 198 Apply Your Knowledge, #4, 5, 8, 10</p>
B. demonstrate knowledge of personal and occupational safety practices in the workplace;	<p>Introduction: Pg. 33-34 Child-Labor Standards Pg. 35 Safe Labor Practices Pgs. 186-195 Section 8.3 Safety on the Job</p> <p>Application: Pg. 35 Check Your Understanding, #5 Pg. 41 Apply Your Knowledge, #3, 6 Pg. 195 Check Your Understanding, #1, 3, 4, 5 Pg. 197 Review Your Knowledge, #7, 9, 10 Pg. 198 Apply Your Knowledge, #4, 5, 8, 10</p>
C. offer solutions related to unsafe work practices and attitudes;	<p>Introduction: pg. 33 Child-Labor Standards pg. 35 Safe Labor Practices Pgs. 186-195 Section 8.3 Safety on the Job</p> <p>Application: Pg. 34 Figure 2-2 Pg. 35 Check Your Understanding, #5 Pg. 41 Apply Your Knowledge, #3, 6 Pg. 195 Check Your Understanding, #3, 4 Pg. 197 Review Your Knowledge, #7, 9 Pg. 198 Apply Your Knowledge, #4, 8, 10</p>

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Standards / Objectives / Indicators	G-W Content
<p>D. explain Occupational Safety and Health Administration regulation in the workplace; and</p>	<p>Introduction: Pg. 35 Safe Labor Practices Pgs. 193-194 OSHA</p> <p>Application: Pg. 41 Apply Your Knowledge, #6 Pg. 195 Check Your Understanding, #5 Pg. 197 Review Your Knowledge, #10 Pg. 198 Apply Your Knowledge, #8</p>
<p>E. determine health and wellness practices that influence job performance</p>	<p>Introduction: Pg. 55-56 LO 3.2-1 Personal Appearance Pg. 176, 177 LO 8.1-4 Handling Job Stress Pgs. 186-195 Section 8.3 Safety on the Job Pg. 344-347 LO 14.2-3 Freedom from Sexual Harassment Pg. 502-519 Chapter 20 Wellness</p> <p>Application: Pg. 60 Event Prep Pg. 61 Check Your Understanding, #1 Pg. 63 Review Your Knowledge, #7 Pg. 64 Apply Your Knowledge, #8 Pg. 195 Check Your Understanding, #3 Pg. 197 Review Your Knowledge, #9 Pg. 198 Apply Your Knowledge, #4, 6, 8, 10 Pg. 349 Check Your Understanding, #4 Pg. 351 Review Your Knowledge, #9 Pg. 511 Check Your Understanding, #1, 2, 3, 4, 5 Pg. 519 Check Your Understanding, #1, 3, 4 Pg. 521 Review Your Knowledge, #1, 2, 3, 4, 5, 8 Pg. 521 Apply Your Knowledge, #2, 3, 4, 5, 7, 8, 9, 10 College and Career Readiness Activities: Listening</p>
<p>8. The student evaluates personal attitudes and work habits that support career retention and advancement. The student is expected to:</p>	

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Standards / Objectives / Indicators	G-W Content
<p>A. analyze the future employment outlook in the occupational area;</p>	<p>Introduction: Pg. 8 Future Occupational Trends Pg. 112-118 LO 6.1-1 Career and Job Sources Pg. 261 LO 11.1-4 The Future of Technology in the Workplace</p> <p>Application: Pg. 13 Check Your Understanding, #3 Pg. 19 Apply Your Knowledge, #4, 6, 7 Pg. 119 Check Your Understanding, #3 Pg. 133 Apply Your Knowledge, #2, 4 Pg. 262 Check Your Understanding, #5</p>
<p>B. describe entrepreneurial opportunities in the occupational area;</p>	<p>Introduction: Pg. 376-378 LO 16.1-1 The Importance of Entrepreneurship Pg. 378-380 LO 16.1-2 Types of Business Ventures</p> <p>Application: Pg. 377 Event Prep Pg. 380 Check Your Understanding, #1, 3, 4 Pg. 399 Review Your Knowledge, #2, 3 Pg. 399 Apply Your Knowledge, #1, 7, 10 Pg. 400 Teamwork</p>
<p>C. compare rewards and demands for various levels of employment in a variety of careers;</p>	<p>Introduction: Pg. 97-103 LO 5.2-2 Evaluating Careers Pg. 104-105 LO 5.2-4 Climbing a Career Ladder Pg. 154-155 Learn about the Employer and the Job, Make a List of Questions to Ask Pg. 161 Consider a Job Offer Pg. 181 LO 8.2-1 Changes in Job Status</p> <p>Application: Pg. 105 Check Your Understanding, #2, 5 Pg. 107 Review Your Knowledge, #5, 10 Pg. 107 Apply Your Knowledge, #5, 6, 9, 10 Pg. 108 Teamwork Pg. 166 Apply Your Knowledge, #8, 9 Pg. 197 Review Your Knowledge, #5</p>

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Standards / Objectives / Indicators	G-W Content
<p>D. evaluate strategies for career retention and advancement in response to the changing global workplace;</p>	<p>Introduction: Pg. 14-16 LO 1.2-1 Skills for the 21st Century Pg. 16 LO 1.2-2 Transferable Skills Pg. 36 LO 2.3-1 Study and Learn Pg. 176-179 LO 8.1-5 Evaluating Job Performance Pg. 181-182 Promotion Pg. 261-262 LO 11.1-4 The Future of Technology in the Workplace</p> <p>Application: Pg. 17 Check Your Understanding, #1, 2, 3, 5 Pg. 19 Review Your Knowledge, #7, 8, 9, 10 Pg. 20 Apply Your Knowledge, #6, 8, 9, 10 Pg. 180 Check Your Understanding, #5 Pg. 197 Apply Your Knowledge, #1, 9 Pg. 280 Apply Your Knowledge, #3</p>
<p>E. summarize the rights and responsibilities of employers and employees; and</p>	<p>Introduction: Pg. 32-35 LO 2.2-2 Knowing the Law Pgs. 46-54 Section 3.1 Being an Effective Employee Pg. 53-54 Working with Your Supervisor Pg. 56-57 LO 3.2-2 Dressing for the Job Pg. 172 LO 8.1-1 Starting Your First Day Pg. 270-271 LO 11.3-1 Responsible Internet Usage Pg. 340-349 Section 14.2 Equity and Workplace Rights</p> <p>Application: pg. 34 Figure 2-2 pg. 35 Check Your Understanding, #4, 5 pg. 41 Review Your Knowledge, #5, 6, 7 pg. 41 Apply Your Knowledge, #2, 6 pg. 54 Check Your Understanding, #5 Pg. 61 Check Your Understanding, #2 Pg. 63 Apply Your Knowledge, #3, 8 Pg. 198 Apply Your Knowledge, #3 Pg. 277 Check Your Understanding, #1 Pg. 280 Apply Your Knowledge, #9 Pg. 349 Check Your Understanding, #2, 4 Pg. 351 Review Your Knowledge, #7, 8 Pg. 351 Apply Your Knowledge, #2, 5, 7, 9</p>

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Standards / Objectives / Indicators	G-W Content
<p>F. determine effective money-management and financial-planning techniques</p>	<p>Introduction: Pg. 394-397 LO 16.3-2 Financial Matters Pg. 420-435 Section 17.3 Banking Pgs. 442-446 Section 18.1 Managing a Budget Pgs. 457-463 Section 18.3 Saving and Investing Pgs. 470-478 Section 19.1 Credit Overview Pgs. 479-488 Section 19.2 How to Use Credit Pg. 494 Life Insurance</p> <p>Application: Pg. 399 Review Your Knowledge, #9 Pg. 399 Apply Your Knowledge, #2, 4 Pg. 435 Check Your Understanding, #1, 2 Pg. 438 Apply Your Knowledge, #8, 9 Pg. 446 Check Your Understanding, #1, 2, 3, 4, 5 Pg. 463 Check Your Understanding, #1, 3, 4, 5 Pg. 465 Review Your Knowledge, #2, 3, 4, 8, 9, 10 Pg. 465 Apply Your Knowledge, #4, 7, 8, 9, 10 Pg. 478 Check Your Understanding, #1, 4, 5 Pg. 488 Check Your Understanding, #2, 3 Pg. 497 Review Your Knowledge, #5, 6 Pg. 497 Apply Your Knowledge, #2, 4, 5, 7</p>
<p>9. The student identifies skills and attributes necessary for professional advancement. The student is expected to:</p>	

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Standards / Objectives / Indicators	G-W Content
<p>A. evaluate and compare employment options, including salaries and benefits;</p>	<p>Introduction: Pg. 7-13 LO 1.1-2 Exploring the World of Work Pg. 97-103 Evaluating Careers Pay Pg. 154-155 Make a List of Questions to Ask Pg. 161 Consider a Job Offer Pg. 181-182 Promotion Pg. 406-410 LO 17.1-1 Forms of Income Pg. 409 Fringe Benefits</p> <p>Application: Pg. 13 Check Your Understanding, #3 Pg. 19 Apply Your Knowledge, #4, 5, 7 Pg. 105 Check Your Understanding, #2 Pg. 107 Review Your Knowledge, #5 Pg. 107 Apply Your Knowledge, #5, 8 Pg. 108 Teamwork Pg. 165 Review Your Knowledge, #7 Pg. 166 Apply Your Knowledge, #9 Pg. 185 Check Your Understanding, #1 Pg. 197 Review Your Knowledge, #5 Pg. 415 Check Your Understanding, #1, 3 Pg. 437 Apply Your Knowledge, #2</p>
<p>B. determine how interests, abilities, personal priorities, and family responsibilities affect career choice; and</p>	<p>Introduction: Pg. 7-13 LO 1.1-2 Exploring the World of Work Pg. 70-79 Section 4.1 Exploring Who You Are Pg. 81-85 LO 4.2-2 Making a Self-Assessment Pg. 101-103 Lifestyle and Goals Pg. 103-104 LO 5.2-3 Developing a Career Plan Pg. 333-334 LO 14.1-2 Life Roles and Values Pg. 533-536 LO 21.1-3 Family-Friendly Workplace</p> <p>Application: Pg. 10 Figure 1-2 Pg. 13 Check Your Understanding, #4, 5 Pg. 19 Review Your Knowledge, #4 Pg. 79 Check Your Understanding, #1 Pg. 85 Check Your Understanding, #3, 4, 5 Pg. 87 Review Your Knowledge, #1, 2, 3, 6 Pg. 87 Apply Your Knowledge, #1, 2, 3, 4, 5, 8 Pg. 107 Review Your Knowledge, #7 Pg. 107 Apply Your Knowledge, #1, 7, 8, 9 Pg. 536 Check Your Understanding, #5 Pg. 548 Apply Your Knowledge, #6, 8</p>

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Standards / Objectives / Indicators	G-W Content
<p>C. determine continuing education opportunities that enhance career advancement and promote lifelong learning</p>	<p>Introduction: Pg. 36-38 LO 2.3-1 Study and Learn Pg. 120-127 LO 6.2-1 Education and Training Pg. 127-128 LO 6.2-2 College Access Pg. 261-262 LO 11.1-4 The Future of Technology in the Workplace Pg. 508-509 Intellectual Wellness</p> <p>Application: Pg. 131 Check Your Understanding, #1, 2 Pg. 133 Review Your Knowledge, #5, 7, 8, 9 Pg. 133 Apply Your Knowledge, #4, 7, 8, 9 Pg. 280 Apply Your Knowledge, #3 Pg. 511 Check Your Understanding, #4</p>