

*Career
Development:
Middle School*

Scope and Sequence

Cluster: Career Development: Middle School

Course Name: §127.4 Career Portals

Course Description: The goal of this course is to create a culture of high expectation and continuous improvement that provides middle school students with a foundation for success in high school, future studies, and careers. Students explore college and career planning within specific career cluster(s). The students research labor market information, learn job-seeking skills, and create documents required for employment. Students use self-knowledge to explore and set realistic goals. Districts have the flexibility of offering career exploration knowledge and skills in a variety of instructional arrangements.

Course Requirements: This course is recommended for students in Grades 7-8. Students must have access to computers and the Internet.

Units of Study	Knowledge and Skills	Student Expectations	Resources
I. Understanding Self			
A. Skills and abilities B. Interests C. Personality characteristics	(2) The student explores pathways of interest within one or more career clusters.	(B) explore careers of personal interest	<ul style="list-style-type: none"> • BLS • CICC • CSTIG • EC • LE • LMCI/COC • LMCI/TC • LMCI/TJHG • TCYL
II. Understanding Career Development			

Units of Study	Knowledge and Skills	Student Expectations	Resources
<p>A. Career clusters</p> <p>B. Career pathways (students identify three)</p> <p>C. Specific careers in each pathway</p>	<p>(1) The student explores one or more career clusters of interest.</p> <p>(2) The student explores pathways of interest within one or more career clusters.</p>	<p>(A) identify the various career opportunities within one or more career clusters</p> <p>(B) identify the pathways within one or more career clusters</p> <p>(A) investigate career opportunities within the pathways</p>	<ul style="list-style-type: none"> • CF • EC • LE • LMCI/CAE • LMCI/CIN • LMCI/COC • LMCI/CSN • LMCI/OCCDVS • LMCI/PPI • LMCI/TC • LMCI/WST • Achieve Texas www.achievetexas.org • Career Clusters www.careerclusters.org • TexasCARES www.texascaresonline.com
III. Identify Your Pathway			
<p>A. Academic requirements</p> <p>B. Certification/educational requirements</p> <p>C. Technical-skills requirements</p>	<p>(2) The student explores pathways of interest within one or more career clusters.</p>	<p>(C) research the academic requirements for careers of personal interest</p> <p>(D) research the certification or educational requirements for careers of personal interest</p> <p>(E) describe the technical-skill requirements for careers of personal interest</p>	<ul style="list-style-type: none"> • LMCI/COC • LMCI/CIN • LMCI/CSN • LMCI/PPI • LMCI/LOACT • Achieve Texas www.achievetexas.org • Career Clusters www.careerclusters.org • TexasCARES www.texascaresonline.com
IV. Programs of Study			
<p>A. Sections of specific program of study</p> <p>B. Levels of education required</p>	<p>(3) The student explores programs of study.</p>	<p>(A) compare levels of education for careers of personal interest</p> <p>(B) identify the academic and technical skills needed</p>	<ul style="list-style-type: none"> • LMCI/COC • LMCI/CIN • LMCI/CSN • LMCI/PPI • LMCI/LOACT

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Units of Study	Knowledge and Skills	Student Expectations	Resources
C. Skills needed for specific program of study		(C) develop a personal program of study for at least one career	<ul style="list-style-type: none"> • Achieve Texas www.achievetexas.org • Career Clusters www.careerclusters.org • Texas CARES www.texascaresonline.com
D. School coursework grades 9-12+ (individualized for each student)	(4) The student explores the professional skills needed for college and career success.	(A) articulate the importance of strong academic skills to meet personal academic and career goals	
		(C) develop a personal six- or eight-year achievement plan that incorporates rigorous academic and relevant enrichment courses	
V. Exploring Professional Skills			
A. Extended learning experiences	(4) The student explores the professional skills needed for college and career success.	(B) explore the importance of curricular, extracurricular, career preparation, and extended learning experiences	<ul style="list-style-type: none"> • CSTOs • LMCI/BNWB • LMCI/CIN • LMCI/COC • LMCI/CSN • LMCI/CYC • LMCI/LOACT • LMCI/PPI • LMCI/SW • Achieve Texas www.achievetexas.org • America's Career Infonet www.acinet.org/acinet • Corporation for National and Community Service www.nationalservice.gov • Texas CARES www.texascaresonline.com • Texas Work Prep www.TexasWorkPrep.com
B. Participation in career/educational opportunities		(D) explore 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, and universities	
C. Professional associations		(E) identify professional associations affiliated with a specified program of study	
		(G) recognize the value of community service and volunteerism	
VI. Working with Others			
A. Types of leadership	(4) The student explores the professional skills needed for college and career success.	(F) employ effective leadership, teamwork, and conflict management	<ul style="list-style-type: none"> • CICC • CF • CSTIG • CTSOs • EC
B. Qualities of leaders and team members		(H) demonstrate characteristics required for personal and professional success, including work ethics.	

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<p>C. Conflict management</p> <p>D. Personal characteristics for success</p>		<p>integrity, dedication, perseverance, and the ability to interact with a diverse population</p>	<ul style="list-style-type: none"> • LE • LMCI/BNWB • LMCI/COC • LMCI/CIN • LMCI/CSN • LMCI/CYC • LMCI/LOACT • LMCI/PPI • LMCI/SW • TCYL • Achieve Texas www.achievetexas.org • Texas CARES www.texascaresonline.com • Texas Work Prep www.TexasWorkPrep.com
VII. Labor Market Information			
<p>A. Salaries</p> <p>B. Annual openings</p> <p>C. Education level</p> <p>D. Knowledge, skills, and abilities</p> <p>E. Working conditions</p> <p>F. Tasks</p> <p>G. Outlook</p>	<p>(6) The student explores labor market information.</p>	<p>(A) analyze national, state, regional, and local labor market information</p> <p>(B) cite evidence of high-skill, high-wage, or high-demand occupations based on analysis of labor market information</p> <p>(C) analyze the effects of changing employment trends, societal needs, and economic conditions on career planning</p>	<ul style="list-style-type: none"> • LMCI/CCDVS • LMCI/CIN • LMCI/COC • LMCI/CSN • LMCI/LOACT • LMCI/SW • Career Voyages www.careervoyages.gov • Occupational Outlook Handbook www.bls.gov/oco • O*Net Online online.onetcenter.org • U.S. Bureau of Labor & Statistics www.bls.gov
VIII. Finding a Job			
<p>A. Steps in job search</p>	<p>(7) The student explores job-seeking skills.</p>	<p>(A) identify the steps for an effective job search</p>	<ul style="list-style-type: none"> • CCIC • CF

Units of Study	Knowledge and Skills	Student Expectations	Resources
B. Job application	(8) The student creates professional documents required for employment.	(B) describe appropriate appearance for an interview	<ul style="list-style-type: none"> • CSTIG • CTSOs • EC • LE • LMCI/COC • LMCI/TJHG pgs. 19, 37, 45-58 • America's Career Infonet www.acinet.org/acinet • The Career Key www.careerkey.org • CareerPath.com www.careerpath.com • Career Voyages www.careervoyages.gov • CollegeGrad.com www.collegegrad.com • Job Star www.jobstar.org • Kuder www.kuder.com • Texas Work Prep www.TexasWorkPrep.com
C. Resume		(C) participate in a mock interview	
D. Letter of intent		(A) develop a resumé	
E. Use of references		(B) write appropriate business correspondence such as a letter of intent and a thank you letter	
F. Thank you letter		(C) complete sample job applications	
G. Interview skills		(D) explain protocol for use of references	
IX. Personal Banking			
A. Types of bank accounts	(5) The student understands personal financial management and recognizes the value of personal fiscal responsibility.	(A) compare and contrast different types of banking services	<ul style="list-style-type: none"> • LMCI/CIN • LMCI/COC • LMCI/CSN • LMCI/SW • FDIC-Money Smart: A Financial Education Program www.fdic.gov/consumers/consumer/mo
B. Reconcile bank accounts		(B) open and maintain different types of simulated bank accounts	
C. Debt cards		(C) practice different methods of withdrawing and depositing funds	
D. Check writing			

Units of Study	Knowledge and Skills	Student Expectations	Resources
E. Retirement planning		(D) reconcile bank statements, including fees and services	neysmart/index.html • Family Economics and Financial Education fefe.arizona.edu • Hands On Banking www.handsonbanking.org • Jump\$tart www.jumpstart.org • My Money.gov www.mymoney.gov • NEFE High School Financial Planning Program hsfpp.nefe.org/home • Practical Money Skills for Life www.practicalmoneyskills.com/index.php • Reality Check www.lmci.state.tx.us/realitycheck • senseanddollars.thinkport.org
X. Consumer Credit			
A. Forms of credit B. Ways to obtain credit C. Credit scores D. Identity theft	(5) The student understands personal financial management and recognizes the value of personal fiscal responsibility.	(E) compare and contrast forms of credit, including credit cards and debit cards (F) list the qualifications and procedures to obtain and improve credit scores (G) discuss the impact of identity theft on credit	• LMCI/COC • LMCI/CIN • LMCI/CSN • LMCI/SW • Annual Credit Report.com www.annualcreditreport.com • Consumer Action www.consumeraction.gov • Consumer Credit Counseling Service

Units of Study	Knowledge and Skills	Student Expectations	Resources
		(H) examine the effects of poor credit scores as they relate to personal finance and career opportunities	www.cccsintl.org • FDIC Money Smart for Young Adults www.fdic.gov • Federal Trade Commission www.ftc.gov • ID Safety www.idsafety.org • My FICO www.myfico.com • OnGuard Online www.onguardonline.gov • Protect Your ID Now www.protectyouridnow.org • Reality Check www.lmci.state.tx.us/realitycheck
Resources: Books			
BLS	Building Life Skills, Goodheart-Willcox Company, 2003	1566378850	
CF	Careers in Focus, Goodheart-Willcox, 2003	1566378826	
CICC	Career Investigations Curriculum Caddy, CEV Multimedia, Ltd., 2004	1569186456	
CSTIG	Career Studies Teacher's Instructional Guide, Curriculum Center for FCS, 2001		
CTSOs	Career and Technical Student Organizations: Resources, Programs, and Projects		
EC	Exploring Careers, Glencoe/McGraw-Hill Division, 2004	0078456444	
LE	Learning for Earning, Goodheart-Willcox Company, 2006	9781590705513	
LMCI	Labor Market and Career Information		
LMCI/BNWB	Beyond the Numbers : Workplace Basics		
LMCI/CAE	Careers Are Everywhere		
LMCI/CIN	Career Investigation Newspaper		
LMCI/COC	Career Orientation Curriculum		
LMCI/CSN	Career Success Newspaper		
LMCI/CYC	Charting Your Course		
LMCI/CCDVS	Career Clusters Digital Video Show		
LMCI/LOACT	Licensed Occupations and Apprenticeships Contacts in Texas		
LMCI/PPI	Pathways to Personal Independence		
LMCI/SW	Succeed at Work		
LMCI/TC	Texas CARES		
LMCI/TJHG	Texas Job Hunters Guide		

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Units of Study	Knowledge and Skills	Student Expectations	Resources
LMCI/WST	Why Study This		
TCYL	Take Charge of Your Life!, Goodheart-Willcox Company, 2004		156637927X
Resources: Web Sites			
Achieve Texas	www.achievetexas.org		
America's Career Infonet	www.acinet.org/acinet		
Annual Credit Report.com	www.annualcreditreport.com		
Career Clusters	www.careerclusters.org		
Career Voyages	www.careervoyages.gov		
CareerPath.com	www.careerpath.com		
CollegeGrad.com	www.collegegrad.com		
Consumer Action	www.consumeraction.gov		
Consumer Credit Counseling Service	www.cccsintl.org		
Corporation for National and Community Service	www.nationalservice.gov		
Family Economics and Financial Education	http://fefe.arizona.edu		
FDIC Money Smart for Young Adults	www.fdic.gov		
FDIC-Money Smart: A Financial Education Program	www.fdic.gov/consumers/consumer/moneysmart/index.html		
Federal Trade Commission	www.ftc.gov		
Hands On Banking	www.handsonbanking.org		
ID Safety	www.idsafety.org		
Job Star	www.jobstar.org		
Jump\$tart	www.jumpstart.org		
Kuder	www.kuder.com		
My FICO	www.myfico.com		
My Money.gov	www.mymoney.gov		
NEFE High School Financial Planning Program	http://hsfpp.nefe.org/home		
O*Net Online	www.online.onetcenter.org		
Occupational Outlook Handbook	www.bls.gov/oco		
OnGuard Online	www.onguardonline.gov		
Practical Money Skills for Life	www.practicalmoneyskills.com/index.php		

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Units of Study	Knowledge and Skills	Student Expectations	Resources
Protect Your ID Now	www.protectyouridnow.org		
Reality Check	www.lmci.state.tx.us/realitycheck		
Sense and Dollars	www.senseanddollars.thinkport.org		
Texas Work Prep	www.TexasWorkPrep.com		
TexasCARES	www.texascaresonline.com		
The Career Key	www.careerkey.org		
U.S. Bureau of Labor & Statistics	www.bls.gov		

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