

Standard ID	Standard Text	Edgenuity Lesson Name
127.13	Career Preparation I (Two to Three Credits).	
127.13.1	The student uses employability skills to gain an entry-level job in a high-skill, high-wage, or high-demand field.	
	The student is expected to:	
127.13.1.A	identify employment opportunities;	Agriculture, Food, and Natural Resources Career Pathways Agriculture, Food, and Natural Resources Workplaces and Tasks Arts, A/V Technology, and Communication Career Pathways Arts, A/V Technology, and Communication Workplaces and Tasks Business, Management, and Administration Career Pathways Business, Management, and Administration Workplaces and Tasks Defining Work Education and Training Career Pathways Education and Training Workplaces and Tasks Energy Career Pathways Energy Workplaces and Tasks Health Science Career Pathways Health Science Workplaces and Tasks Human Services Career Pathways Human Services Workplaces and Tasks Information Technology Career Pathways Information Technology Workplaces and Tasks Law, Public Safety, and Security Career Pathways Law, Public Safety, and Security Workplaces and Tasks Science, Technology, Engineering, and Math Career Pathways Science, Technology, Engineering, and Math Workplaces and Tasks

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127.13.1.B	demonstrate the application of essential workplace skills in the career acquisition process;	Agriculture, Food, and Natural Resources Education and Qualifications Arts, A/V Technology, and Communication Education and Qualifications Business, Management, and Administration Education and Qualifications Defining Work Education and Training Education and Qualifications Energy Education and Qualifications Health Science Education and Qualifications Human Services Education and Qualifications Information Technology Education and Qualifications Law, Public Safety, and Security Education and Qualifications Science, Technology, Engineering, and Math Education and Qualifications
127.13.1.C	develop a personal resumé;	Introduction to Résumé Writing Parts of a Résumé Portfolio Activity: Writing a Résumé Résumé Formatting and Distribution Writing an Effective Résumé
127.13.1.D	complete job search documents, including job applications and I-9 and W-4 forms;	Job Applications and References
127.13.1.E	demonstrate proper interview techniques in various situations; and	Interviewing Basics Preparing for the Interview Succeeding in the Interview

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127.13.1.F	create and complete appropriate documents such as electronic portfolio, employment application, letter of intent, and thank you letters.	Create a Career Plan Follow Up After the Interview Introduction to Cover Letters Personal Assessment Portfolio Activity: Personal Fact Sheet Portfolio Activity: Writing a Cover Letter Portfolio Activity: Writing a Résumé Portfolio Activity: Writing a Thank-you Letter Sending a Cover Letter
127.13.2	The student develops skills for success in the workplace. The student is expected to:	
127.13.2.A	identify and model appropriate grooming and appearance for the workplace;	Your First Day
127.13.2.B	demonstrate dependability, punctuality, and initiative;	Desirable Employee Qualities Using Your Time Effectively
127.13.2.C	research positive interpersonal skills, including respect for diversity;	Being a Professional Being an Effective Co-worker Teamwork and Collaboration Workplace Etiquette
127.13.2.D	model appropriate business and personal etiquette in the workplace;	Workplace Etiquette
127.13.2.E	exhibit productive work habits, ethical practices, and a positive attitude;	Ethical Behavior Organizing Your Work
127.13.2.F	demonstrate the ability to work with the other employees to support the organization and complete assigned tasks;	Teamwork and Collaboration
127.13.2.G	identify how to prioritize work to fulfill responsibilities and meet deadlines;	Making Decisions at Work
127.13.2.H	evaluate the relationship of good physical and mental health to job success and personal achievement; and	Workplace Health
127.13.2.I	demonstrate effective methods to secure, maintain, and terminate employment.	Employee Expectations

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127.13.3	The student applies work ethics, employer expectations and interactions with diverse populations, and communication skills in the workplace. The student is expected to:	
127.13.3.A	illustrate how personal integrity affects human relations on the job;	Being a Professional Ethical Behavior
127.13.3.B	research characteristics of successful working relationships such as teamwork, conflict resolution, self-control, and ability to accept criticism;	Conflict in the Workplace Teamwork and Collaboration
127.13.3.C	analyze employer expectations;	Desirable Employee Qualities
127.13.3.D	demonstrate respect for the rights of others;	Being a Professional Your First Day
127.13.3.E	develop listening skills;	Speaking and Listening
127.13.3.F	apply effective listening skills used in the workplace;	Speaking and Listening
127.13.3.G	identify ethical standards; and	Ethical Behavior
127.13.3.H	comply with organizational policies and procedures.	Ethical Behavior
127.13.4	The student applies academic skills to job skills. The student is expected to:	
127.13.4.A	apply mathematical skills to business transactions;	Science, Technology, Engineering, and Math Workplaces and Tasks
127.13.4.B	develop a personal budget based on a career choice;	Preparing for the Future
127.13.4.C	interpret data from tables, charts, and graphs to estimate and find solutions to problems; and	Problem Solving
127.13.4.D	organize, write, and compile workplace business documents.	Reading and Writing
127.13.5	The student applies ethical behavior standards and legal responsibilities within the workplace. The student is expected to:	
127.13.5.A	research and compare published workplace policies and procedures;	Workplace Right and Laws
127.13.5.B	demonstrate responsible and ethical behavior;	Ethical Behavior
127.13.5.C	summarize provisions of the Fair Labor Standards Act;	Workplace Right and Laws

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127.13.5.D	describe the consequences of breach of confidentiality; and	
127.13.5.E	research and describe laws related to different careers.	Workplace Right and Laws
127.13.6	The student applies the use of self-development techniques and interpersonal skills to accomplish objectives.	
127.13.6.A	The student is expected to: identify and practice effective interpersonal and team-building skills with coworkers, managers, and customers; and	You and the Legal System
127.13.6.B	develop effective leadership skills through participation in activities such as career and technical student organizations.	Teamwork and Collaboration
127.13.7	The student applies concepts and skills related to safety at the workplace. The student is expected to:	Becoming a Leader
127.13.7.A	identify and apply safe working practices related to training station;	Professional Development
127.13.7.B	demonstrate knowledge of personal and occupational safety practices in the workplace;	Safety on the Job
127.13.7.C	offer solutions related to unsafe work practices and attitudes;	Safety on the Job
127.13.7.D	explain Occupational Safety and Health Administration regulations in the workplace; and	Safety on the Job
127.13.7.E	determine health and wellness practices that influence job performance.	Safety on the Job
127.13.8	The student evaluates personal attitudes and work habits that support career retention and advancement.	Workplace Health
127.13.8.A	The student is expected to: analyze the future employment outlook in the occupational area;	Agriculture, Food, and Natural Resources Career Pathways
		Agriculture, Food, and Natural Resources Workplaces and Tasks
		Arts, A/V Technology, and Communication Career Pathways
		Arts, A/V Technology, and Communication Workplaces and Tasks
		Business, Management, and Administration Career Pathways
		Business, Management, and Administration Workplaces and Tasks
		Education and Training Career Pathways

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127.13.8.A	analyze the future employment outlook in the occupational area; (Cont'd.)	Education and Training Workplaces and Tasks Energy Career Pathways Energy Workplaces and Tasks Health Science Career Pathways Health Science Workplaces and Tasks Human Services Career Pathways Human Services Workplaces and Tasks Information Technology Career Pathways Information Technology Workplaces and Tasks Law, Public Safety, and Security Career Pathways Law, Public Safety, and Security Workplaces and Tasks Preparing for the Future Science, Technology, Engineering, and Math Career Pathways Science, Technology, Engineering, and Math Workplaces and Tasks
127.13.8.B	describe entrepreneurial opportunities in the occupational area;	Becoming an Entrepreneur
127.13.8.C	compare rewards and demands for various levels of employment in a variety of careers;	Agriculture, Food, and Natural Resources Workplaces and Tasks Arts, A/V Technology, and Communication Workplaces and Tasks Business, Management, and Administration Workplaces and Tasks Career Plans Career Research Education and Training Workplaces and Tasks Energy Workplaces and Tasks Goals and Planning Health Science Workplaces and Tasks Human Services Workplaces and Tasks Information Technology Workplaces and Tasks

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127.13.8.C	compare rewards and demands for various levels of employment in a variety of careers; ( <i>Cont'd.</i> )	Law, Public Safety, and Security Workplaces and Tasks Science, Technology, Engineering, and Math Workplaces and Tasks
127.13.8.D	evaluate strategies for career retention and advancement in response to the changing global workplace;	Preparing for the Future
127.13.8.E	summarize the rights and responsibilities of employers and employees; and	Workplace Right and Laws
127.13.8.F	determine effective money-management and financial-planning techniques.	Preparing for the Future
127.13.9	The student identifies skills and attributes necessary for professional advancement. The student is expected to:	
127.13.9.A	evaluate and compare employment options, including salaries and benefits;	Agriculture, Food, and Natural Resources Workplaces and Tasks Arts, A/V Technology, and Communication Workplaces and Tasks Business, Management, and Administration Workplaces and Tasks Education and Training Workplaces and Tasks Energy Workplaces and Tasks Health Science Workplaces and Tasks Human Services Workplaces and Tasks Information Technology Workplaces and Tasks Law, Public Safety, and Security Workplaces and Tasks Reasons for Work Science, Technology, Engineering, and Math Workplaces and Tasks
127.13.9.B	compare rewards and demands for various levels of employment in a variety of careers;	Agriculture, Food, and Natural Resources Workplaces and Tasks Arts, A/V Technology, and Communication Workplaces and Tasks Business, Management, and Administration Workplaces and Tasks Education and Training Workplaces and Tasks

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127.13.9.B	compare rewards and demands for various levels of employment in a variety of careers; (Cont'd.)	Energy Workplaces and Tasks Health Science Workplaces and Tasks Human Services Workplaces and Tasks Information Technology Workplaces and Tasks Law, Public Safety, and Security Workplaces and Tasks Science, Technology, Engineering, and Math Workplaces and Tasks Workplace Trends Workplace Types and the Economy
127.13.9.C	determine how interests, abilities, personal priorities, and family responsibilities affect career choices; and	Balancing Work and Your Personal Life Career and Technical Student Organizations Examining Your Personality Exploring Your Interests Making Effective Decisions
127.13.9.D	determine continuing education opportunities that enhance career advancement and promote lifelong learning.	Agriculture, Food, and Natural Resources Education and Qualifications Arts, A/V Technology, and Communication Education and Qualifications Attitudes for Success Business, Management, and Administration Education and Qualifications Changing Jobs or Careers Education and Training Education and Qualifications Energy Education and Qualifications Health Science Education and Qualifications Human Services Education and Qualifications Information Technology Education and Qualifications Law, Public Safety, and Security Education and Qualifications Preparing for the Future



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127.13.9.D	determine continuing education opportunities that enhance career advancement and promote lifelong learning. <i>(Cont'd.)</i>	Science, Technology, Engineering, and Math Education and Qualifications