



Course Name	CD III: ACE CTE CAREER DEVELOPMENT III –JOB KEEPING		Course Details	The intensity and duration of student support, should be scaffolded and faded as students progress through levels I-IV	
			Course = 0.50 Carnegie Unit Credit		
Course Description	As developmentally appropriate, this course (or series of courses) is designed for students to learn about various employability skills necessary to meet and exceed employer expectations on the job by developing workplace skills such as interpersonal communication, teamwork, leadership, critical thinking and ethical decision making in the workplace. Students will evaluate employee benefit plans (medical, dental, vision, worker’s compensation, unemployment, retirement plan, employee discounts, educational incentives, etc.). Additionally, students will recognize opportunities for advancement on the job. Students will become familiar with workplace laws and policies including: Child Labor Laws, Fair Labor Act, Equal Employment Opportunity, Workplace Safety (OSHA), Americans with Disability Act (disability disclosure as appropriate), Sexual Harassment (definition, scenarios, appropriate behavior, policies and procedures). Whenever possible, computer literacy skills, and leadership skills tied to a CTSO should be embedded into the curriculum.				
Note:	This is a suggested scope and sequence for the course content. The content will work with any textbook or instructional resource. If locally adapted, make sure all essential knowledge and skills are covered.				
SCED Identification #	72152 72207	Schedule calculation based on 60 calendar days of a 90-day semester. Scope and sequence allows for additional time for guest speakers, student presentations, worksite tours, remediation, or other content topics.			
All courses taught in an approved CTE program must include Essential Skills embedded into the course content. The Essential Skills Framework for this course can be found at https://www.cde.state.co.us/standardsandinstruction/essentialskills					
Instructional Unit Topic	Suggested Length of Instruction	CTE or Academic Standard Alignment +	Competency / Performance Indicator	Outcome / Measurement (see matrix below)	CTSO Integration <i>*ACE CTE students may qualify for any CTSO depending on pathway and local option</i>
ACE CTE CAREER DEVELOPMENT III –JOB KEEPING	1 semester – 1 year	1. Students will evaluate employee benefit plans (medical, dental, vision, worker’s compensation,	1. Students will evaluate employee benefit plans (medical, dental, vision, worker’s compensation,	SEE MATRIX BELOW	Successful Career Students of Colorado (SC) ² -



		unemployment, retirement plan, employee discounts, education incentives, etc.) through the use of information and communication technologies by communicating the information.	unemployment, retirement plan, employee discounts, educational incentives, etc.).		see website for competition integration SC2- Website
		2. Students will recognize opportunities for advancement on the job through the use of leadership skills that demonstrate the use of modeling positive behaviors to support advancement and taking initiative to communicate the desire to advance	2. Students will recognize opportunities for advancement on the job.		
		3. Students will become familiar with workplace laws and policies including: Child Labor Laws, Fair Labor Act, Equal Employment Opportunity, Workplace Safety (OSHA), Americans with Disability Act (disability disclosure as appropriate), Sexual Harassment (definition, scenarios, appropriate behavior, policies and procedures) through the use of using information and	3. Students will become familiar with workplace laws and policies including: Child Labor Laws, Fair Labor Act, Equal Employment Opportunity, Workplace Safety (OSHA), Americans with Disability Act (disability disclosure as appropriate), Sexual Harassment (definition, scenarios, appropriate behavior, policies and procedures)		



		communication technologies by: finding information, and communicating the information to others.			

Outcome/Measurement	Novice	Advanced Beginner	Strategic Learning	Emerging Expert
1.	Articulate personal strengths and challenges using different forms of communication to express oneself	And... Consider purpose, formality of context and audience, and distinct cultural norms when planning content, mode, and deliverability of information	And... Establish goals for communication and plan out steps accordingly	And... Articulate thoughts and ideas effectively using oral, written, and non-verbal communication skills in a variety of forms and contexts (including multi-lingual)
2.	Model positive behaviors for others	And... Demonstrate leadership skills (organizing others, taking initiative, and team-building)	And... Demonstrate confidence while recognizing that personal decisions impact others	And... Educate and inspire others to live to their potential
3.	Articulate personal strengths and challenges using different forms of communication to express oneself.	And... Consider purpose, formality of context and audience, and distinct cultural norms when planning content, mode, and deliverability of information	And... Establish goals for communication and plan out steps accordingly	And... Articulate thoughts and ideas effectively using oral, written, and non-verbal communication skills in a variety of forms and contexts (including multi-lingual)



- + Colorado Department of Education, Colorado Academic Standards, Essential Skills
<https://www.cde.state.co.us/standardsandinstruction/essentialskills>