

Colorado CTE Course – Scope and Sequence

Course Name	Career Pathways		Course Details	65 Class Periods- 45 Minutes Each		
			Course = 0.50 Carnegie Unit Credit			
Course Description	This course is designed to identify career interest areas based on your goals, individual skills, and aptitudes. Investigate interests, abilities and goal through various projects, and career testing procedures. Students will develop a usable education and career portfolio containing items necessary for post-secondary education and job search. Interact with professionals who work in various career areas through career panels, a job shadow and a mock interview.					
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 #		Schedule calculation based on 60 calendar days of a 90-day semester. Scope and sequence allows for additional time for guest speakers, student presentations, field trips, 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 . The technical standards for Family and Consumer Sciences are found on the National Administrators for Family and Consumer Sciences website at http://www.nasafacs.org/national-standards-and-competencies.html						
Instructional Unit Topic	Suggested Length of Instruction	CTE or Academic Standard Alignment	Competency / Performance Indicator	Outcome / Measurement	CTSO Integration	
Unit 1: Career Basics and Exploration	3.5 weeks	<p>NASAFACS 1.1 Analyze Strategies to manage multiple roles and responsibilities (individual family, career, community, and global)</p> <p>COSE.21 - (CP) Use reasoning processes, individually and collaboratively, to take responsible action in families, workplaces, and communities.</p>	<p>1.1 Define key terms of employment</p> <p>1.2 Explain how their strengths, values and past experiences impact their choice of career</p> <p>1.3 Determine what careers might suit them based upon their strengths, values and past experiences</p> <p>1.4 Identify the best-paying and fastest-growing careers</p>	<p>Career Project</p> <p>NGPF Careers Unit</p>	<p>FCCLA Career Investigation</p>	

		<p><u>CDE Essential Skills:</u> <u>Personal Skills: A</u> <i>Colorado graduate demonstrates personal skills through self-awareness, initiative and self-direction, personal responsibility and self-management, adaptability and flexibility, and perseverance and resilience</i></p>	1.5 Create a Career Roadmap that outlines a potential career choice		
Unit 2: How Do I Get My First Job?	3.5 weeks	<p>NASAFACS 1.2 Demonstrate transferable knowledge, attitudes, and technical and employability skills in school, community and workplace settings.</p> <p>COSE.22 - (CP) Integrate multiple life roles and responsibilities in family, work, and community settings.</p> <p><u>CDE Essential Skills:</u> <u>Professional Skills A</u> <i>Colorado graduate demonstrates professional skills through task and time management, career awareness, information literacy, productivity and accountability, self-advocacy and leadership.</i></p>	<p>2.1 Understand the information required to complete a job application and identify potential references</p> <p>2.2 Successfully complete a job application with the proper information</p> <p>2.3 Identify potential first job opportunities</p> <p>2.4 Create their own resume that meets the criteria for success</p> <p>2.5 Create their own cover letter that meets the criteria for success</p> <p>2.6 Understand the goals and components of a successful resume + Cover Letter</p> <p>2.7 Determine who gets the interview or job based on a</p>	<p>Job Application</p> <p>Resume</p> <p>Cover Letter</p> <p>Letters of Recommendation</p> <p>Career Portfolio</p> <p>NGPF Careers Unit</p>	FCCLA Career Investigation

			successful resume and cover letter		
Unit 3: Interviews and Networking	3.5 weeks	<p>NASAFACS 1.2 Demonstrate transferable knowledge, attitudes, and technical and employability skills in school, community and workplace settings.</p> <p>COSE.24 - (CP) Evaluate management practices related to the human, economic, and environmental resources.</p> <p><u>CDE Essential Skills: Professional Skills A</u> <i>Colorado graduate demonstrates professional skills through task and time management, career awareness, information literacy, productivity and accountability, self-advocacy and leadership.</i></p>	<p>3.1 Understand the basics of interviewing and networking</p> <p>3.2 Identify the characteristics of a positive and negative interview and answer common interview questions</p> <p>3.3 Demonstrate outstanding interviewing skills during an informational interview</p> <p>3.4 Demonstrate outstanding interviewing skills during an informational interview</p> <p>3.5 Identify potentially damaging social media choices and explain how they can impact a recruiter's opinion</p> <p>3.6 Craft a concise, dynamic elevator pitch</p> <p>3.7 Identify potentially damaging social media choices and explain how they can impact a recruiter's opinion</p> <p>3.8 Describe ways to network and use social networks to improve</p>	<p>Mock Interview</p> <p>Career Fair</p> <p>Interview Panels</p> <p>NGPF Careers Unit</p>	<p>FCCLA Job Interview</p> <p>FCCLA Professional Presentation</p>

			your chances of landing desired jobs		
Unit 4: After the Job Offer	3.5 weeks	<p>NASAFACS 1.3 Evaluate the reciprocal effects of individual and family participation in community and civic activities</p> <p>COSE.25 - (CP) Integrate knowledge, skills, and practices needed for a career.</p> <p><u>CDE Essential Skills:</u> <u>Entrepreneurial Skills-</u> <i>A Colorado graduate demonstrates entrepreneurial skills through critical thinking and problem-solving, creativity and innovation, inquiry and analysis, and risk-taking</i></p>	<p>4.1 Understand the basics of what happens after a job offer and the first days on the job</p> <p>4.2 Compare multiple job-offers based on a variety of criteria to determine the best fit</p> <p>4.3 Professionally communicate when accepting and declining job offers</p> <p>4.4 Describe the key paperwork that must be completed for a new job</p> <p>4.5 Explain how direct deposit, 401(k) and employer-provided health insurance work</p> <p>4.6 Understand how W-2, W-4, I-9s work with regards to employment</p>	<p>Compare job offers</p> <p>Will out I-9, W-4</p> <p>Understand paystub, W-2s</p> <p>NGPF Careers Unit</p>	
Unit 5: Soft Skills	3.5 Weeks	NASAFACS 1.3 Evaluate the reciprocal effects of individual and family	5.1 Define and develop an understanding of soft skills	<p>Teamwork challenges</p> <p>Soft Skills Development</p>	FCCLA Interpersonal

		<p>participation in community and civic activities</p> <p>COSE.23 - (CP) Demonstrate respectful and caring relationships in the family, workplace and community.</p> <p><u>CDE Essential Skills: Civic/Interpersonal Skills-</u> <i>A Colorado graduate demonstrates civic/interpersonal skills through collaboration and teamwork, strong communication skills, global and cultural awareness, civic engagement and strong character.</i></p>	<p>5.2 Learn to differentiate between hard and soft skills</p> <p>5.3 Recognize how soft skills are important to professional success</p> <p>5.4 Develop a solid set of soft skills</p> <p>5.5 Participate in teamwork challenges</p>	<p>NGPF Careers Unit</p>	<p>Communications</p>
TOTAL:	<p>65 Class Periods (45 minutes of Instruction Each Class Period; per CTE Redesign Requirements)</p>	<p>Standards Taken from:</p> <p>NASAFACS 1.0 Career, Community and Family Connections</p> <p>COCTE STANDARDS Career Pathways (CP)</p> <p>CDE Essential Skills</p>			

