

Colorado CTE Course – Scope and Sequence

Course Name	Business Career Exploration		Course Details	.5 (1 Semester)
Course = 0.50 Carnegie Unit Credit				
Course Description	In this course, students will explore career opportunities and build skills for career readiness. The course will focus on self-assessment, career exploration research, essential skills, job application process, and creating a career plan. An emphasis will be on building fundamentals of the WBL continuum and learning about careers and skills. Students will grow collaboration, communication, research, and professionalism skills to prepare them for the world of work.			
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. Menu of Options/Ideas for Curriculum: Level 1: Career Interest Development - CTECS - WRS			
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 2021 Version of PWR/Essential Skills				
Instructional Unit Topic	Suggested Length of Instruction	CTE or Academic Standard Alignment <i>Standard alignment to be added at local discretion</i>	Competency / Performance Indicator	CTSO/PWR (essential) Skills/ICAP* Integration *MS ICAP Quality Indicators
1. Strategic Career Planning: Self-Assessment		1. Apply knowledge gained through individual assessment to develop a comprehensive set of goals and an individual career plan. <ul style="list-style-type: none"> ● 1.1 Self- Assessment ● 1.2 Career Goals 	1.1 Self- Assessment <ol style="list-style-type: none"> a. Analyze individual interests, talents, skills, values, and personal characteristics related to changing career decisions based on assessments, academic achievement, and work-related experiences b. Assess and analyze strengths and weaknesses relative to a variety of careers c. Compare personal interests, talents, and skills with various career options d. Describe the relationship of assessed interests, talents, and skills to academic and occupational skills 1.2 Career Goals <ol style="list-style-type: none"> a. Explain the difference between short-term goals and long-term goals, providing examples of each b. Demonstrate the ability to set, monitor, and achieve clearly defined goals 	

			<ul style="list-style-type: none"> c. Identify personal goals that may be achieved through a combination of work, community, social, and family roles d. Discuss appropriate responses to setbacks or failure e. Explain the importance of evaluating and revising goals as life changes occur 	
2. Career Exploration & Research		2. Utilize career resources to develop a career information portfolio that includes international career opportunities.	<ul style="list-style-type: none"> a. Explain the advantages of early career exploration and planning b. Identify trends in the changing workplace c. List and describe the contributions of various types of occupations in the community d. Use a variety of content-based research tools in the career exploration process e. Evaluate several occupational interests based on various criteria (e.g., educational requirements, starting salaries, career ladder opportunities, and labor market information) f. Develop and employ a career plan that includes the required steps to transition from school to work 	
3. Career Readiness Expectations		3 Relate the importance of career readiness skills to career development. 3.1 Work Ethic 3.2 Workplace Relationships 3.3 Communication	3.1 Work Ethic <ul style="list-style-type: none"> a. Demonstrate personal qualities related to employability b. Illustrate how personal qualities transfer from school to the workplace 3.2 Workplace Relationships <ul style="list-style-type: none"> a. Explain the importance of cooperation among people to accomplish a task b. Demonstrate the steps involved in resolving a conflict or stressful situation c. Explain the importance of confidentiality, tolerance, and flexibility in interpersonal and group situations d. Discuss the importance of being able to work productively with others different from oneself e. Describe how physical, intellectual, and cultural diversity can strengthen workplace effectiveness 3.3. Communication	

			<ul style="list-style-type: none"> a. Develop effective oral communication skills that include attentive and active listening and nonverbal communication skills b. Demonstrate appropriate telephone, video communications, and e-mail etiquette c. Demonstrate shared responsibility for collaborative work and the value of contributions made by each team member 	
4. Preparing for Job Applications & Interviews		4.1 Develop strategies to effectively transition from school to career.	<ul style="list-style-type: none"> a. Prepare paper and electronic résumés and cover letters b. Demonstrate proper etiquette for meeting and greeting people c. Identify appropriate sources of job leads d. Identify steps to prepare for an interview e. Explain the importance of personal appearance and grooming in the workplace f. Explain the importance of appropriate interview follow up techniques g. Identify appropriate factors for evaluating job offers and deciding whether to accept or reject them h. Demonstrate appropriate techniques for resigning from a position 	
5. Lifelong Learning		5.1 Relate the importance of lifelong learning to personal and career success.	<ul style="list-style-type: none"> a. Explain the importance of career, family, and leisure activities to social and economic well-being b. Explain how decisions regarding education and work impact other major life decisions c. Describe the benefits of participating in school and community activities d. Identify a network of people who will motivate and provide moral support e. Explain the need for continual skills improvement to ensure lifelong career success f. Identify and use appropriate sources of lifelong learning to strengthen existing skills, develop new skills, and maximize career growth 	