



| 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 |                                                                                                             |
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|                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                     | 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<br>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 <a href="https://ed.cde.state.co.us/standardsandinstruction/essentialskills">https://ed.cde.state.co.us/standardsandinstruction/essentialskills</a> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                     |                                                                                                   |                                                                                                                        |                                                                                                             |
| Instructional Unit Topic                                                                                                                                                                                                                                                                                                         | Suggested Length of Instruction                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | CTE or Academic Standard Alignment +                                                                                                                                                                                | Competency / Performance Indicator                                                                | Outcome / Measurement (see matrix below)                                                                               | CTSO Integration<br><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) <sup>2</sup> -                                                  |



|  |  |                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                             |  |                                                                                                                                      |
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|  |  | 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<br><br><a href="https://cteincolorado.org/ace-ctso/">https://cteincolorado.org/ace-ctso/</a> |
|  |  | <b>2.</b> 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                                                                                                                            | <b>2.</b> Students will recognize opportunities for advancement on the job.                                                                                                                                                                                                                                                                 |  |                                                                                                                                      |
|  |  | <b>3.</b> 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 | <b>3.</b> 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) |  |                                                                                                                                      |



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|  |  | communication technologies by: finding information, and communicating the information to others. |  |  |  |
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| Outcome/Measurement | Novice                                                                                                  | Advanced Beginner                                                                                                                                         | Strategic Learning                                                                       | Emerging Expert                                                                                                                                                           |
|---------------------|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.                  | Articulate personal strengths and challenges using different forms of communication to express oneself  | And...<br>Consider purpose, formality of context and audience, and distinct cultural norms when planning content, mode, and deliverability of information | And...<br>Establish goals for communication and plan out steps accordingly               | And...<br>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...<br>Demonstrate leadership skills (organizing others, taking initiative, and team-building)                                                         | And...<br>Demonstrate confidence while recognizing that personal decisions impact others | And...<br>Educate and inspire others to live to their potential                                                                                                           |
| 3.                  | Articulate personal strengths and challenges using different forms of communication to express oneself. | And...<br>Consider purpose, formality of context and audience, and distinct cultural norms when planning content, mode, and deliverability of information | And...<br>Establish goals for communication and plan out steps accordingly               | And...<br>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://ed.cde.state.co.us/standardsandinstruction/essentialskills>

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### **Standard 3: Writing and Composition**

Prepared Graduate 6: Craft arguments using techniques specific to the genre.

Course Evidence: Students justify career decisions and pathway selections through written reflections and planning documents.

Prepared Graduate 7: Craft informational/explanatory texts using techniques specific to the genre.

Course Evidence: Students develop resumes, cover letters, and career planning documents.

Prepared Graduate 8: Craft narratives using techniques specific to the genre.

Course Evidence: Students reflect on career goals, growth, and readiness through narrative writing.

Prepared Graduate 9: Demonstrate mastery of their own writing process with clear, coherent, and error-free polished products.

Course Evidence: Students produce polished professional documents such as resumes, applications, and career plans.

### **Standard 4: Research Inquiry and Design**

Prepared Graduate 10: Gather information from a variety of sources; analyze and evaluate its quality and relevance; and use it ethically to answer complex questions.

Course Evidence: Students research careers, industries, and postsecondary options to make informed decisions about future pathways.

### **Summary:**

ACE Career Development III supports advanced career planning and readiness by strengthening communication, research, and decision-making skills. Students apply reading, writing, and communication skills to real-world career development tasks aligned to Prepared Graduate Competencies.