

Course Title: ACE Career Development II- Job Seeking

Course Description: As developmentally appropriate, this course (*or series of courses*) is designed to teach skills needed for entry into the workforce. Students will demonstrate successful job search strategies. Students will demonstrate employability skill ability to accurately complete job applications, write a resume, ask for letters of recommendation. Students will examine model interviews and then participate in their own interview simulations. Students will be able to advocate for accommodations or adaptations necessary to be successful on the job. Students will be knowledgeable of the environmental expectations of the workplace. Additionally, students will be introduced to personal financial literacy skills including: financial planning, budgeting, saving, credit, paycheck calculation, and taxes. Students practice appropriate communication, teamwork, problem-solving while working in a group environment. Whenever possible, computer literacy skills, and leadership skills tied to a CTSO should be embedded into the curriculum.

Week	Topic	CTE Standard(s)
		<p>Students will...</p> <ol style="list-style-type: none"> 1. Demonstrate successful job search strategies through the use of information and communication technologies that will become a part of their career plan by communicating and creating a summary of their search as part of their career plan. 2. demonstrate the employability skill of accurately completing a job application through initiative and self-direction by recognizing personal characteristics, preferences, thoughts, strengths, pursue opportunities to engage and learn the application process. 3. Demonstrate the employability skill of accurately writing a resume through self-advocacy by communicating personal information and asking questions for support as needed. 4. Demonstrate the employability skill of asking for letters of recommendation through multiple sources by communicating appropriately. 5. Demonstrate the employability skill of examining model interviews and participate in their own interview simulations through inquiry and analysis by: recognizing cause and effect relationships of interviewing techniques and



		<p>patterns in model interviews, investigate to form hypotheses, and draw conclusions.</p> <ol style="list-style-type: none">6. Demonstrate the employability skill of self-advocacy by: advocating for accommodations or adaptations necessary to be successful on the job through appropriately communicating ideas/needs, ask questions that will help with supports, and demonstrate confidence in sharing their accommodations and adaptations.7. Demonstrate the employability skill of the use of information and communication technologies by being knowledgeable of the environmental expectations of the workplace through multiple sources of information and technology and able to communicate the expectations.8. Explore the employability skills of critical thinking/problem solving through the introduction of personal financial literacy skills including: financial planning, budgeting, saving, credit, paycheck calculation, and taxes.9. Practice the employability skill of teamwork/ collaboration through appropriate communication, teamwork, problem solving-while working in a group environment by recognizing how personal actions have impact on others and how teams rely on one another to complete a task.
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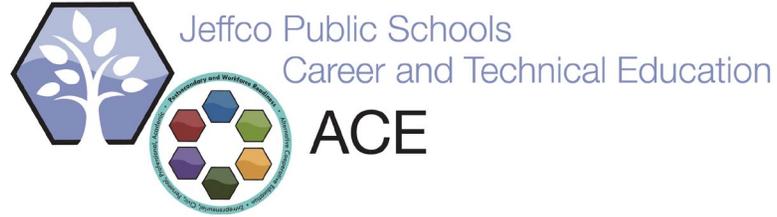


Jeffco Public Schools
Career and Technical Education



ACE

<p>Students will understand that...</p>	<p>Students will know</p>
<p>Students will be able to do...</p>	<p>Work-Based Learning Opportunities</p>
<p>Connection to Industry Certification</p>	<p>Connection to Capstone</p>



CTSO Integration..

Successful Career Students of Colorado-(SC)2 is the ACE and PWR Cluster Area CTSO. Career and technical student organizations are integral, co-curricular components of each career and technical education course. These organizations serve as a means to enhance classroom instruction while helping students develop leadership abilities, expand workplace-readiness skills, and broaden opportunities for personal and professional growth. Students are encouraged to participate in (SC)2 activities and membership, please see contact **ENTER YOUR PRESIDENT or YOUR NAME HERE for more details. **INCLUDE WEBSITE ETC IF APPLICABLE****