

**Coordinated Career Academic Education (CCAЕ)/Project Success (PS)
Coordinated Career Academic Education III: Career Transition and
Leadership (CCAЕ III)
Course Number 32.41600**

Course Description: CCAЕ Level III: Coordinated Career Academic Education (CCAЕ) and Project Success (PS) are support services designed for students from special populations as identified in the federal Carl D. Perkins legislation. Through participation in a CCAЕ and/or PS program, students learn about the world of work. These support services provide opportunities for students to sharpen their academic and employability skills. Students develop confidence, maturity, and self-esteem through meeting academic challenges, completing projects, and participating in a Career and Technical Student Organization. Students are encouraged to participate in the career and technical student organization most closely aligned with their career pathway and program of study. The Career Transition and Leadership course teaches students advanced employability skills needed to obtain and maintain employment as they transition from the academic mindset to work and real life. Students will apply for and obtain work-based learning opportunities, revise individualized career plans, utilize community resources, use critical thinking skills, balance work and personal life, make ethical choices and acquire the skills needed to adapt to changes in the workplace. There is no pre-requisite for this course.

Course Standard 1

CCAЕ-CCAЕ III-1:

Apply and extend previous understandings of study skills, organizational strategies, and test-taking skills to improve and maintain academic progress in all content areas to relate to real life skills.

- 1.1 Analyze transcripts and update program of study to assure being on track for graduation.
- 1.2 Utilize study, test-taking, listening, note-taking, and graphic organizers to improve academic progress.
- 1.3 Apply organizational and time management skills to the work environment.
- 1.4 Adapt outlining, summarizing, diagramming, paraphrasing, quoting, and citing techniques to work environment.
- 1.5 Utilize skills previously learned to personal and academic endeavors.

Course Standard 2

CCAЕ-CCAЕIII-2

Modify and/or revise individualized career plans to prepare for post-secondary goals.

- 2.1 Update information on respective online career websites and programs.
- 2.2 Incorporate relevant transferable skills and experience into job portfolio (e.g., resume, applications, cover letter, and thank you letter).
- 2.3 Acquire work evaluations and letters of recommendations from career tech instructors and/or employers to include in job portfolio.
- 2.4 Employ various methods of the job search (e.g., internet, job fairs, DOL, local media, and networking).

Course Standard 3

CCAE-CCAEIII-3

Develop the necessary life skills to make informed decisions when utilizing various community resources.

- 3.1 Determine appropriate personal care services available in the community.
- 3.2 Investigate available community resources such as Supplemental Security Income, food stamps, public housing, Department of Labor, and Department of Family and Children Services.
- 3.3 Utilize and explain community entities such as library, bank, utility companies, and government offices.
- 3.4 Access community recreational activities, leisure services, church groups, and non-profit agencies.

Course Standard 4

CCAE-CCAEIII-4

Apply academic, problem solving, and critical thinking skills necessary to be a lifelong informed consumer and as related to financial literacy.

- 4.1 Utilize comparison shopping for major purchases in preparation for independent living.
- 4.2 Evaluate the advantages/disadvantages of using store and brand coupons.
- 4.3 Demonstrate the process of calculating sales price on various items.
- 4.4 Consider the influence advertising has on people when making purchases.
- 4.5 Research state and federal organizations charged to provide consumer protection.
- 4.6 Compare various product warranties when considering purchases.
- 4.7 Scrutinize different forms of insurance such as auto, health, life, renters, and home.
- 4.8 Examine various stores' return policy.
- 4.9 Understand the importance of developing an investment portfolio (e.g., stocks, bonds, and savings).
- 4.10 Summarize the financial markets (Dow Jones, NASDAQ, and S&P 500) and how it impacts individuals' general financial standing.
- 4.11 Differentiate between good debt and bad debt.
- 4.12 Compare and contrast the pros and cons of renting versus buying a home.
- 4.13 Examine various strategies for purchasing a vehicle.

Course Standard 5

CCAE-CCAEIII-5

Apply and extend academic skills necessary to be successful in workplace settings.

- 5.1 Use formulas to calculate measurements such as area, perimeter, and volume.
- 5.2 Convert units of measurement related to common workplace skills.
- 5.3 Solve multiple step calculations including fractions, negative numbers, ratios, and percentages.
- 5.4 Create and interpret graphs related to common workplace skills.
- 5.5 Analyze and explain profit and loss sheets.
- 5.6 Calculate revenue and expenses for a business.

Course Standard 6

CCAE-CCAEIII-6

Evaluate the principles of American democracy necessary to be a productive member of society.

- 6.1 Distinguish between duties, rights, responsibilities, and laws.

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- 6.2 Outline the principles of American democracy.
- 6.3 Understand duties of United States citizens (e.g., obeying laws, paying taxes, defending our nation, serving in court, attending school, and voting).
- 6.4 Understand rights of United States citizens according to the United States Constitution.
- 6.5 Understand rights of being a responsible United States citizen (e.g., participating in government, respecting the rights of others, respecting diversity, being informed about our government).
- 6.6 Recognize how personal decisions can have consequences.
- 6.7 Realize consequences for misdemeanors and felonies as a juvenile and an adult.
- 6.8 Research immigration laws, passports, and custom regulations.
- 6.9 Develop a proposal to participate in volunteerism in the local community.
- 6.10 Research volunteer opportunities within the United States and other parts of the world.
- 6.11 Explore the issue of conservation (e.g., recycling, clean air and water, littering, and green energy).

Course Standard 7

CCAE-CCAEIII-7

Investigate information from multiple sources by implementing advanced reading techniques to strengthen reading comprehension.

- 7.1 Determine the definition of terms by using context cues in the reading.
- 7.2 Predict the meaning of terms based on their usage.
- 7.3 Discover the premise of situations and use this knowledge to figure out different situations.

Course Standard 8

CCAE-CCAEIII-8

Research, evaluate, and make an informed decision using critical thinking skills to investigate current events through a variety of media resources.

- 8.1 Compare and contrast the impact of the media on individuals' decision making regarding voting and related issues.
- 8.2 Understand, explain, and recognize the effect of propaganda, fallacies, and erroneous statements, and their impact on current events.
- 8.3 Utilize various forms of technology to stay informed of current events.

Course Standard 9

CCAE-CCAEIII-9

Demonstrate the ability to access valid information, products, and services to enhance decision making regarding personal health and medical services.

- 9.1 Evaluate the importance of regular medical and dental checkups, vaccinations, and examinations.
- 9.2 Research various medical related services.
- 9.3 Compare and contrast various health care insurance options.
- 9.4 Consider a variety of health care services to promote a healthy lifestyle.
- 9.5 Access valid information regarding personal health care products and services available in the community.