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**Coal City Unit District #1  
Cooperative Education Seminar  
Career and Technical Curriculum**

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**CTE.CES:1 Students will demonstrate knowledge of self-assessment regarding careers. (NBES CD 1, NBES CD 3, NBES PRF 3)**

- CTE.CES:1-1 Identify goals and interests regarding careers.
- CTE.CES:1-2 Evaluate career interests and strengths.
- CTE.CES:1-3 Recognize career requirements.
- CTE.CES:1-4 Distinguish between skills and traits for employment.
- CTE.CES:1-5 Examine the skills and traits of each student.
- CTE.CES:1-6 Define the basic career skills such as: communications, teamwork/people, technology, basic education, and customer service.
- CTE.CES:1-7 Establish communication standards for work world.
- CTE.CES:1-8 Explore and identify various types of technology.
- CTE.CES:1-9 Analyze methods of teamwork/people skill building.
- CTE.CES:1-10 Evaluate basic education skills.

**CTE.CES:2 Students will demonstrate knowledge of the world of work. (NBES CD 2)**

- CTE.CES:2-1 Establish employment and employer information.
- CTE.CES:2-2 Complete job description.
- CTE.CES:2-3 Establish job requirements and ways to keep job.
- CTE.CES:2-4 Distinguish between white and blue collar work.
- CTE.CES:2-5 Examine the different types of industries.
- CTE.CES:2-6 Identify the different types of work based learning programs.
- CTE.CES:2-7 Interpret the current labor conditions.

**CTE.CES:3 Students will demonstrate knowledge of career planning, career categories, career research, and school planning as related to career choice. (NBES CD 1)**

- CTE.CES:3-1 Identify career planning components such as interests, pay, abilities, and long-term goals.
- CTE.CES:3-2 Recognize the 16 career cluster areas and pathways.
- CTE.CES:3-3 Identify and define the main parts of career duties such as duties, training, future outlook, and career paths for chosen career profession.
- CTE.CES:3-4 Research 3 careers of interest.
- CTE.CES:3-5 Identify the main parts of school planning such as faculty, location, programs of study, career placement, type of school, and costs.
- CTE.CES:3-6 Research 3 schools of interest related to career choice.

**CTE.CES:4 Students will demonstrate knowledge of personal finance regarding job income and spending. (NBES PF 2)**

- CTE.CES:4-1 Complete a sample W4 form.
- CTE.CES:4-2 Define payroll taxes.
- CTE.CES:4-3 Identify reasons for income taxes.
- CTE.CES:4-4 Distinguish between gross and net pay.
- CTE.CES:4-5 Complete a 1040EZ form.

**CTE.CES:5 Students will demonstrate knowledge of basic job hunting techniques and resume preparation. (NBES CD 5)**

- CTE.CES:5-1 Describe the labor market for job seekers.
- CTE.CES:5-2 Examine the various job hunting methods.
- CTE.CES:5-3 Define the two types of resumes.
- CTE.CES:5-4 Define the parts of a resume.
- CTE.CES:5-5 Identify the features to a well constructed resume for employment.
- CTE.CES:5-6 Construct a resume for employment.
- CTE.CES:5-7 Identify parts of a cover letter for employment.
- CTE.CES:5-8 Construct a cover letter for employment.
- CTE.COE:5-9 Identify parts of a portfolio.
- CTE.COE:5-10 Construct a career portfolio.

**CTE.CES:6 Students will demonstrate knowledge of job interview preparation and the process of job interviewing. (NBES CD 5)**

- CTE.CES:6-1 Recognize the key areas of a job interview.
- CTE.CES:6-2 Identify good job interviewing behavior.
- CTE.CES:6-3 Determine job interviewing myths.
- CTE.CES:6-4 Distinguish legal and illegal job interview questions.
- CTE.CES:6-5 Identify common job interview questions.
- CTE.CES:6-6 Complete a job interview.
- CTE.CES:6-7 Identify reasons for a thank you letter.
- CTE.CES:6-8 Complete a thank you letter.
- CTE.CES:6-9 Identify key points to filling out a job application.

**CTE.CES:7 Students will demonstrate knowledge of employee benefits and legal rights of a worker. (NBES CD 3)**

- CTE.CES:7-1 Recognize pre-employment checks.
- CTE.CES:7-2 Define the different types of pay.
- CTE.CES:7-3 Identify payroll deductions on a pay stub.
- CTE.CES:7-4 Identify legal rights of workers such as overtime, minimum wage, unions, and child labor laws.
- CTE.CES:7-5 Distinguish the important labor laws.
- CTE.CES:7-6 Examine the government agencies that deal with employment.
- CTE.CES:7-7 Determine the reasons for benefits.
- CTE.CES:7-8 Evaluate the different types of employee benefits.
- CTE.CES:7-9 Distinguish between government and employer sponsored benefits.

**CTE.CES:8 Students will demonstrate knowledge of expectations of the 1<sup>st</sup> day of employment. (NBES CD 3)**

- CTE.CES:8-1 Determine expectations of employers.
- CTE.CES:8-2 Identify good employee traits.
- CTE.CES:8-3 Define acceptable employee behavior.
- CTE.CES:8-4 Establish successful methods of behavior for success on the job.

**CTE.CES:9 Students will demonstrate knowledge of workplace issues. (NBES CD 3)**

- CTE.CES:9-1 Identify the job evaluation process and expectations of the evaluation.
- CTE.CES:9-2 Recognized the value of co-worker and boss relationships.
- CTE.CES:9-3 Identify the steps to the process of promotion and advancements.
- CTE.CES:9-4 Examine the downsizing and layoff process.
- CTE.CES:9-5 Distinguish between part-time and full time work.
- CTE.CES:9-6 Describe job sharing.
- CTE.CES:9-7 Define the process of workplace safety.
- CTE.CES:9-8 Examine the different types of management styles.
- CTE.CES:9-9 Identify the advantages of time management.

**CTE.CES:10 Students will demonstrate knowledge of basic on the job duties. (NBES COM 1, 2, 3)**

- CTE.CES:10-1 Identify professional presentation key factors.
- CTE.CES:10-2 Estimate corporate travel under a budget.
- CTE.CES:10-3 Identify the key factors to a professional meeting.
- CTE.CES:10-4 Demonstrate key factors to a professional meeting.
- CTE.CES:10-5 Recognize the aspects of trade show and professional conference attendance.
- CTE.CES:10-6 Evaluate trade show and professional conference attendance.

**CTE.CES:11 Students will demonstrate basic business ownership knowledge. (NBES ECON 3, NBES ENTRE 1)**

- CTE.CES:11-1 Distinguish the traits of an entrepreneur.
- CTE.CES:11-2 Identify advantages/disadvantages of being an entrepreneur.
- CTE.CES:11-3 Define sole proprietorship, partnership, corporation, and franchise.
- CTE.CES:11-4 Distinguish advantages/disadvantages of sole proprietorship, partnership, corporation and franchise.
- CTE.CES:11-5 Identify advantages/disadvantages of purchasing an existing business.
- CTE.CES:11-6 Distinguish advantages/disadvantages of starting a new business.

**CTE.CES:12 Students will demonstrate the basics of completing a business plan. (NBES ENTRE 1, 2, 3, 4, 5)**

- CTE.CES:12-1 Identify basic business principles such as a mission statement, company goals, philosophy, industry, and ownership type.
- CTE.CES:12-2 Evaluate products and services offered by business.
- CTE.CES:12-3 Identify and classify potential customers of a business.
- CTE.CES:12-4 Define the parts of an ideal business location and a successful marketing plan.
- CTE.CES:12-5 Identify ideal staffing requirements for a new business.
- CTE.CES:12-6 Identify financial strategies and requirements needed for a new business.
- CTE.CES:12-7 Evaluate the market and economic trends that exist before opening a new business.