

**Coordinated Career Academic Education (CCAЕ)/Project Success (PS)  
Coordinated Career Academic Education II: Career Essentials and  
Leadership (CCAЕ II) Course Number 32.41500  
Project Success II (PS II) Course Number 32.41800**

**Course Description: CCAЕ Level II:** 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 Essentials and Leadership course teaches students the skills needed to graduate from high school along with the intermediate employability skills required to obtain and maintain employment. The application of academic and technical skills will occur as students apply these skills to their personal and work lives. Students will also evaluate and update their individualized career plan. In addition, students will understand the impact of personal safety and health on successful employment, the consequences of negative and positive work behaviors, the importance of exhibiting leadership in the workplace, and study legal issues in the workplace. CCAЕ course sequence is available for schools that wish to implement a three-year support program. Project Success course sequence is available for schools that wish to implement a two-year support program. There is no pre-requisite for these courses.

### **Course Standard I**

#### **CCAЕ-CCAЕII-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.**

- 1.1 Use prior knowledge of study, test-taking, listening, note-taking, organization, and time management skills to improve academic progress.
- 1.2 Employ outlining, summarizing, diagramming paraphrasing, quoting and citing techniques.
- 1.3 Research and utilize various graphic organizers in academic classes.
- 1.4 Justify the reasons for utilizing a rubric when completing tasks both in school and on the job.

### **Course Standard 2**

#### **CCAЕ-CCAЕII-2**

**Evaluate and justify their current chosen program of study and career pathway to determine any necessary adjustments.**

- 2.1 Critique personal success and interest in current career tech classes.
- 2.2 Investigate additional career tech classes to determine student interest.
- 2.3 Research additional career choice possibilities to learn requirements and responsibilities.
- 2.4 Evaluate various Career, Technical and Agricultural Education courses within the local school environment to select appropriate placement.

### Course Standard 3

#### CCAE-CCAEII-3

**Analyze and synthesize information from multiple sources to create an individualized career plan that identifies career and technical information relevant to their future careers.**

- 3.1 Construct a resume specifying relevant transferable skills.
- 3.2 Obtain work evaluations from career tech instructors and/or employers.
- 3.4 Participate in job shadowing opportunities relative to their career plan.
- 3.5 Exhibit effective job interview techniques.
- 3.5 Investigate employment assistance programs through the Department of Labor.
- 3.6 Understand various methods of the job search (e.g., internet, job fairs, Department of Labor, local media).

### Course Standard 4

#### CCAE-CCAEII-4

**Describe the cause and effect of negative and positive work behavior and ethics to identify traits of a successful employee.**

- 4.1 Analyze the importance of working with others (e.g., interpersonal, listening, speaking, and teamwork skills).
- 4.2 Display self-management skills such as dependability, taking responsibility, ethical and professional behaviors.
- 4.3 Cite evidence of how initiative, adaptability, and flexibility affect successful employment.
- 4.4 Investigate the importance of observing workplace rules, policies, and procedures.
- 4.5 Recognize authority figures and comply with instructions and requests.

### Course Standard 5

#### CCAE-CCAEII-5

**Solve and justify mathematical and personal finance problems to extend applications and understandings to real world situations.**

- 5.1 Explain and demonstrate the steps needed to balance a checkbook.
- 5.2 Determine methods of developing credit and understand the dangers of credit abuse.
- 5.3 Understand how to maintain a good credit rating.
- 5.4 Categorize and explain various payroll deductions, taxes, and credits.
- 5.5 Analyze various checking accounts and banking services options.
- 5.6 Identify the dangers of identity theft and how to prevent becoming a victim.
- 5.7 Understand the purpose of Social Security and the predicted future of the program.
- 5.8 Understand how to access unemployment and disability benefits.

### Course Standard 6

#### CCAE-CCAEII-6

**Analyze the cause and effect between personal safety and health to maintain successful employment.**

- 6.1 Know the purpose of the Occupational Safety and Health Administration and it's regulations as they apply to specific job settings.
- 6.2 Identify the dangers of drug abuse and the consequences of drug use on the job.

- 6.3 Explain the causes and effects of exercise, diet, sleep, and hygiene on work-ready health.
- 6.4 Describe the various effects of smoking/tobacco on personal health and insurance rates.
- 6.5 Recognize the adverse effects of alcohol use and describe its impact on job performance.
- 6.6 Be aware of the requirements and steps necessary to access worker's compensation benefits.

## Course Standard 7

### CCAE-CCAEII-7

#### **Investigate pertinent legal issues in the workplace and justify the purposes of labor laws and policies.**

- 7.1 Interpret employee rights and responsibilities in general and career specific areas.
- 7.2 Explain and understand minimum wage issues within labor laws.
- 7.3 Evaluate positive and negative aspects of labor unions.
- 7.4 Identify sexual harassment and effects in the workplace.
- 7.5 Recognize the various labor laws and explain their application to modern day employment.

## Course Standard 8

### CCAE-CCAEII-8

#### **Apply and extend prior academic skills to effectively use workplace documents, such as letters, memos, directions, bulletins, regulations, manuals, and policies according to their related purpose.**

- 8.1 Interpret information from technical manuals within the workplace.
- 8.2 Apply complex instructions that include conditions to situations.
- 8.3 Use context clues to determine the less common meaning of a word with multiple meanings.

## Course Standard 9

### CCAE-CCAEII-9

#### **Apply technology skills to research and create reports, essays, and documents connected with the world of work.**

- 9.1 Prepare various common workplace reports.
- 9.2 Write effective instructions and guidelines to explain a task.
- 9.3 Complete and explain the purpose for various work related forms (e.g., workman's compensation, insurance claims, W-9 forms, W-2 forms).
- 9.4 Illustrate how to effectively contact or respond to a business according to the various situations.
- 9.5 Understand and explain the importance of taking and relaying messages and devise examples.
- 9.6 Identify, compare, and summarize information and trends from one or more complicated graphics.
- 9.7 Research the various forms of written communication found in the workplace and apply effective writing skills.

## Course Standard 10

### CCAE-CCAIEI-10

**Describe and justify essential traits for effective teamwork, cooperation, and leadership necessary for workplace productivity.**

- 10.1 Demonstrate appropriate interpersonal skills appropriate for a workplace setting.
- 10.2 Demonstrate active listening skills for workplace situations.
- 10.3 Demonstrate and explain how to organize a project and lead a work group.
- 10.4 Apply effective time management skills in completion of a given task.

## Course Standard 11

### CCAE-CCAIEI-11

**Assess the work-based learning programs offered in their school and determine the most appropriate options in meeting education and training requirements.**

- 11.1 Identify and explain appropriate work-based learning opportunities to achieve desired postsecondary option.
- 11.2 Investigate various post-secondary technical colleges and colleges and universities to explore post-secondary options.
- 11.3 Determine if post-secondary options in the military are conducive to meeting individual career plan.

## Course Standard 12

### CCAE- CCAIEI-12

**Use mathematical reasoning and problem solving to extend prior acquired academic knowledge to solve work-related concepts.**

- 12.1 Decide what information, calculations, or unit conversions are needed to solve various mathematical-based problems.
- 12.2 Use appropriate formulas and measurements to determine a solution to mathematical-based situations in a work setting.
- 12.3 Determine and support the use of necessary formulas to divide negative numbers.
- 12.4 Calculate and explain how to calculate percent discounts or markups and determine the best available price.