
Coal City Unit District #1
College & Career Exploration
Career and Technical Curriculum

CTE.CCE:1 Students will demonstrate skills related to achieving personal and academic goals. (IL Learning Standards SEL G1)

- CTE.CCE:1-1 Set goals for personal, academic and career.
- CTE.CCE:1-2 Construct organizers for goals.
- CTE.CCE:1-3 Develop support systems regarding personal, academic and career plans.
- CTE.CCE:1-4 Create a positive learning environment.
- CTE.CCE:1-5 Engage in personal study skills for maximum learning.
- CTE.CCE:1-6 Develop note taking strategies.
- CTE.CCE:1-7 Identify and manage one's emotions and behavior.
- CTE.CCE:1-8 Demonstrate decision-making skills and responsible behaviors in personal, school, and community contexts.
- CTE.CCE:1-9 Identify personal stress relieving strategies.

CTE.CCE:2 Students will demonstrate the development of knowledge gained through individual assessment to develop a comprehensive set of goals and an individual career plan. (NBEA-CAR DEV)

- CTE.CCE:2-1 Evaluate likes and dislikes regarding personal interests, skills and talents.
- CTE.CCE:2-2 Coordinate positive interests, skills and talents with career choices.
- CTE.CCE:2-3 Determine personal goals regarding career development and financial future.
- CTE.CCE:2-4 Evaluate 16 career areas to determine areas of importance to students for further development.
- CTE.CCE:2-5 Compare and contrast the different types of employment skills that are needed for careers.

CTE.CCE:3 Students will relate the importance of career readiness skills to career development. (NBEA-CAR DEV)

- CTE.CCE:3-1 Coordinate a collaborative team to work on common goals.
- CTE.CCE:3-2 Evaluate problem solving methods.
- CTE.CCE:3-3 Formulate critical thinking strategies.
- CTE.CCE:3-4 Demonstrate respect for diversity.
- CTE.CCE:3-5 Compile and develop soft skills for employment.
- CTE.CCE:3-6 Describe qualities of a person with a positive work ethic.

CTE.CCE:4 Apply interpersonal skills in personal and professional environments to communicate effectively. (NBEA-BUS COMM)

- CTE.CCE:4-1 Differentiate between positive and negative communications.
- CTE.CCE:4-2 Demonstrate appropriate manners and etiquette in a variety of social settings.
- CTE.CCE:4-3 Differentiate between types of business attire (e.g., casual, business-casual, professional business, and formal attire)
- CTE.CCE:4-4 Compare and contrast various organizations' codes of ethics.
- CTE.CCE:4-5 Develop communication skills such as proper email, personal business letters and verbal communications.
- CTE.CCE:4-6 Develop a presentation that identifies purpose, audience, and setting.
- CTE.CCE:4-7 Identify ways to promote self online professionally using technology.

CTE.CCE:5 Students will develop strategies to effectively transition from school to career. (NBEA-CAR DEV)

- CTE.CCE:5-1 Participate in future real world career research activities.
- CTE.CCE:5-2 Create a path for transition for future career plans.
- CTE.CCE:5-3 Determine proper formatting for a resume and cover letter.
- CTE.CCE:5-4 Develop a career portfolio.
- CTE.CCE:5-5 Analyze the components needed to complete an online job application for employment.
- CTE.CCE:5-6 Identify steps to prepare for a job interview.
- CTE.CCE:5-7 Role-play interview situations for simulated job opportunities.
- CTE.CCE:5-8 Describe the importance of a job interview thank-you message.
- CTE.CCE:5-9 Identify general work practices including salaries, job requirements and general duties.

CTE.CCE:6 Students will develop fundamental concepts of operations and various technology devices. (ISBE-CL-BOCK) Basic Operations, Concepts, and Keyboarding

- CTE.CCE:6-1 Use desktop icons, windows, and menus to open, minimize, and close applications or files.
- CTE.CCE:6-2 Use gestures to navigate hand-held devices, locate and utilize accessibility features, and learn to use special characters as needed.
- CTE.CCE:6-3 Use a calendar, task manager, or other tools to organize oneself as well as manage projects.

- CTE.CCE:6-4 Use graphic organizers, brainstorming applications, or other digital tools to gather and organize information (e.g. Jamboard, online drawing tool, online slides)
- CTE.CCE:6-5 Understand all rules and guidelines in the school's Acceptable Use Policy and Fair Use Guidelines Policy.
- CTE.CCE:6-6 Demonstrate understanding of the difference between cloud computing vs. software applications for file storage/management.
- CTE.CCE:6-7 Use login credentials to access network devices, accounts, file servers, and cloud services.
- CTE.CCE:6-8 Retrieve previous file versions/access revision history for files located in cloud services, download, upload, and attach files/folders via the web, email, or cloud services.
- CTE.CCE:6-9 Compare files and folders via the web, email, or cloud services. and use document extensions with appropriate file types.

CTE.CCE:7 Data management and Security-plan implement and monitor cyber security measures to ensure system and account protection (ISBE-DMS-BOCK)

- CTE.CCE:7-1 Protect accounts by logging out of applications on shared computing devices.
- CTE.CCE:7-2 Adjust privacy settings on all social media accounts, online services, devices, and browsers.
- CTE.CCE:7-3 Understand the difference between public and private data and the considerations when determining privacy settings to apply for specific applications.
- CTE.CCE:7-4 Use digital tools to follow appropriate procedures for identifying one's own digital footprint and demonstrate an understanding of managing the digital footprint.
- CTE.CCE:7-5 Distinguish between safe and unsafe practices when using online applications (gaming platforms, social media, virtual discussion platforms)

CTE.CCE:8 Multimedia, Software Applications, and Collaboration Tools-use digital tools to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others. Creative thinking and problem-solving within a design process to create original works as a means of personal or group expression. (ISBE-DMS-ISOD)

CTE.CCE:8-1 Using multimedia-editing tools to edit multimedia files (eg. add effects, trim, splice)

CTE.CCE:8-2 Identify the differences among multimedia file types and save multimedia files. (e.g. video, audio, photo) in multiple formats.

CTE.CCE:8-3 Copy/paste, import, and embed songs, videos, hyperlinks, or other media on a multimedia presentation or document.

CTE.CCE:8-4 Use email, messaging and other interactive tools and apps to share information through text and communicate in writing.

CTE.CCE:8-5 Setup, share, and utilize collaborative workspaces, files or other digital tools for asynchronous and synchronous collaboration.

CTE.CCE:8-6 Use synchronous audio and visual collaboration tools, such as virtual/video conferencing, interactive television, and Voice over Internet Protocol, to connect with others.

CTE.CCE:8-7 Create and maintain a digital portfolio or collection of works related to one's learning.