

ACE (ALTERNATIVE COOPERATIVE EDUCATION)

ACE I

CLASS NUMBER	1120/1121	CLASS LENGTH	2 semesters
GRADE LEVEL	9, 10, 11, 12	CREDIT	1.0
CLASS FEES	None	CREDIT AREA	Career & Technical Education
PREREQUISITES	None	NOTES	Any ACE student can receive additional credit if they have a job while taking this course.

This course is designed for freshmen, but available to all students. The student will have a basic understanding of time and stress management and goal setting. We will look at the current top occupations. Students will be given information on things they should do as a freshman to prepare for post-secondary education. Study skills, assessing learning styles and writing an autobiography/timeline will follow. We will study "soft skills" and decision making. We will also learn about community volunteering. Our consumer skills unit will focus on advertising, ordering from catalogs, using the directories, comparing products and costs by planning a menu, and completing an in-depth unit on buying cars, insurance, and understanding driving rules. Students will complete a unit on drug/alcohol and prepare a media presentation. Health and wellness (reading labels, healthy eating, etc.) will end the year. Some components of I-CAP will be completed in this course. This is a year-long course. Any ACE student can receive an additional elective credit if they have a job while taking this course. ACE will satisfy a business and/or elective credit. There is no prerequisite for this class.

ACE II

CLASS NUMBER	2120/2121	CLASS LENGTH	2 semesters
GRADE LEVEL	10, 11, 12	CREDIT	1.0
CLASS FEES	None	CREDIT AREA	Career & Technical Education
PREREQUISITES	None	NOTES	Any ACE student can receive additional credit if they have a job while taking this course.

This course is designed for sophomores, but available to all students. We will look at the current top occupations. Students will be given information on things they should do as a sophomore to prepare for post-secondary education. Students will complete career assessments and look at their chosen career for the future. The working world unit will cover job hunting, completing an application, resume, cover letter, W-4, and I-9. Students will understand how to maintain a basic checking account, understand how to create a budget, how to read a paystub/paycheck and write payroll checks. Sophomores will learn map skills and complete a travel project that involves budgeting, expenses, calculations, and a media presentation of it. Some components of I-CAP will be completed in this course. This is a year-long course. Any ACE student can receive an additional elective credit if they have a job while taking this course. ACE will satisfy a business and/or elective credit. There is no prerequisite for this class.

ACE III

CLASS NUMBER	3120	CLASS LENGTH	1 semester
GRADE LEVEL	10, 11, 12	CREDIT	0.5
CLASS FEES	None	CREDIT AREA	Career & Technical Education
PREREQUISITES	None	NOTES	Any ACE student can receive additional credit if they have a job while taking this course.

This course is designed for juniors or seniors, but available to all students. We will look at the current top occupations. Students will be given information on things they should do as a junior/senior to prepare for post-secondary education. Students will complete a job development unit (resume, letter of application, job application, interview, and after the interview). Career assessments will be completed by them to use in completing their career report and job shadow. We will also cover Colorado Labor Law. A unit on human relations will be covered as well. All of the components of ICAP will be completed in this course. This is a semester course. Any ACE student can receive an additional elective credit if they have a job while taking this course. ACE will satisfy a business and/or elective credit. There is no prerequisite for this class.

ACE IV

CLASS NUMBER	3122	CLASS LENGTH	1 semester
GRADE LEVEL	10, 11, 12	CREDIT	0.5
CLASS FEES	None	CREDIT AREA	Career & Technical Education
PREREQUISITES	None	NOTES	Any ACE student can receive additional credit if they have a job while taking this course.

This course is designed for juniors or seniors, but available to all students. We will look at the current top occupations. Students will be given information on things they should do as a junior/senior to prepare for post-secondary education. We will focus on preparing a personal budget, completing tax documents, calculating wages, payroll, and paystubs. Home, health, life, and auto insurance will be studied. A unit will cover credit. A final unit on Independent Living will end this course. This is a semester course. Any ACE student can receive an additional elective credit if they have a job while taking this course. ACE will satisfy a business and/or elective credit. There is no prerequisite for this class.

ACE V

CLASS NUMBER	4120	CLASS LENGTH	1 semester
GRADE LEVEL	11, 12	CREDIT	0.5
CLASS FEES	None	CREDIT AREA	Career & Technical Education
PREREQUISITES	None	NOTES	Any ACE student can receive additional credit if they have a job while taking this course.

This course is designed for seniors, but available to juniors too. We will look at the current top occupations. Students will be given information on things they should do as a senior to prepare for post-secondary education. Students will keep a portfolio during the year of things we complete in class during this course: options after high school information, career assessments, financial aid and scholarships, college information, job shadow, job development (resume, application, letters of recommendation, mock interview, work experiences, licenses, certifications). A unit on ethics will follow. All components of the ICAP will be completed in this course. This is a semester course. Any ACE student can receive an additional elective credit if they have a job while taking this course. ACE will satisfy a business and/or elective credit. There is no prerequisite for this class.

ACE VI

CLASS NUMBER	4122	CLASS LENGTH	1 semester
GRADE LEVEL	10, 11, 12	CREDIT	0.5
CLASS FEES	None	CREDIT AREA	Career & Technical Education
PREREQUISITES	None	NOTES	Any ACE student can receive additional credit if they have a job while taking this course.

This course is designed for juniors or seniors, but available to all students. We will look at the current top occupations. Students will be given information on things they should do as a junior/senior to prepare for post-secondary education. We will have a unit on entrepreneurship and sexual harassment. We will study human relations. Individual rights (workman's compensation, OSHA, Fair Labor Standard) will be covered and end with the requirements of becoming a registered voter. This is a semester course. Any ACE student can receive an additional elective credit if they have a job while taking this course. ACE will satisfy a business and/or elective credit. There is no prerequisite for this class.

ACE Cooperative Work Experience (ACE Coop)

CLASS NUMBER	4124/4125	CLASS LENGTH	1 or 2 semesters
GRADE LEVEL	9, 10, 11, 12	CREDIT	0.5 or 1.0
CLASS FEES	NONE	CREDIT AREA	Career & Technical Education
PREREQUISITES	Enrollment in an ACE class and teacher approval	NOTES	Any ACE student can receive additional credit if they have a job while taking an ACE course.

ACE students will be involved in a supervised job employment, either inside or outside of the school, which will enable students to use skills that they have obtained from ACE courses. Students will keep and maintain a record book for school credit. Teacher will complete regular evaluations and check for correct number of hours.