

COOPERATIVE WORK TRAINING CLASS 1-2  
COOPERATIVE WORK TRAINING JOB 1-2  
GRADES 11-12  
(2 Semesters - Prerequisite: Age 16, Instructor Approval)

COURSE OVERVIEW:

Cooperative Work Training is designed for students who would like a basic work experience and job related instruction in school. Positive human relations and good attitudes are stressed. The related class will include units in skills required for successful employment, consumerism, successful work attitudes, and career decision-making. The District requirement for Consumer Education can be met in the related class. CWT students will be members of SkillsUSA-VICA which meets during class time. Students will have an opportunity to be leaders, take responsibilities as members of the group, and use their skills to compete on a regional and state level. Experiences from the students' training station enhance class discussions and objectives.

UNITS OF INSTRUCTION:

**Semester 1**

- UNIT I - Introduction to Cooperative Education
- UNIT II - Vocational Youth Organization
- UNIT III - Safety and Labor Laws
- UNIT IV - Communication and Math Skills
- UNIT V - Computer, Social Skills
- UNIT VI - Banking, Savings, & Investing
- UNIT VII - Credit
- UNIT VIII - Insurance

**Semester 2**

- UNIT I - Understanding Income & Taxes
- UNIT II - Managing Spending
- UNIT III - Career Planning
- UNIT IV - Career Decision Making

- UNIT V - Applying for Jobs
- UNIT VI - Pre-Employment Testing & Interviewing
- UNIT VII - Advancing Your Career
- UNIT VIII - Car Buying

STUDENT OUTCOMES:

1.	Gain an insight into his/her role in a youth organization.
2.	Analyze safety procedures and equipment and be informed of laws protecting all workers.
3.	Learn to make wise financial decisions.
4.	Identify ways to become a better consumer.
5.	Demonstrate appropriate communication skills.
6.	Develop proper career decision-making & job search skills.

MAJOR LEARNING EXPERIENCES TO ACHIEVE OUTCOMES:

1.	Join the SkillsUSA-VICA Club.
2.	Become a SkillsUSA-VICA officer or committee member.
3.	Participate in the Cooperative Education sponsored Bowl-a-thon.
4.	Organize, set up and take down the Cooperative Education sponsored Craft Fair.
5.	Attend the Employer Appreciation Banquet.
6.	Compete in Illinois SkillsUSA-VICA Competition in Springfield, IL.

ADOPTED TEXT OR PRINCIPAL MATERIALS USED:

<p>Littrell, Joseph, James H. Lorenz, Harry T. Smith. <i>From School to Work</i>. South Holland, IL: Goodheart-Willcox Company, 2000. (adopted 2001)</p> <p>Littrell, Joseph, Clasen, Annie, and Pearson, Peggy. <i>Activity Guide for From School to Work</i>. South Holland, IL: Goodheart-Willcox Company, 1996.</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

(10/03/03)  
(12/15/99)  
(07/06/99)  
(11/26/97)