

## Purpose of This Guide

This course guide provides:

- A course description
- Ways to get help
- An explanation of the AES course framework
- List of materials included for your students
- Estimated curriculum hours for each part of every module in the course template

## Career Readiness & Digital Literacy

The **Career Readiness & Digital Literacy** course template introduces students to concepts and soft skills needed to succeed in today's job market.

## Getting Help

An important aspect to your success is getting the proper support when you need it. Applied Educational Systems has over 30 years of experience providing classroom resources to teachers and students. Throughout this time, we have taken great pride in our top-notch customer service. We can help you get start and be successful in several ways:

- **AES Learning Center** – The AES Learning Center is a library of resources to help you save time in your classroom and use AES in the way that best suits you and your students. The library is easy to search and is frequently updated.
- **AES Support** – Use our live chat, email, or telephone support if you have questions.
- **AES Educator Community on Facebook** – The AES Educator Community is a place for AES users to ask questions, discuss teaching strategies, share resources and support each other. If you want to collaborate with other AES teachers, this is the place for you!
- **Email Newsletter** – We have a newsletter for all AES Customers to help keep you informed about updates.

## Course Framework

The AES course framework is organized into a specific learning plan that we refer to as “the four phases.” The four-phase learning plan is designed to maximize student understanding while also saving you time with planning. The curriculum is taught with a combination of lectures, hands-on activities, and computer-based learning.

The four phases of the AES curriculum are listed below.

### **Explore (teacher-led activities)**

- Hook students’ interests
- Prime students for learning new concepts and skills
- Examples include role-play scripts, equipment demonstrations, other activities to introduce topics and initiate classroom discussion

### **Learn & Practice (student-directed activities)**

- Self-paced, interactive eLearning lessons
- Heart of the AES curriculum, where most standards are covered and learning takes place
- Students examine content, may practice skills, and complete assessments
- Teacher resources, including lesson plans, PowerPoints, and quiz and test keys

### **Reflect (teacher-led activities)**

- Review and discuss key ideas from the eLearning lessons
- Help students connect new concepts to existing knowledge and experience
- Short essay prompts mix academic skills related to language arts and writing

### **Reinforce (teacher-led/student-directed activities)**

- Individual and group student projects that enhance understanding of concepts and skills
- Require student application of module concepts
- May take one or several class periods (suggested hours listed in the Curriculum Hours table)
- May include rubrics for assessing projects

Detailed descriptions of Explore, Learn & Practice Units, Reflect, and Reinforce are in the Lesson Plans, which are available in the Teacher Resource area for each module.

We believe that your students will achieve the most success if you blend our content with other classroom activities. You know the specific needs of your students and can modify the phases based on what works best in your classroom.

## Materials Included for Each Module

The following materials are available once the modules are added to a class.

- Lesson Plans
- Sample Answers (Projects Only)
- eLearning Lessons
- Quizzes & Quiz Answer Keys
- Module Test & Module Test Answer Key
- Student Worksheets
- Teacher PowerPoints

## Curriculum Hours

The following table is provided for you to easily identify the number of estimated curriculum hours for the four phases of each module.

**NOTES:**

1. A “curriculum hour” is equal to approximately 45-50 minutes of instruction.
2. Learn & Practice hours include 1 curriculum hour for the Module Test, unless otherwise noted.
3. Your times may vary depending on the age and experience of the learner.

\* = Does not include a Module Test

Module Description	Explore hours	Learn & Practice hours	Reflect hours	Reinforce Projects hours
<b>How to Ace This Class</b> Students will learn about how the brain works, good study habits, and personal learning responsibilities.	--	1*	1	--
<b>Digital Responsibility</b> Students will learn about digital distractions and the importance of staying on task. The module includes an online learning agreement that you can have students complete.	--	1*	--	1 – Current Event Report
<b>Keyboarding</b> Students will learn about proper posture while sitting at a computer, touch typing, and the keys of a computer keyboard. There is also a fun keyboarding game that students can play and compete for the top spots against other students and schools in the system.	--	2*	--	--

<b>Module Description</b>	<b>Explore hours</b>	<b>Learn &amp; Practice hours</b>	<b>Reflect hours</b>	<b>Reinforce Projects hours</b>
<p><b>Digital Citizenship</b> Students are exposed to digital citizenship. They will learn about the digital world, ethical use of resources, digital communication, cyberbullying, online footprints, and online safety.</p>	1	4	1	1 – Resolving Issues 5 – Ethical Issues with Electronic Communications 5 – Ethical Issues with Intellectual Property Rights 1 – Current Event Report
<p><b>Living Online – Social Communication</b> Living Online will introduce students to The Dream Squad. This cast of characters will guide learners through making good decisions about online behaviors as well as learning more about smartphones. This module will capture your students' attentions with great storytelling and plenty of interaction.</p>	2	3	2	4 – Track Your Screen Time 4 – Who's Got You Covered 1 – Current Event Report
<p><b>Computing Systems</b> Students learn about computer fundamentals (input, output, processing), operating systems, networks, web browsers, email, and safe computing.</p>	1	5	1	1 – Resolving Computer System issues 2.5 – Additional Network Investigation 1 – Current Event Report
<p><b>Coding Fundamentals</b> The Coding Fundamentals module will help students understand the fundamental concepts of computer science and coding. Students will learn vocabulary and concepts within the lessons. Many of the lessons include mini projects where students will complete coding tasks using a drag/drop block coding language.</p>	1	4	1	1 – Coding Skills 1 – Current Event Report
<p><b>Web Research</b> Students explore issues related to searching for information on the web. They learn how to use search engines to find information and how to evaluate information once found. They will also learn about copyright and ethical use of resources.</p>	1	4	1	1 – Resolve Web Related Issues 4 – Additional Browser Investigation 1 – Current Event Report
<p><b>Professionalism</b> This module provides an overview of professionalism, including appearances, personal characteristics, and traits belonging to successful employees. Students practice evaluating the effectiveness of employees and dealing with workplace situations, including harassment, discrimination, and bullying.</p>	1	5	1	1 – Professionalism and Teamwork 1 – Current Event Report

<b>Module Description</b>	<b>Explore hours</b>	<b>Learn &amp; Practice hours</b>	<b>Reflect hours</b>	<b>Reinforce Projects hours</b>
<p><b>Customer Service</b> The Customer Service module is purposed to help students understand the importance of an employee’s role in customer service and the importance of customer service in business.</p>	2	4	1	1 – Evaluating Customer Service 1 – Current Event Report
<p><b>Public Speaking</b> This module will support students in techniques for selecting a speech topic, preparing a speech, and practicing and delivering a speech. The first few lessons will walk students through each of the steps, guiding them along the way, culminating in students delivering a speech for their peers. In addition, the final lesson will aid students in incorporating presentation software when giving a speech.</p>	1	2*	1	1 – Find a Good Speech 1 – Current Event Report
<p><b>Personal Financial Literacy</b> Students will discover how personal choices can impact financial circumstances and how those financial circumstances will impact lifestyle options. The module includes an instructor led budgeting activity.</p>	1	4	1	2 – Budgeting 1 – Current Event Report
<p><b>Business Communication</b> This module introduces students to the principles of communication including the sender-receiver model. Students will learn effective verbal, nonverbal and collaborative skills.</p>	1	4	1	1 – Your Communication Styles 1 – Current Event Report
<p><b>Email and Electronic Calendars</b> In this module, students learn about living online with an introduction to email and calendar applications. These are two online applications that can help students communicate and organize their busy lives.</p>	1	6	1	1 – Build a Story 1.5 – Guess the Word Activity 1 – Schedule a Week Activity 0.5 – Email Crossword Puzzle 0.5 – Electronic Calendars Crossword Puzzle 1 – Current Event Report

Module Description	Explore hours	Learn & Practice hours	Reflect hours	Reinforce Projects hours
<p><b>Critical Thinking</b></p> <p>In this module, students take a journey with a character named Elliot as he struggles with deciding his future after high school. Elliot encounters an unexpected companion who teaches him about critical thinking and how it can help someone make good decisions. Students will delve into the core skills needed to be a good critical thinker, explore how to break down and evaluate an argument, and learn a process to use these skills to make decisions.</p>	1	3.5	1	1 – Crossword Puzzle 1.5 – Defining Logical Fallacies 1 – Current Event Report
<p><b>Written Communication</b></p> <p>Students will learn how to write effective business communications, specifically emails and letters. This module includes hands-on projects that require Microsoft Word.</p>	1	4	1	1 – Current Event Report
<p><b>Career Development</b></p> <p>This module provides an overview of the career planning process and the resources available to help students as they develop a career plan.</p>	1	4*	1	5 – Effects of IT on the Job Market 1 – Current Event Report
<p><b>Job Seeking Skills</b></p> <p>This module prepares students for the task of finding employment. Students will learn about job criteria, resources, employment laws, job applications, cover letters, resumes, and letters of resignation. Students will create their own resume using Microsoft Office.</p>	2	4	1	1 – Research Job Listings 1 – Current Event Report

## System Requirements

The following modules include projects that are designed for Microsoft Word. Schools that use Google Applications or Microsoft Office for Macintosh may need to adjust instruction for students to be successful.

- Written Communication
- Career Development
- Job Seeking Skills