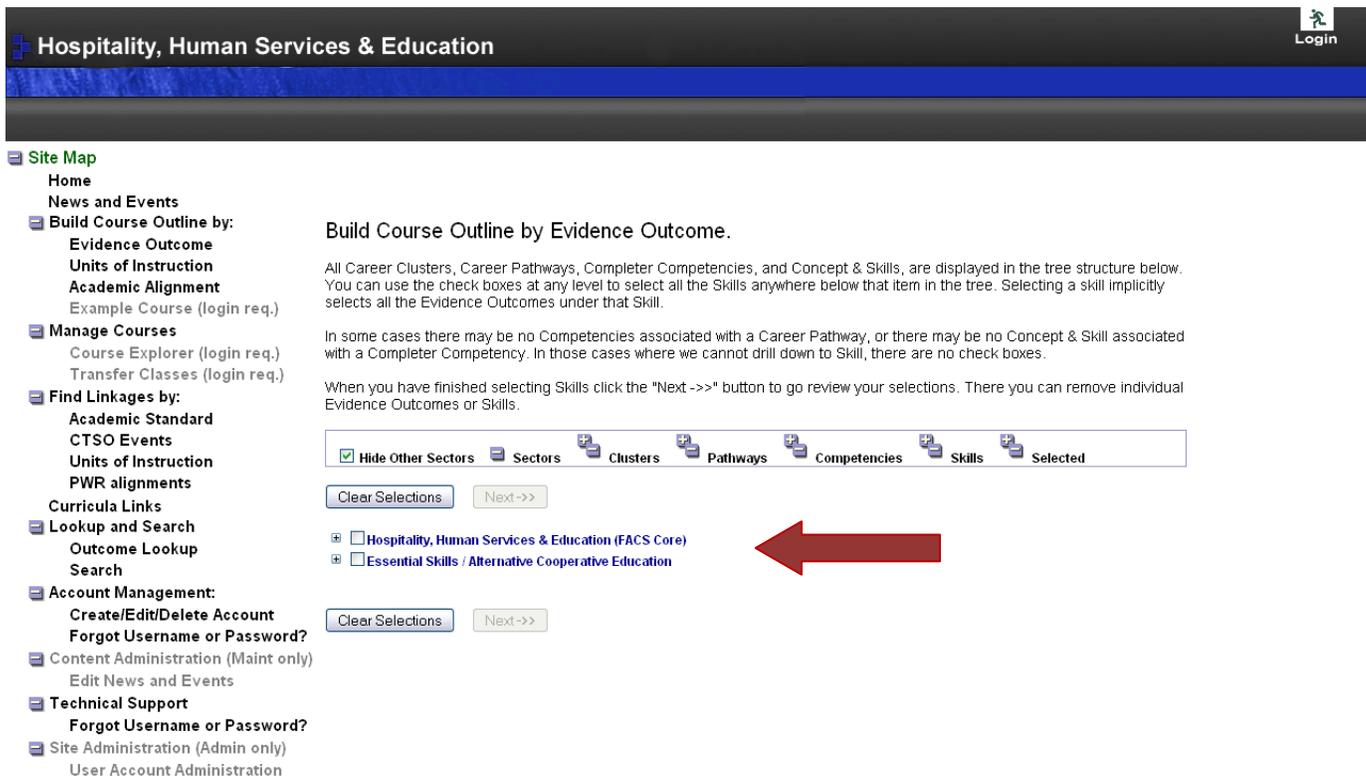


All career clusters and pathways are displayed in a tree structure on the standards website. By expanding sections of an industry sector you will be able to create a course with complete competencies, concept & skills and evidence outcomes. You will have the opportunity to add academic alignments evidence outcomes from the Common Core and Colorado Dept. of Education standards, along with CTSO events and programs for that given sector. Follow the instructions below to create a course in any of the Industry Sectors in Colorado.

Go to: <http://cocteststandards.cccs.edu/>

**\*No Log-In required**

- Click your designated Industry Sector to begin
- Building a course by Evidence Outcome
  - Click on Evidence Outcome
    - Select “hide other sectors”
      - This will help the site work faster
      - Only your designated Sector and the Essential Skills will appear



**Hospitality, Human Services & Education** Login

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**Build Course Outline by Evidence Outcome.**

All Career Clusters, Career Pathways, Completer Competencies, and Concept & Skills, are displayed in the tree structure below. You can use the check boxes at any level to select all the Skills anywhere below that item in the tree. Selecting a skill implicitly selects all the Evidence Outcomes under that Skill.

In some cases there may be no Competencies associated with a Career Pathway, or there may be no Concept & Skill associated with a Completer Competency. In those cases where we cannot drill down to Skill, there are no check boxes.

When you have finished selecting Skills click the "Next ->>" button to go review your selections. There you can remove individual Evidence Outcomes or Skills.

Hide Other Sectors  
 Sectors   Clusters   Pathways   Competencies   Skills   Selected

Hospitality, Human Services & Education (FACS Core)   ←

Essential Skills / Alternative Cooperative Education

- Expand a Sector by clicking on the 
- Click the  to expand to the Pathways in a Cluster
  - Only sectors that have current high school standards can be expanded

Hospitality, Human Services & Education
Login 

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**Build Course Outline by Evidence Outcome.**

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Hide Other Sectors   
  Sectors   
  Clusters   
  Pathways   
  Competencies   
  Skills   
  Selected

- Hospitality, Human Services & Education (FACS Core)
  - Education & Training Cluster
  - Hospitality & Tourism Cluster
  - Human Services Cluster
  - Essential Skills / Alternative Cooperative Education

- Under each Pathway there will be a list of Completer Competencies
  - Click on the  to expand the competencies
    - Use the  at the competency level to expand to all concepts & skill statements
- Select the concept & skill statements to include in the course you are building

- Units of Instruction**
- Academic Alignment**  
Example Course (login req.)
- Manage Courses**  
Course Explorer (login req.)  
Transfer Classes (login req.)
- Find Linkages by:**  
Academic Standard  
CTSO Events  
Units of Instruction  
PWR alignments
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The screenshot shows a web interface with a navigation menu on the left and a main content area. The main content area has a breadcrumb trail: **Hide Other Sectors** > **Sectors** > **Clusters** > **Pathways** > **Competencies** > **Skills** > **Selected**. Below the breadcrumb trail are two buttons: **Clear Selections** and **Next ->>**. The main content area displays a tree structure of standards. The tree starts with **Hospitality, Human Services & Education (FACS Core)**, which is expanded to show **Education & Training Cluster**, **Hospitality & Tourism Cluster**, and **Human Services Cluster**. The **Human Services Cluster** is further expanded to show several pathways: **COSE - Consumer Services Pathway**, **RELA - Counseling & Mental Health Services Pathway**, **CADV - Early Childhood Development Pathway**, and **FMCS - Family & Community**. The **FMCS - Family & Community** category is selected and expanded to show 16 specific skills (FMCS.01 through FMCS.16) and **PCSP - Personal Care Services Pathway**. At the bottom of the tree is **Essential Skills / Alternative Cooperative Education**. A red arrow points from the **Next ->>** button to the right, and another red arrow points from the left to the **FMCS - Family & Community** category.

- Click the Next button at top or bottom of screen to advance to the Final Selection screen
  - On this screen, you can remove any skills or specific competencies that you do not want to include in the course
    - If you remove a skill or competency that you decided you wanted to use, you will need to click on the Back button. This will take you to the previous page where you can add the competency again

- News and Events
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  - Course Explorer (login req.)
  - Transfer Classes (login req.)
- Find Linkages by:
  - Academic Standard
  - CTSO Events
  - Units of Instruction
  - PWR all
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**Final Selection.**

On the previous page you selected all the Skills whose Evidence Outcomes you wanted in your course outline. On this page you can now review and winnow the list of Skills and Evidence Outcomes if you need to. Just uncheck the Skill to remove the Skill and any Evidence Outcomes below it, or uncheck individual Evidence Outcomes.

When you are finished, click the "Next ->" button.

If you click on the "<<- Back" button, you will be taken back to the previous page where you selected your Skills. All of your currently selected Skills will still be selected but modifications to the Evidence Outcomes will be discarded. All the Evidence Outcomes under your selected Skills will be selected when you come back to this page.

<input checked="" type="checkbox"/>	COSE.01.01	(WOW) Analyze strategies to manage multiple roles and responsibilities (individual, family, career, community, and global).
	<input checked="" type="checkbox"/>	COSE.01.01.a (WOW) Summarize local and global policies, issues, and trends in the workplace and community that affect individuals and families.
	<input checked="" type="checkbox"/>	COSE.01.01.b (WOW) Analyze the effects of social, economic, and technological change on work and family dynamics.
	<input checked="" type="checkbox"/>	COSE.01.01.c (WOW) Analyze ways that individual career goals can affect the family's capacity to meet goals for all family members.
<input checked="" type="checkbox"/>	COSE.01.02	(WOW) Demonstrate transferable and employability skills in school, community and workplace settings.
	<input checked="" type="checkbox"/>	COSE.01.02.a (WOW) Analyze potential career choices to determine the knowledge, skills, and attitudes associated with each career.
	<input checked="" type="checkbox"/>	COSE.01.02.b (WOW) Demonstrate job seeking and job keeping skills.
	<input checked="" type="checkbox"/>	COSE.01.02.c (WOW) Apply communication skills in school, community and workplace settings.
	<input checked="" type="checkbox"/>	COSE.01.02.d (WOW) Demonstrate teamwork skills in school, community and workplace settings.
	<input checked="" type="checkbox"/>	COSE.01.02.e (WOW) Analyze strategies to manage the effects of changing technologies in workplace settings.
	<input checked="" type="checkbox"/>	COSE.01.02.f (WOW) Demonstrate leadership skills and abilities in school, workplace and community settings.
	<input checked="" type="checkbox"/>	COSE.01.02.g (WOW) Analyze factors that contribute to maintaining safe and healthy school, work and community environments.

- When the final edit is completed click the Next button to advance to the Output Format and Supplementary Information page

**Hospitality, Human Services & Education** Login

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**Output Format and supplementary information.**

Below is your course outline. If you would like to add additional information to the outline you can do so by selecting from the items below. Click the "<< Back" button to return to the previous page to remove Skill or Evidence Outcomes. All of your Skills and Evidence Outcome selections are retained if you go back to the previous page.

**Modify Title:**

**Add Academic Alignments:**  
Select the academic alignments you want included in your report from the list below. You may select as many as you wish. Use the Ctrl button to select more than one.

None  
MA  
RWC

Add Instructional Resources  
 Add CTSO Events  
 Add PWR Skills

**Select Output Format:**  
Output format: List (HTML)

<< Back   Preview   Save Course   Apply Format

---

COSE.01 (WOW) Integrate multiple life roles and responsibilities in family, work, and community settings.

COSE.01.01 (WOW) Analyze strategies to manage multiple roles and responsibilities (individual, family, career, community, and global).

COSE.01.01.a (WOW) Summarize local and global policies, issues, and trends in the workplace and community that affect individuals and families.

COSE.01.01.b (WOW) Analyze the effects of social, economic, and technological change on work and family dynamics.

- Output Format and Supplementary Information page you can perform several tasks such as adding a course title, adding academic alignments, CTSO events & programs and creating an output format in which you can use the standards information.
  - **Modify Title**
    - In the box provided, insert the title of the course you would like to use
  - **Adding Academic alignments (HPE: Health and Physical Education; MA: Math; RWC: Reading, Writing and Communication; SC: Science; SS: Social Studies; VA: Visual Arts)**
    - Add academic alignments by using menu to choose academic disciplines to include
      - Only academic areas that align to the selected evidence outcomes will show up in the selection box
    - Use the Ctrl key to select more than one academic area
    - Click the Preview button to see the alignments

to select more than one.

None  
MA  
RWC

Add Instructional Resources  
 Add CTSO Events  
 Add PWR Skills

**Select Output Format:**  
Output format: List (HTML)

<< Back   Preview   Save Course   Apply Format

---

**Sample Course 101**

COSE.01 (WOW) Integrate multiple life roles and responsibilities in family, work, and community settings.

COSE.01.01 (WOW) Analyze strategies to manage multiple roles and responsibilities (individual, family, career, community, and global).

COSE.01.01.a (WOW) Summarize local and global policies, issues, and trends in the workplace and community that affect individuals and families.

RWC10-GR.11-5.4-GLE.1-EO.a Conduct short as well as more sustained research projects to answer a question (including a self-generated question) or solve a problem; narrow or broaden the inquiry when appropriate; synthesize multiple sources on the subject, demonstrating understanding of the subject under investigation. (CCSS: W.11-12.7)

RWC10-GR.9-5.4-GLE.1-EO.b Integrate information from different sources to form conclusions about an author's assumptions, biases, credibility, cultural and social perspectives, or world views

FCCLA.01 [Advocacy](#)

FCCLA.34 [New State Event – Public Relations](#)

COSE.01.01.b (WOW) Analyze the effects of social, economic, and technological change on work and family dynamics.

MA10-GR.HS-S.3-GLE.2-EO.b Make inferences and justify conclusions from sample surveys, experiments, and observational studies. (CCSS: S-IC)

RWC10-GR.11-5.4-GLE.1-EO.a Conduct short as well as more sustained research projects to answer a question

- Attach instructional resource if desired (not available for all clusters) by clicking the box
  - For FACS this is currently the Course Outline Units (as of 3/8/12)
  - Click Preview to show attached resources (lesson plans, websites, etc.)
- Attach CTSO alignments to see which CTSO events or programs contain specific outcomes by clicking the box
  - Click Preview to show attached alignments
- Attach Post-Secondary Workforce Readiness standards by clicking the box
  - Click Preview to show attached alignments
- Select Output Format
  - Select output format from the drop down menu
    - HTML List (Best choice to copy to word document)
    - Excel
    - Table (HTML)
    - Table (Word)
  - Click Apply Format to create output document