

Course Title: CAREER SKILLS	Course Description
<p>Course No. 4801 Grade level: 9-12</p> <p>Text and Resource Options: A. <i>Work Matters</i>, Reproducibles/workbooks; Contemporary Pub. B. <i>Job Savvy: How to Be a Success at Work</i>; JIST C. <i>Workplace Essential Skills</i>; PBS Literacy Link D. <i>30 Ways to Shine as a New Employee</i>; Milt Wright and Assoc. E. <i>Workforce Development Series</i>; PACE Learning Systems</p>	<p>*Course Value: One Semester</p> <p>Credit Value: 1 - 5</p>
Course Content: Key Content Standards and Course Objectives	
<ol style="list-style-type: none"> 1. Students will develop an understanding of the competitive job market. 2. Students will be able to complete a job application and resume. 3. Students will understand the most productive avenues for seeking job openings. 4. Students will demonstrate the ability to go through the job interview process. 5. Students will understand the importance of making a good first impression on prospective employers. 6. Students will develop an understanding of the world of work terminology. 	<p>This course will focus on the knowledge and skills necessary to enter the world of work.</p> <p>Students will become familiar with the job application and interview process. They will develop an understanding of the most productive avenues to obtaining a job. They will also have an opportunity to practice the skills they acquire in the classroom through participation in role-playing activities.</p> <p>*Open entry/open exit</p>
Methods of Study	Evaluation of Performance Standards
<ol style="list-style-type: none"> 1. Students will complete all activities assigned. 2. Students will participate in discussion with other class members and/or teacher. 	<ol style="list-style-type: none"> 1. Students will complete all assignments with a minimum of 70% accuracy. 2. The supervising teacher will be satisfied with the quality of the student's work. 3. The student must receive a minimum score of 70% on a teacher assigned final evaluation.