



## Course Outcome Summary

### Course Information: **Employability Skills Online**

**Description:** Employability Skills is a yearlong course for the student who is concurrently enrolled in a Co-op, Youth Apprenticeship, or has an interest in developing employability skills. Classroom experience is coordinated with on-the-job training. The focus of this course is on personal and interpersonal skills, employer expectations, how to be a valued employee, information processing skills, systems and technology, work ethics, professional development, communication skills for the workplace, entrepreneurship, career planning, resume and cover letter writing, interview strategies, goal setting, portfolios and projects based on goals set by students.

**Instruction Level:** 11-12

**Total Credits:** 2

**Prerequisites:** None

### Course Standards:

#### *ACT College and Career Readiness Standards\*\**

- Show strong understanding of the persuasive purpose of the task by taking a position on the specific issue in the prompt and offering a broad context for discussion
- Show clear movement between general and specific ideas and examples
- Show competent use of language to communicate ideas
- Determine the need for transition words or phrases, basing decisions on a thorough understanding of the paragraph and essay
- Provide a sophisticated introduction or conclusion to or transition within a paragraph or essay, basing decisions on a thorough understanding of the paragraph and essay
- Use accurate and clear transitional words and phrases to convey logical relationships between ideas

\*\*These standards are used weekly in the discussion post and replies requirement of this course

#### *CTE Common Core Standards*

- Students will communicate and collaborate with others to accomplish tasks and develop solutions to problems and opportunities.
- Students will identify and apply employability skills
- Students will assess the benefits and challenges of working in diverse settings and on diverse teams
- Students will apply leadership skills in real-world, family, community and business and industry applications.

## ***Wisconsin Common Career Technical Standards***

- Identify person strengths, aptitudes and passions
- Demonstrate effective decision-making, problem solving and goal setting
- Interact effectively with others in similar and diverse teams
- Apply a range of relevant decision-making strategies
- Apply academic experiences to the world of work, inter-relationship and the community
- Access attitudes and skills that contribute to successful learning in school and across the life span
- Investigate the world of work in order to gain knowledge of self in order to make informed career decisions
- Examine and evaluate opportunities that could enhance life and career plans and articulate plan to guide decisions and actions
- Employ career management strategies to achieve future career success and satisfaction
- Identify and demonstrate positive work behaviors and personal qualities needed to be employable
- Demonstrate skills related to seeking and applying for employment to final and obtain a desired job
- Identify and exhibit traits for retaining employment
- Evaluate the effects of diversity encountered through interactions with people in or from other parts of the community, state and world
- Work effectively with diverse individuals in a variety of settings and contexts
- Identify the costs and benefits of various types of credit

## **Unit**

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- 1. Career Attitude and Exploration**
- 2. Ethics in the Workplace**
- 3. Customer Service**
- 4. Diversity and Sexual Harassment**
- 5. Applying for a Job**
- 6. Maintaining Employment**
- 7. Credit**
- 8. Being 18 in Wisconsin**

## **Unit Outlines**

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### **1. Career Attitude and Exploration**

#### **Standards:**

- Identify personal strengths, aptitudes and passions
- Demonstrate effective decision-making, problem solving and goal setting

- Access attitudes and skills that contribute to successful learning in school and across the life span
- Investigate the world of work in order to gain knowledge of self in order to make informed career decisions
- Examine and evaluate opportunities that could enhance life and career plans and articulate plan to guide decisions and actions

**Essential Question:**

Students will be able to answer the question(s):

- Why is exploring oneself important before choosing a career?

**Essential Knowledge:**

- The students will explore their values, goals, attitudes and aptitudes in connection with career opportunities
- The students will investigate career outlook and wage comparisons locally and statewide

**2. Ethics in the Workplace**

**Standards:**

- Demonstrate effective decision-making, problem solving and goal setting
- Apply a range of relevant decision-making strategies

**Essential Question:**

Students will be able to answer the question(s):

- Why are ethics at the workplace important?

**Essential Knowledge:**

- The student will learn why ethics in the workplace are vital

**3. Customer Service**

**Standards:**

- Interact effectively with others in similar and diverse teams
- Work effectively with diverse individuals in a variety of settings and contexts

**Essential Question:**

Students will be able to answer the question(s):

- How can I work effectively with diverse individuals in a variety of settings and contexts?

**Essential Knowledge:**

- The student will learn the necessity of proper customer service in business operation

#### **4. Diversity and Sexual Harassment**

##### **Standards:**

- Evaluate the effects of diversity encountered through interactions with people in or from other parts of the community, state and world
- Work effectively with diverse individuals in a variety of settings and contexts

##### **Essential Question:**

Students will be able to answer the question(s):

- Why is it important to be culturally sensitive to your co-workers and customers?

##### **Essential Knowledge:**

- The students will learn the importance and benefits of accepting diversity in the workplace
- The students will learn the ways to avoid and the consequences of sexual harassment

#### **5. Applying for a Job**

##### **Standards:**

- Apply academic experiences to the world of work, inter-relationship and the community
- Employ career management strategies to achieve future career success and satisfaction
- Identify and demonstrate positive work behaviors and personal qualities needed to be employable
- Demonstrate skills related to seeking and applying for employment to final and obtain a desired job

##### **Essential Question:**

Students will be able to answer the question(s):

- Why is it important to sell oneself to a potential employer?

##### **Essential Knowledge:**

- The student will learn how to create a professional resume, cover letter and thank-you note.
- The student will participate in mock interviews with community members.

#### **6. Maintaining Employment**

##### **Standards:**

- Access attitudes and skills that contribute to successful learning in school and across the life span

##### **Essential Question:**

Students will be able to answer the question(s):

- Why is it important to be a contributing member of society?

**Essential Knowledge:**

- The student will learn why and how to keep their job and investigate reasons why others have been fired

**7. Credit**

**Standards:**

- Identify the costs and benefits of various types of credit

**Essential Question:**

Students will be able to answer question(s):

- Does the use of credit enhance or limit one's quality of life?

**Essential Knowledge:**

- The students will learn the benefits and pitfalls of credit

**8. Being 18 in Wisconsin**

**Standards:**

- Apply academic experiences to the world of work, inter-relationship and the community

**Essential Question:**

Students will be able to answer question(s):

- What does it mean to become an adult in Wisconsin?

**Essential Knowledge:**

- The students will learn how the laws/rules change when they become 18

