

Employability Skills

This course will provide you with ethical, organizational, and precise skills which will enable you to search for future employment successfully. Notes are expected to be taken during lectures and discussions.

Units Covered:

- 📁 Learning About Work
 - 🔗 Understand the terms work, occupation, and job
 - 🔗 Spelling—looking professional on the job
- 📁 Looking for a Job
 - 🔗 Clarifying Goals
 - 🔗 Work Permits
 - 🔗 Where to Look
- 📁 Applying for a Job
 - 🔗 Personal Data Sheet
 - 🔗 Job Application Forms
 - 🔗 Resumes
 - 🔗 Cover Letters
- 📁 Interviewing/Job Shadowing
- 📁 Expectations of Employers and Employees
- 📁 Worker Rights and Protections
- 📁 Earnings and Job Advancement
- 📁 Insurance



Supplies Needed:

- 📁 Notebook exclusively for this class
- 📁 Assignment Notebook
- 📁 Folder
- 📁 Blue or Black pen every day
- 📁 Loose-leaf paper
- 📁 A positive attitude and a smile 😊

Attendance:

- 📁 Attendance on a regular basis is essential to your success in this course.
- 📁 Little homework is required if you are present and use your work time wisely.
- 📁 If you are absent, see me for assignments---this is **YOUR** responsibility!
- 📁 If you are absent on the day of a chapter test, you will take the test on the day you return.

Evaluation:

- 📁 30% of grade is based on assignments
- 📁 60% of grade is based on chapter tests
- 📁 10% of grade spelling tests/resume/cover letter

Prerequisite/Credits:

- 📁 Must be a sophomore, junior, or senior to enroll.
- 📁 This class meets for 9 weeks and you will earn 1/2 credit for successful completion of this course.

Help!!

See me immediately if you do not understand what we are discussing. I am willing to work with you before or after school. If you don't ask questions, you won't understand, and I want you to learn all you can and feel comfortable in this classroom.