

Employability Skills 2 (II935) Curriculum Guide

9-12 Grades

Prerequisite Course(s): Employability Skills 1

High School Credit = ½ credit per semester (Postsecondary credit = 0)

This course will be offered: ☒ every year OR ___ every other year

Pathway (Optional):

Career Cluster Area:

Source of Occupational Skills Standards:)

Eligibility for Nationally Recognized Skill Certificate(s)/State License: ☒ No OR ___ Yes, and identify Certificate:

Tech Prep: ☒ No OR ___ Yes - If Yes, list postsecondary institution and number of postsecondary credits

Is this course brokered through another institution or agency: ☒ No OR ___ Yes, and list institution/agency:

Course Master Number: II935

Course Description: Employability Skills 2 is continuation of the skills learned in course 1 designed to prepare the user for entering the workplace. You learn business etiquette, communications skills, the job search process, effective work habits and how to be effective in the workplace. This course will focus on the same topics as Employability Skills 1 but will focus more on the hands on approach. Students will practice interview skills, learn specifics related to specific job requirements. Students may have an opportunity to job shadow in an area of interest.

Content Headings/Topics:

1. Job search skills
2. Work habits Business
3. etiquette Workplace
4. effectiveness
5. Communication skills

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State Standard	Objective	Sequence and Duration	Sample Teaching Strategy/ Possible Integration	Resources and Text	Dist/ State Assessment	Formative Assessment
A1	Develop and maintain a work ethic necessary for success in the workplace that includes honesty, integrity, dependability, punctuality, self discipline, initiative, reliability, accuracy, productivity, respect, and perseverance		R4.2 W4.2			Project Based
A3	Understand the process for seeking employment including résumé development, application completion, interview skills, and appropriate dress.		R4.2 W4.2			Project Based
A4	Understand the process for developing self-employment opportunities including marketing studies, business plan development, and managing business finances.		R4.2 W4.2			Project Based
A5	Understand how an individual job fits into the overall organization and how the organization fits into the overall economy.		R4.2 W4.2			Project Based
B3	Use labor market information to identify occupational and economic trends and opportunities, and evaluate possible career options.		R4.2 W4.2			Project Based
B4	Identify education and /or training needed for career options and advancement, and develop a career plan.		R4.2 W4.2			Project Based
B5	Identify resources available to support education and training related to career possibilities.		R4.2 W4.2			Project Based