

CTE Course Description and Standards Crosswalk

- The information on page 1 must be entered directly into the EED CTE Web Portal (log in at <https://www.eed.state.ak.us/tls/cte/perkins> with your district credentials)
- Then this entire form can be submitted by using the “Click here Provide Supporting Documentation” link on the Web Portal, or by emailing it to ctegrants@alaska.gov.

Basic CTE Course Information

| Course Information | |
|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Course Name | Employability Skills |
| Course Number | II930 |
| Number of High School Credits | .5 |
| Sequence or CTEPS (You must first have the Sequence or CTEPS name put into the system.) | Business Management, Construction Management, Human Services |
| Occupational Standards | |
| Source of Occupational Standards | Career Solutions Publishing |
| Names/Numbers of Occupational Standards | Job Ready Career Skills Ed2 |
| Registration Information | |
| Course Description (brief paragraph – as shown in your student handbook or course list) | Employability Skills is an introductory course 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 is a required pre requisite for the CNA Training Course and is helpful for all Career Pathways. |
| Instructional Topic Headings (please separate each heading by a semi-colon) | The Job Search Work Habits Business Etiquette Workplace Effectiveness Communication Skills |
| Summative Assessments and Standards | |
| Technical Skills Assessment | Y |
| Course addresses Alaska GLEs | Y |
| Course addresses Employability Standards | Y |
| Course addresses Cultural Standards | Y |
| Course addresses All Aspects of Industry (AAI) | Y |
| Career & Technical Student Organization (CTSO) | |
| CTSO associated with this course | SkillsUSA |
| Tech Prep | |
| Current Tech Prep Articulation Agreement? (Y/N) | N |
| Date of Current Agreement | |
| Postsecondary Institution Name | |

DISTRICT NAME: Kenai Peninsula School District

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| Postsecondary Course Name | |
| Postsecondary Course Number | |
| # of Postsecondary Credits | |

Additional CTE Course Information

| Author | |
|----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| Course developed by | Darren Jones |
| Course adapted from | Job Ready Career Skills "E-learning Program" |
| Date of last course revision | New (2012) |
| Course Delivery Model | |
| Is the course brokered through another institution or agency? (Y/N) | N |
| Certificate, Credential, or License | |
| Industry-recognized skill certificate, credential, or state license that a student is eligible for upon successful completion of the course? | NCCER Core-Basic Employability Skills Module 00108-04 "C019" |
| Issuing body/organization/agency | NCCER |

| Standards Alignment |
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| Student Performance Standards (Learner Outcomes or Knowledge & Skill Statements) | Specific Occupational Skills Standards | Alaska Reading, Writing, Math, & Science Standards | Alaska Employability Standards | Alaska Cultural Standards | All Aspects of Industry | Formative Assessment |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|---------------------------------------------------------------|---------------------------------------|----------------------------------|--------------------------------|-----------------------------|
| 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. | 3.2.0 3.3.0 5.1.2 5.1.3 | | A1 | A1 | Personal Work Habits | Project Based |
| Understand how to apply skills and academic knowledge in a variety of work settings. | 3.0.0 3.1.0 3.2.0 | R4.2 | A2 | C2 | Labor | Project Based |

| Student Performance Standards (Learner Outcomes or Knowledge & Skill Statements) | Specific Occupational Skills Standards | Alaska Reading, Writing, Math, & Science Standards | Alaska Employability Standards | Alaska Cultural Standards | All Aspects of Industry | Formative Assessment |
|------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|---------------------------------------------------------------|---------------------------------------|----------------------------------|-----------------------------------|-----------------------------|
| Understand the process for seeking employment including résumé development, application completion, interview skills, and appropriate dress. | 2.1.0 2.2.0 5.1.1 | R4.2 W4.2 | A3 | D6 | Labor Personal Work Habits | Project Based |
| Understand the need for safe practices in workplaces. | 6.0.0 | | A6 | B3 | Health, Safety and Env. | Project Based |
| Understand employer and employee rights and responsibilities. | 5.2.0 5.3.0 | R4.2 | A7 | B3 | Labor | Project Based |
| Identify and appreciate personal interests, aptitudes, abilities, and priorities. | 2.2.0 | W4.2 | B1 | D6 | Management, Management, Labor | Project Based |
| Identify possible career options, considering both employment and self-employment, and understand how changes in the workplace affect career choice. | 3.3.0 | R4.2 W4.2 | B2 | B3 | Management, Labor | Project Based |
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DISTRICT NAME: Kenai Peninsula School District

Instructional Resources

List the major instructional resources used for this course: (websites, textbooks, essential equipment, reference materials, supplies)

National Center for Construction Education and Research, 2009: WWW.Store.NCCER.org

Career Solutions Publishing: www.careersolutionspublishing.com

SkillsUSA: www.skillsusa.org/educators/programs.shtml and
<http://skillsusa.org/downloads/PDF/lessons/professional/PDPPreview.pdf>