



Employability and Careers

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Open to: Grades 9, 10, 11, 12

(½ Credit)

Prerequisite: None (Formerly--Job Preparation)

****Approved Career & Technical Education Course***

Employability skills are an important part of students' learning and fundamental to creating an employable individual. Students must have skills and knowledge necessary to be good citizens, effective parents, productive workers, and, most of all, life-long learners. This course is designed to promote successful transition from school to work.

The student will learn how to locate a job, fill out an application blank, conduct him/herself during a job interview, write an application letter, and many other tools to help him/her secure and hold a job. Students will also reflect on their interests and abilities as they learn about the vast number of careers available to them in their futures.

This course is recommended for students who plan to take Youth Internship in the future.

Upon completion of the course students will be able to:

- ✓ describe work ethic attributes for success
- ✓ demonstrate job acquisition skills
- ✓ analyze personal assessment results to explore career options
- ✓ classify safe practices in the work place
- ✓ differentiate employer and employee rights and responsibilities
- ✓ attribute diversity issues related to employment.