

Employability

Career Cluster	Foundational Courses - Employability
Course Code	22152
Prerequisite(s)	No
Credit	.5
Program of Study and Sequence	No
Student Organization	FCCLA, FFA, HOSA, DECA, Skills USA, FBLA
Coordinating Work-Based Learning	Job shadowing, Internships
Industry Certifications	NCRC
Dual Credit or Dual Enrollment	None
Teacher Certification	Any certified CTE teacher
Resources	SD Mylife, BLS, ONet Online

Course Description:

Employability skills are fundamental to creating an employable individual. Students must have skills and knowledge necessary to understand the factors that contribute to life-long work success. These standards are designed to provide students with foundational knowledge to promote successful transition from school to career.

Program of Study Application

Employability is a foundation course that is intended to precede further studies at the career cluster and career pathway levels.

Course Standards

Indicator # E 1 Evaluate positive work behaviors and personal qualities.

<i>Webb Level</i>	<i>Sub-indicator</i>	<i>Integrated Content</i>
One Recall	E 1.1 Identify personal qualities and aptitudes	
Two Skill/Concept	E 1.2 Generalize positive work qualities <ul style="list-style-type: none"> • Apply media and technology appropriately • Demonstrate ethical decision making and social responsibility 	<ul style="list-style-type: none"> • Independent work, time management, problem solving, critical solving, initiative • Work attire
Three Strategic Thinking	E 1.3 Analyze appropriate self-management skills as related to specific work environment <ul style="list-style-type: none"> • Identify and evaluate your digital footprint • Understand the role of the criminal background check • Prioritize and make decisions • Conduct a credit check 	<ul style="list-style-type: none"> • Digital foot print

Notes:

Indicator # E 2: Demonstrate skills to seeking and successfully securing employment

<i>Webb Level</i>	<i>Sub-indicator</i>	<i>Integrated Content</i>
Two Skill/Concept	E 2.1 Investigate sources to identify employment opportunities <ul style="list-style-type: none"> • Compare strengths and weaknesses to the job requirements • Develop a social media presence 	<ul style="list-style-type: none"> • Conduct a job search
Three Strategic Thinking	E 2.2 Analyze and create relevant employment documents <ul style="list-style-type: none"> • Prepare resumes, cover letters, reference lists, follow-up letters 	
Four Extended Thinking	E 2.3 Demonstrate effective interview skills for employment <ul style="list-style-type: none"> • Understand the importance of researching the employer before the interview • Identify and prepare relevant questions for the employer • Communicate and demonstrate the importance of interview attire • Be aware of behavioral based interview styles • Practice multiple interview methods 	<ul style="list-style-type: none"> • Verbal and non-verbal communication
One Recall	E 2.4 Identify the role of networking in preparing for employment	

Notes:

Indicator # E 3 Demonstrate effective workplace communication.

<i>Webb Level</i>	<i>Sub-indicator</i>	<i>Integrated Content</i>
One Recall	E 3.1 Recognize different means of communication in the workplace	
Four Extended Thinking	E 3.2 Demonstrate effective communication in the workplace using appropriate methods <ul style="list-style-type: none"> • Face-to-face, verbal, written, electronic • Informal vs. formal • Telephone etiquette • E-mail etiquette 	<ul style="list-style-type: none"> • Effective oral and written communication and listening skills.

Notes:

Indicator # E 4 Generalize employer and employee responsibilities toward each other

<i>Webb Level</i>	<i>Sub-indicator</i>	<i>Integrated Content</i>
Two Skill/Concept	E 4.1 Research employers' responsibilities	
Four Extended Thinking	E 4.2 Demonstrate understanding of employability skills needed to maintain employment <ul style="list-style-type: none"> • Accountability • Responsibility • Time management • Communication • Initiative • Appearance 	

Notes:

Indicator # E 5 Make connections between educational choices and employment options.

<i>Webb Level</i>	<i>Sub-indicator</i>	<i>Integrated Content</i>
Two Skill/Concept	E 5.1 Develop post-secondary plans related to individual goals <ul style="list-style-type: none"> • Applications & scholarships • Plans of study • Financial aid 	
Four Extended Thinking	E 5.2 Apply employability concepts through experiential learning <ul style="list-style-type: none"> • Job Shadow • Internship • Volunteer experience • Service Learning 	
Three Strategic Thinking	E 5.3 Compare postsecondary options to determine alignment with abilities, lifestyle and goals	

Notes: