

**February 2019**

***Course Objectives***

The principal objective of the Career Readiness course is to provide those looking for work or those looking to advance their position with the skills necessary to ensure they have the basic math, computer, interpersonal and financial literacy knowledge that will lead them to become successful contributors to any organization. At the conclusion of the course, participants should have a basic understanding of the most valuable career skills, in addition to content, that employers are seeking in new, as well as incumbent, employees.

***Method***

In an effort to cover as much material as possible, the course will utilize, to a substantial degree, a lecture format. However, participants will be involved to the maximum extent possible through hands-on activities and discussions dealing with critical issues in career readiness.

***Class Times and Punctuality***

The number of training hours in the Career Readiness course is forty (40), and February classes are held from 1:00 pm until 4:00 pm, Monday through Friday. Classes start at 1:00 pm sharp, and students not in the classroom by that time will not be admitted.

***Attendance***

Goodwill anticipates that students will treat the Career Readiness training as a work assignment and that failure to attend training will be viewed much like an employer would typically view absenteeism. Good attendance during training is as important as it is on the job. To maintain a safe and productive training environment, Goodwill of the Olympics and Rainier Region expects students to be reliable and punctual. Just as absenteeism and tardiness place a burden on employers and other employees in a workplace, it can place a burden on fellow students and instructors and multiple absences can compromise the integrity of the learning experience for other students in the class. As such, attendance will be considered unsatisfactory when a student has missed one (1) class and, subsequently, certification in Career Readiness may not be awarded. Exceptions include: holidays, cancellations/closures of training, jury duty or subpoena to court, military leave, and leaving class early at the instigation of an instructor.

***Course Content and Topics***

* **Basic Math** – topics will include decimals, fractions and percentages
* **Basic Computer** – topics will include MS Word, Outlook, Excel and PowerPoint
* **Career Fundamentals (Work Habits)** – topics will include time management, attitude, communication, customer service, working with a team and conflict resolution
* **Career Preparation** – topics will include dependable strengths, skills and interest inventory, dressing for success and resume formats
* **Career Placement**– topics will include professional social media profiles, effective resumes, networking and mock interviews
* **Financial Literacy** – topics will include educational funding, budget fundamentals and credit reporting

***Course Outline for February 2019***

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| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
|  |  |  |  | **February 1** |
| **February 4** | **February 5** | **February 6** | **February 7** | **February 8**  **Introduction**  Math & Computer  Assessment |
| **February 11**  **Math Basics 1\***  addition,  subtraction, multiplication, division  \***Class not required**  **if student tests out** | **February 12**  **Math Basics 2\***  fractions, decimals, percentages  \***Class not required**  **if student tests out** | **February 13**  **Computer Basics**  **1 & 2\***  e-mail accounts and messaging, creating documents using Word, opening and attaching documents to e-mail;  internet navigation, using search engines  \***Class not required**  **if student tests out** | **February 14**  **Work Habits 1**  attendance, motivation, language, attentiveness, communication | **February 15**  **Work Habits 2 & 3**  customer service,  body language,  dealing with  difficult customers, managing expectations, going above/beyond |
| **February 18**  **PRESIDENTS’ DAY HOLIDAY**  **NO CLASS** | **February 19**  **Work Habits 4 &**  **Financial Literacy 1**  cooperation, following directions, teamwork, banking | **February 20**  **Financial Literacy 1 & Employment Search 1**  financial aid, interest inventory, SAW, job application | **February 21**  **Work Habits 5 & 6**  problem solving, grooming, team building, constructive criticism, conflict resolution, diversity, anger management | **February 22**  **Employment Search 2**  **Employment Placement 1**  resume formats,  30 second commercial |
| **February 25**  **Employment Placement 2 & 3**  develop resume,  key words, social media profile, interview preparation, job fairs, hiring events | **February 26**  **Computer Basics 4**  MS Excel | **February 27**  **Computer Basics 5**  MS PowerPoint  MS Outlook | **February 28**  **Financial Literacy 2 Employment Placement 4**  Budget fundamentals,  Loans, credit reports, savings, networking, career portfolio |  |