

22152 Employability Skills Online Syllabus

i. State academic standards addressed in an online course.

The following Michigan State Standards for Employability Skills (SCED 22152) Functional Independence Career and Employability Skills Extended High School Content Expectations: Standards

ELA 1, 2, 3, 4, 6, 7, 9, 10, 11

Science IV 3:3

TCH 1, 3

MS I:1, 2, II:3, III:1, 2, 3, IV:1, 2, 3

Non-credit bearing course.

ii. The online course content outline.

- a. 5 Steps to Career Planning
- b. Employability Soft Skills
- c. Job Search Process
- d. Job Application
- e. Cover Letter
- f. Resume
- g. Job Interview Skills
- h. Job Retention, Promotion, Getting Fired
- i. Quitting A Job
- j. Etiquette on the Job
- k. Safety Training
- l. Site Visits-Job Shadowing
- m. Training Sites/Work Experience

iii. The online course required assessments.

Students will be assessed on the individual unit learning tasks and tests.

iv. The online course prerequisites.

The student must have an Individualized Education Plan and receiving services from the Special Education Teacher.

v. Expectations for actual instructor contact time with the online learning pupil and other pupil-to-instructor communications.

Students will be expected to answer discussion questions posed by the instructor and respond to others in the class.

vi. Academic support available to the online learning pupil.

Students can come into Northwest Academy and meet one on one with the instructor.

Students may call Northwest Academy and talk with the instructor.

Students may email the instructor through the E360 mail system.

vii. The online course learning outcomes and objectives.

APPLIED ACADEMIC SKILLS

1. All students will apply basic communication skills (e.g., reading, writing, speaking, and listening), apply scientific and social studies concepts, perform mathematical processes, and apply technology in work-related situations.

CAREER PLANNING

2. All students will acquire, organize, interpret, and evaluate information from career awareness and exploration activities, career assessment, and work-based experiences to identify and to pursue their career goals.

DEVELOPING AND PRESENTING INFORMATION

3. All students will demonstrate the ability to combine ideas or information in new ways, make connections between seemingly unrelated ideas, and organize and present information in formats such as symbols, pictures, schematics, charts, and graphs.

PROBLEM SOLVING

4. All students will make decisions and solve problems by specifying goals, identifying resources and constraints, generating alternatives, considering impacts, choosing appropriate alternatives, implementing plans of action, and evaluating results.

PERSONAL MANAGEMENT

5. All students will display personal qualities such as responsibility, self-management, self-confidence, ethical behavior, and respect for self and others.

ORGANIZATIONAL SKILLS

6. All students will identify, organize, plan, and allocate resources (such as time, money, material, and human resources) efficiently and effectively.

TEAMWORK

7. All students will work cooperatively with people of diverse backgrounds and abilities, identify with the group's goals and values, learn to exercise leadership, teach others new skills, serve clients or customers, and will contribute to a group process with ideas, suggestions, and efforts.

NEGOTIATION SKILLS

8. All students will communicate ideas to support a position and negotiate to resolve divergent interests.

UNDERSTANDING SYSTEMS

9. All students will learn to understand, monitor, and improve complex systems, including social, technical, and mechanical systems, and work with and maintain a variety of technologies.

USING EMPLOYABILITY SKILLS

10. All students will integrate employability skills into behaviors which prepare one for obtaining, maintaining, advancing, and changing employment.

viii. The name of the institution or organization providing the online content.

Northwest Academy, 115 W. Hurlbut St., Charlevoix, MI 49720 Phone: 231-547-9000

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ix. The name of the institution or organization providing the online instructor.

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x. The course titles assigned by the district or intermediate district and the course titles and course codes from the national center for education statistics (NCES) school codes for the exchange of data (SCED).

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xi. The number of eligible nonresident pupils that will be accepted by the district or intermediate district in the online course.

Students must live in Charlevoix County or in one of the following boarder counties: Emmet, Cheboygan, Otesgo, or Antrim. Class will be considered full at 20 students.

xii. The results of the online course quality review using the guidelines and model review process published by the Michigan Virtual University.