

COURSE TITLE: Career & Life Skills
COURSE LENGTH: 1 semester
COURSE CREDIT: 0.5 credit

COURSE TYPE: elective
GRADE LEVEL: 11, 12
PREREQUISITE: Intro to Business

COURSE GOALS:

1. Students will design a career portfolio by preparing an effective resume, cover letter, references, and follow-up letter.
2. Students will establish, prepare, and demonstrate interview skills for a mock interview.
3. Students will recognize work-related laws for workers in the United States and complete forms for new employees.
4. Students will develop and demonstrate basic communication and dining etiquette techniques for appropriate business meetings.
5. Students will create budgets and distinguish between different investment options for future endeavors.

COURSE CONTENT:

1. Job preparation
2. Job interview process
3. Work laws and related forms
4. Business dress and etiquette
5. Budget and finances