

WorkForce Readiness

Course Syllabus 2024-2025

Autauga County Technology Center

1301 Upper Kingston Rd

Prattville, AL 36067

Course Description

Workforce Readiness is a one credit course that is designed to provide students with academic and occupational skills that are transferable across jobs and occupational areas. Emphasis is placed on academic foundations for careers, applied technology, career development and employment, entrepreneurship and business economics, social and ethical responsibility, leadership, teamwork, safety and health.

Program: Workforce Readiness is an elective course for all of the career/technical programs in Autauga County.



Career and technical student organizations DECA students are encouraged to become participating members of the organization that enhances classroom instruction, helps develop leadership skills, and provides opportunities for professional growth and service. Check out www.deca.com for more information.

Pre-requisites: two courses related to career objective, at least one being career/tech course

Supplies: Students will need a one inch three ring binder for class with a set of dividers. These will be left in our classroom. A pen or pencil should be brought to class daily.

Course Fee: \$25.00 DECA: \$20.00
One Check (\$45) may be written to ACTC for both the course and DECA.

Course Outline

- Unit 1 Career Plan** - Research, select and plan for careers. (COS 1-4)
- Unit 2 Employability** - Skills needed for seeking, obtaining, maintaining, and changing jobs (resumes, applications, interviews and attire (COS 5)
- Unit 3 Applied Technology** - Determine uses of technology on the job (COS 12)
- Unit 4 Safety and Health** - Formulate a workplace safety plan; worker safety regulations (COS 17-18)
- Unit 5 Foundation skills** - Communication and mathematical skills in the workplace (COS 6-7)

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- Unit 6** **Ethics and Social responsibility** - Ethical and unethical behavior in the work place (COS 8)
- Unit 7** **Teamwork and Leadership** - Leadership skills, teamwork and DECA (COS 9-11)
- Unit 8** **Technical knowledge and skills** - Interpret company's vision and mission statements and work readiness credentials. (COS 13-14)
- Unit 9** **Economics and Financial resources** - Budgeting and financial principles; employment documents and records. (COS 15-16)

Available Student Credentials

Course content leads to Alabama Career Essentials (ACE) credentialing.

Assessment

Each unit will contain various assignments, video questionnaires, worksheets, quizzes, tests, projects, etc., each having a point value. This will make up an accumulated unit grade. In addition, students will be able to earn work ethics points for attendance, participation and following classroom rules and procedures.

The nine - week grade will be determined by the following:

- 30% Projects
- 20% Tests
- 30% Daily
- 20% Management (Work Ethic) points (Attendance and punctuality, preparation, participation in activities, organizing tasks and following classroom rules and procedures.

The semester grade will be determined by averaging the two nine- week grades.

Grading Scale

90 –100 A

80-89 B

70-79 C

60-69 D

59 and below F

Student

Date

Parent

Date