

**EMPLOYABILITY PORTFOLIO
SYLLABUS
Bishop Union High School
Business Applications I**

INSTRUCTOR: Kathy Lammiman

OFFERED: As part of the curriculum offered to students enrolled in Business Applications during the 4th quarter.

GOAL: This connects to career development skills and career exploration for high school students as they prepare for occupations beyond high school. Students are going to be entering the workforce and will need to be competitive with others in the labor market. This portfolio will increase student awareness of what skills are required, what skills they currently have and how to present themselves to future employers.

PERFORMANCE OBJECTIVES:

Students will be able to:

1. Identify their individual personal skills that they have obtained through a combination of classes, employment experiences and personal growth.
2. Increase their awareness and be able to identify required skills, education and training for occupations of their choice.
3. Determine what potential careers best fit their personal skills, interests and abilities.
4. Demonstrate a self-assessment of their personal goals, career objectives and abilities to meet these goals.
5. Assess and determine what skills and education they presently lack to meet their career goals and set goals for obtaining these essential skills and/or educational requirements.
6. Complete a cover letter, resume, job application and necessary letters for employment.
7. Participate in a mock interview.
8. Develop and present a Power Point Presentation about their goals in life.

TECHNICAL STANDARDS ADDRESSED: (List)

 x Standard 1 Personal Skills – Students will understand how personal skill development affects their employability.

 x Standard 2 Interpersonal Skills – Students will understand key concepts on group dynamics, conflict resolution, and negotiation.

 x Standard 3 Thinking and Problem-Solving Skills - Students will exhibit critical and creative thinking skills, logical reasoning and problem-solving.

 x Standard 4 Communication Skills – Students will understand principles of effective communication.

Standard 5 Occupational Safety – Students will understand occupational safety issues, including avoidance of physical hazards in the work environment.

 x **Standard 6 Employment Literacy** – Students will understand career paths and strategies for obtaining employment within their chosen field.

 x **Standard 7 Technology Literacy** – Students will understand and adapt to changing technology by identifying, learning, and applying new skills to improve job performance.

ROPEERS/CAREER PREP STANDARDS ADDRESSED:

 x Personal skill development x Interpersonal Skills
 x Thinking & Problem-Solving Skills x Communication Skills
 Occupational Safety x Employment Literacy x Technology Literacy

ACADEMIC SKILLS REINFORCED:

 x Language Arts Math Science x Social Science Other

MATERIALS: Handouts, *The Job Hunting Handbook* by Harry Dahlstrom, *Job Finder's Guide* by Los Angeles County ROP, Power Point Presentations by At Ease, Inc.. Internet Websites

ASSIGNMENT SCHEDULE:

Week 1

- Begin Employability Portfolio
- Show Power Point on job hunting
- Create a title page *Activity 1*
- Interests *Activity 2*
- Accomplishments & Memory Jogger worksheets *Activity 3*
- Internet Career Quiz *Project 1*

Week 2

- Distribute and go over Educational Options packet
- Prepare Personal & Occupational Goals and Action Plan *Activity 4*
- Review cover letters and hand out sample cover letter
- Distribute Action Verbs in filling out cover letters and resumes
- Type Cover Letter *Project 2*
- Power Point on Job Fair Etiquette

Week 3

- Type "Give your Resume a KISS" *Activity 5*
- Create Resume using Resume Wizard *Project 3*

- Type "Tips and Tools for Filling Out Job Applications" *Activity 6*
- Prepare Job Application *Project 4*
- Fill out "Identifying Strengths" Worksheet *Activity 7*

Week 4

- Job Interviewing video
- Type "Interviewing Tips" *Activity 8*
- Internet Search for job sites and type memo regarding sites *Project 5*

Week 5

- Power Point presentation on Job Interview Etiquette
- Distribute routine questions and answers
- Fill in Interview Questions Handout *Activity 9*
- Distribute "What to Do as the Interviewer" and "What to Do as the Interviewee" sheets
- Work with a partner to practice then exchange roles
- Type Interview Follow-up letter *Project 6*

Week 6

- Type Letter of Recommendation – Letter to contain information as if I were typing it about you *Project 7*
- Begin work on Power Point Presentation "My Goals in Life"

Week 7

- Type Prospecting Letter *Project 8*
- Work on Presentation

Week 8

- Power Point on Networking
- Networking *Activity 10*
- Presentations to the class begin

Week 9-10

- Power Point Presentations