

COURSE PROFICIENCY OUTLINE

Life Skills 3

Purpose

Students will expand their capacity to use operations and applications, apply information-literacy skills, and select the appropriate tools and resources to accomplish a variety of tasks, as they develop digital citizenship. This program is designed to provide the students with an opportunity to explore their interests, abilities and skills with career selection, improve communication and decision making skills, team building, and managing resources.

I. Standards

Technology 8.1

21st Century Life and Career Skills 9.1, 9.2, 9.3

II. Student Outcomes

- A. Students will demonstrate an understanding of setting short and long term goals.
- B. Students will improve communication and decision making skills.
- C. Explore ways to manage money.
- D. Identify personal strengths and interests and match them to a career and its related skills.
- E. Improve public speaking skills.
- F. Developing life skills maturation process.

III. Content

- A. Incorporating Technology
 - Power Point
 - Word
 - Excel
- B. Exploring Careers
 - Aptitude Test
 - Personality Test
 - Bridges
- C. Financial Literacy
 - Budgeting Money
 - Balancing Checkbooks
- D. Developing Career Selection Skills
 - Resumes
 - Cover Letter
 - Job Interviews

III. Evaluation

- A. Students will be expected to attend class regularly and adhere to teacher directions.
- B. Students will be expected to complete class work, projects and reports. Students will be given the opportunity to make up work missed.
- C. Students will be expected to demonstrate an acceptable level of proficiency in all of the goals and objectives of the course within the previously defined content and instructional areas.
- D. The evaluation of student proficiency may consist of quizzes, written assignments, and projects which must be completed to the best of each student's demonstrated ability. Teacher daily observations of the student's involvement, participation, and learning within the class activities and environment will also be considered.
- E. The final grade represents the teacher's professional judgment as to what the student has contributed and/or achieved. The aforementioned requirements will represent the basis for this judgment.

Revised August 2010

Revised August 2011