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\*Other types of education or training may be considered a quality substitute for specific modules or the complete modules and are included in each module. A few examples follow: NCCER Core Curriculum, OSHA training, WIN Learning, NOCTI, Employability Skills Training Essentials Course (NCCCS VLC), Working Smart, available curricula through the NC Learning Objects Repository (NCLOR), and NCCCS applicable CU/CE courses.

**Module 1: Safety**

Student Learning Outcomes. At the completion of this module, you are expected to be able to:

1. Provide an overview of the basic requirements of OSHA 10 training that was developed by the Occupational Safety Health Administration.

2. Explain what unique safety issues are specific to the agriculture and natural resources industry.

3. List the most common accident types and safety issues that occur within the agriculture and natural resources industry and ways to mitigate them.

4. List the types of personal protective equipment (PPE) that are required for various jobs within the agriculture and natural resources industry and explain their function and purpose.

5. Option to this module: Successfully complete OSHA 10 training and certification.

6. Option to this module: Successfully complete NIOSH Ready Workforce Program.

**References:**

<https://www.osha.gov/>

<https://www.cdc.gov/niosh/programs/ssrw/default.html>

**Module 2: Communication Skills**

Student Learning Outcomes. At the completion of this module, you are expected to be able to:

1. Create a professional-appearing resume.

2. Create a letter of introduction in response to a job opening posted by a fictitious employer.

3. Create and deliver a 5-10-minute group presentation.

4. Summarize the three National Career Readiness Certificate areas, Applied Math, Graphic Literacy, and Workplace Documentation, and explain why they are important skillsets that employers are seeking from their employees.

5. Option for this module: WIN Career Readiness System Ready to Work credential or similar course or program.

6. Option to this module: Earned NCRC credential.

**References:**

WIN Career Readiness System. <https://www.wincrsystem.com/>

ACT. National Career Ready Certificate. <http://www.act.org/content/act/en/products-and-services/workkeys-for-educators/ncrc.html>

**Module 3: Industry Overview**

Student Learning Outcomes. At the completion of this module, you are expected to be able to:

1. Using the O-Net, U.S. BLS Occupational Outlook Handbook, or similar reference material, list the various types of careers that reside under the manufacturing career cluster along with the educational and experiential expectations or requirements one would need to meet to get hired by an employer.

2. Using the NC Career Clusters Guide, list the major Pathways under manufacturing and explain the similarities and differences between them.

3. List several industrial/manufacturing industry associations such as Carolinas AGC. Who do they represent or support and what do they offer their membership?

4. Explain why the industrial/manufacturing industry appeals to you. What are the benefits and challenges associated with this industry? Where do you expect to be professionally in your career 5, 10, and 15 years from now?

5. List six industrial/manufacturing employers in your county or in adjacent counties, two from the four major manufacturing pathways (as defined by the Career Cluster Guide) and write a summary paragraph about each one.

**References:**

O-NET. <https://www.onetonline.org/>

U.S. BLS Occupational Outlook Handbook. <https://www.bls.gov/ooh/>

NC Career Clusters Guide. <https://nccareers.org/careerguide/index.html>

**Module 4: Computation and Financial Literacy**

Student Learning Outcomes. At the completion of this module, you are expected to be able to:

1. Explain what skills are measured with the National Career Readiness Certificate and why those are important top employers. How does your ability to use math and computation skills affect your ability to locate and retain a job?

2. Using Reality Check and/or similar references, create and submit what your own, simple Personal Financial Plan may look like 10 years from now.

<https://nccareers.org/>

3. Explain the nature of industrial/manufacturing business/industry in your county, statewide, and in the global economy, and project how it could impact your career and finances either positively or negatively.

4. Explain how career, education, income, and life choices impact an individual’s financial plan and goals.

5. Explain how fiscally responsible individuals develop their budget that includes income, taxes, pay, expenses and retirement.

# 6. Summarize ways consumers can protect themselves from fraudulent and deceptive practices. Complete Managing Your Money, Credit Loans and Debt, and Scams and Identity Theft (consumer.gov)

7. Analyze how managing a checking and savings account contributes to financial well-being.

**References:**

Reality Check. <https://nccareers.org/>

CA Financial Literacy Items: <https://www.cde.ca.gov/eo/in/fl/finlitk12.asp>

Consumer Gov Financial Literacy: <https://www.consumer.gov/>

**Module 5: Employability Skills**

**Student Learning Outcomes.** At the completion of this module, you are expected to be able to:

1. Option to this module: Complete the eight Employability Skills modules contained in the Essentials Course and pass the module assessments or another program of equivalent value.

2. Option to this module: Complete WIN Career Readiness System soft-skill module/assessments or similar course or program.

3. Option to this module: Complete Work-Ready program.

4. Option to this module: Complete HRD Motivation and Retention or similar course.

5. Option to this module: Complete Employability Skills Resource Toolkit modules.

**References:**

National Network of Business and Industry Associations Common Employability Skills. [**http://www.nationalnetwork.org/wp-content/uploads/2015/03/Common\_Employability\_Skills-03-30-15.pdf**](http://www.nationalnetwork.org/wp-content/uploads/2015/03/Common_Employability_Skills-03-30-15.pdf)

Working Smart.[**http://www.charlotteworks.com/services/community-partnerships/working-smart/**](http://www.charlotteworks.com/services/community-partnerships/working-smart/)

NCCCS Employability Skills Courses**.** [**https://moodle.nccommunitycolleges.edu/**](https://moodle.nccommunitycolleges.edu/)

WIN Career Readiness System. <https://www.wincrsystem.com/>

Employability Skills Resource Toolkit. <https://www.nc-net.info/employability.php>

**Module 6: Personal Health**

Student Learning Outcomes. At the completion of this module, you are expected to be able to:

1. The World Health Organization defined health as a “state of complete physical, mental, and social well-being, and not merely the absence of disease or infirmity.” Explain what that means to you.

2. Read *HEALTHY NORTH CAROLINA 2020: A Better State of Health* and write a one-page summary report on it. <https://publichealth.nc.gov/hnc2020/docs/HNC2020-FINAL-March-revised.pdf>

3. Take a free online health assessment and describe three major items you learned about your health.

4. Do you eat properly, exercise regularly, get enough sleep, and maintain a reasonable weight? Explain and provide examples of how you already do so or could do better.

5. Explain ways you can protect yourself on the job and away from the job.

**References:**

*HEALTHY NORTH CAROLINA 2020: A Better State of Health.*  <https://publichealth.nc.gov/hnc2020/docs/HNC2020-FINAL-March-revised.pdf>

**Module 7: Career Exploration and Pathways including Apprenticeship**

Student Learning Outcomes. At the completion of this module, you are expected to be able to:

1. Locate and list the four manufacturing pathways listed on the O-NET. List two careers under each pathway that are labeled “Bright Outlook”.

2. Using the U.S. Bureau of Labor Statistics (USBLS) Occupational Outlook Handbook, locate three jobs you are interested in and write a half-page report on each including a job description, related jobs, earnings, and educational requirements.

3. Using the links provided in the No-cost Career Interest Inventory document, perform your own career and personality interest inventory. Which careers appear to be best for you and why?

4. Write a paragraph about the career tools listed at NCcareers.org and Build Your Future. Complete Reality Check.

**References:**

NCCareers.org. <https://nccareers.org/>

O-Net Online. <https://www.onetonline.org/>

U.S. Bureau of Labor Statistics Occupational Outlook Handbook. <https://www.bls.gov/ooh/>

Build Your Future. <http://www.byf.org/>

**Module 8: Job Preparation and Required Job Skills**

Student Learning Outcomes. At the completion of this module, you are expected to be able to:

1. Create a personal resume.

2. Locate two jobs that interest you utilizing various resources including NCWorks, Craig’s List, Monster Jobs, Indeed, Careerbuilder, USAJobs, newspapers, and Careeronestops, and summarize what you found.

3. Explain what job skills are required for a production technician, plant supervisor, and maintenance technician. Explain the educational requirements for those careers and what type of education you would need to pursue to fill those requirements.

4. Perform a mock interview, either live or using an interviewing software program.

5. Review the Linkedin website and write a summary paragraph about it.

**References:**

NCWorks. <https://www.ncworks.gov/vosnet/Default.aspx>

Craig’s List. <https://raleigh.craigslist.org/>

Monster (Jobs). <https://www.monster.com/>

Indeed. <https://www.indeed.com/>

CareerBuilder. <https://www.careerbuilder.com/>

USAJOBS. <https://www.usajobs.gov/>

Careeronestops. <https://www.careeronestop.org/>

<https://www.careeronestop.org/JobSearch/Resumes/ResumeGuide/introduction.aspx>

Linkedin. <https://www.linkedin.com/>

**Module 9: Industry and Site Visits**

Student Learning Outcomes. At the completion of this module, you are expected to be able to:

1. List five employers in your county or adjacent counties that hire individuals with the type of industrial/manufacturing skills that you have or plan on attaining.

2. Write a paragraph about each employer listed above, explaining the size, scope, and careers that are common to those businesses.

3. Make one site visit and write a half-page summary about your experience. Are you qualified to work there? Explain.

**References:**

NCWorks. <https://www.ncworks.gov/vosnet/Default.aspx>