**Instructional Lesson Plans**

**APP 110**

***Pathway to Employment – Business***

**16-week format**

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**Contributors:**

Frank Scuiletti, EdD, Senior Program Administrator, NC Community College System

Tracy

Lisa

Andrea

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| LESSON PLAN (Draft) | | | |
| LESSON PLAN REF: | Lesson Plan #1 | Week 1 | Lecture & Lab |
| Course: APP 110 | Pathway to Employment - Business | | |
| Topic: | Module 1 (see course outline): Course Introduction & Safety | | |
| Lecture/Lab Duration: | Lecture: Two hours per week | Lab: Four hours per week | Assignments: One hour+ per week |
| Objectives: | Lecture:   * Instructor and students will introduce themselves. * The instructor will cover the course syllabus, policies, course objectives, expectations and will identify his/her office hours, and methods of communication. * Student resources may be covered. * Course study materials will be discussed. * Identify course Knowledge Skills & Abilities targets. * The ESAP resource will be discussed. * Student Self-Assessment handout * Industry Safety will be discussed (refer to course outline) | | |
| Materials/Handouts/Resources: | * Syllabus, course materials, *Learning Strategies-KSAs.pdf* , Learning Style self-assessment <http://www.educationplanner.org/students/self-assessments/learning-styles.shtml> | | |
| In Class Assignments: | * Sign-up so the instructor can submit names to the VLC for students to complete the Employability Modules and Quizzes | | |
| Homework Assignments: | * Student self-assessment of abilities and challenges related to this class; include information from Learning Style self-assessment assignment. | | |

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| LESSON PLAN (Draft) | | | |
| LESSON PLAN REF: | Lesson Plan #2 | Week 2 | Lecture & Lab |
| Course: APP 110 | Pathway to Employment - Business | | |
| Topic: | Module 2 (see course outline): Communication Skills | | |
| Lecture/Lab Duration: | Lecture: Two hours per week | Lab: Four hours per week | Assignment: One hour+ |
| Objectives: | Lecture:   * Create a professional-appearing resume. * Create a letter of introduction in response to a job opening posted by a fictitious employer. * Create and deliver a 5-10-minute group presentation. * 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. * Option for this module: WIN Career Readiness System Ready to Work credential or similar course or program. * Option to this module: Earned NCRC credential.   Lab:   * Students will complete and hand in Job Assignment worksheet. Instructor will facilitate activities. | | |
| Materials/Handouts/Resources: | * Job Assignment Worksheet   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> | | |
| In Class Assignments: | * Activity Worksheet | | |
| Homework Assignments: | * TBD | | |

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| LESSON PLAN REF: | Lesson Plan #3 | Week 3 | Lecture & Lab |
| Course: APP 110 | Pathway to Employment - Business | | |
| Topic: | Module 3 (see course outline): Industry Overview | | |
| Lecture/Lab Duration: | Lecture: Two hours per week | Lab: Four hours per week | Assignment: One hour+ |
| Objectives: | Lecture:   * Using the O-Net, U.S. BLS Occupational Outlook Handbook, or similar reference material, list the various types of careers that reside under this career cluster along with the educational and experiential expectations or requirements one would need to meet to get hired by an employer. * Using the NC Career Clusters Guide, list the major Pathways under Law, Public Safety, Corrections, and Security and explain the similarities and differences between them. * List several public safety industry associations such as the NC Sherriff’s Association. Who do they represent or support and what do they offer their membership? * Explain why the public safety 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? * List six public safety employers in your county or in adjacent counties, two from each of the three major construction pathways (as defined by the Career Cluster Guide) and write a summary paragraph about each one.   Lab:   * Students will complete and hand in Job Assignment worksheet. Instructor will facilitate activities. | | |
| Materials/Handouts/Resources: | * Job Assignment Worksheet   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> | | |
| In Class Assignments: | * Activity Worksheet | | |
| Homework Assignments: | * TBD | | |

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| LESSON PLAN REF: | Lesson Plan #4 | Weeks 4-6 | Lecture & Lab |
| Course: APP 110 | Pathway to Employment - Business | | |
| Topic: | Module 4 (see course outline): Computation and Financial Literacy | | |
| Lecture/Lab Duration: | Lecture: Two hours per week | Lab: Four hours per week | Assignment: One hour+ |
| Objectives: | Lecture:   * 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? * 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/> * Explain the nature of construction 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. * Explain how career, education, income, and life choices impact an individual’s financial plan and goals. * Explain how fiscally responsible individuals develop their budget that includes income, taxes, pay, expenses and retirement. * Summarize ways consumers can protect themselves from fraudulent and deceptive practices. * Analyze how managing a checking and savings account contributes to financial well-being.   Lab:   * Students will complete and hand in Job Assignment worksheet. Instructor will facilitate activities. | | |
| Materials/Handouts/Resources: | * Job Assignment Worksheet   Reality Check. <https://nccareers.org/> | | |
| In Class Assignments: | * Activity Worksheet | | |
| Homework Assignments: | * TBD | | |

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| LESSON PLAN REF: | | Lesson Plan #5 | | Weeks 7-8 | | Lecture & Lab | |
| Course: APP 110 | | Pathway to Employment - Business | | | | | |
| Topic: | | Module 5 (see course outline): Employability Skills | | | | | |
| Lecture/Lab Duration: | | Lecture: Two hours per week | | Lab: Four hours per week | | Assignment: One hour+ | |
| Objectives: | | Lecture:  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.  Lab:  Students will complete and hand in Job Assignment worksheet. Instructor will facilitate activities. | | | | | |
| Materials/Handouts/Resources: | | * Job Assignment Worksheet   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/> | | | | | |
| In Class Assignments: | | * Activity Worksheet | | | | | |
| Homework Assignments: | | * TBD | | | | | |
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| LESSON PLAN REF: | | Lesson Plan #6 | | Week 9 | | Lecture & Lab | |
| Course: APP 110 | | Pathway to Employment - Business | | | | | |
| Topic: | | Module 6 (see course outline): Personal Health | | | | | |
| Lecture/Lab Duration: | | Lecture: Two hours per week | | Lab: Four hours per week | | Assignment: One hour+ | |
| Objectives: | | * Lecture: * 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. * 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> * Take a free online health assessment and describe three major items you learned about your health. * 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. * Explain ways you can protect yourself on the job and away from the job.   Lab:   * Students will complete and hand in Job Assignment worksheet. Instructor will facilitate activities. | | | | | |
| Materials/Handouts/Resources: | | * Job Assignment Worksheet   *HEALTHY NORTH CAROLINA 2020: A Better State of Health.*  <https://publichealth.nc.gov/hnc2020/docs/HNC2020-FINAL-March-revised.pdf> | | | | | |
| In Class Assignments: | | * Activity Worksheet | | | | | |
| Homework Assignments: | | * TBD | | | | | |

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| LESSON PLAN REF: | Lesson Plan #7 | | Week 10 | | Lecture & Lab | | |
| Course: APP 110 | Pathway to Employment - Business | | | | | | |
| Topic: | Module 7 (see course outline): Career Exploration and Pathways including Apprenticeship | | | | | | |
| Lecture/Lab Duration: | Lecture: Two hours per week | | Lab: Four hours per week | | Assignment: One hour+ | | |
| Objectives: | Lecture:   * Locate and list the five public safety pathways listed on the O-NET. List two careers under each pathway that are labeled “Bright Outlook”. * 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. * 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? * Write a paragraph about the career tools listed at NCcareers.org and Build Your Future. Complete Reality Check.   Lab:  Students will complete and hand in Job Assignment worksheet. Instructor will facilitate activities. | | | | | | |
| Materials/Handouts/Resources: | * Job Assignment Worksheet   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/> | | | | | | |
| In Class Assignments: | * Activity Worksheet | | | | | | |
| Homework Assignments: | * TBD | | | | | | |
| LESSON PLAN (Draft) | | | | | | |
| LESSON PLAN REF: | | Lesson Plan #8 | | Week 11-12 | | Lecture & Lab |
| Course: APP 110 | | Pathway to Employment - Business | | | | |
| Topic: | | Module 8 (see course outline): Job Preparation and Required Job Skills | | | | |
| Lecture/Lab Duration: | | Lecture: Two hours per week | | Lab: Four hours per week | | Assignment: One hour+ |
| Objectives: | | Lecture:   * Create a personal resume. * 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. * Explain what job skills are required for a fire fighter, law enforcement officer, corrections officer, or supervisor. Explain the educational requirements for those careers and what type of education you would need to pursue to fill those requirements. * Perform a mock interview, either live or using an interviewing software program. * Review the Linkedin website and write a summary paragraph about it.   Lab:  Students will complete and hand in Job Assignment worksheet. Instructor will facilitate activities. | | | | |
| Materials/Handouts/Resources: | | * Job Assignment Worksheet   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/>  Linkedin. <https://www.linkedin.com/> | | | | |
| In Class Assignments: | | * Activity Worksheet | | | | |
| Homework Assignments: | | * TBD | | | | |

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| LESSON PLAN REF: | Lesson Plan #9 | Week 13-14 | Lecture & Lab |
| Course: APP 110 | Pathway to Employment - Business | | |
| Topic: | Module 9 (see course outline): Industry and Site Visits | | |
| Lecture/Lab Duration: | Lecture: Two hours per week | Lab: Four hours per week | Assignment: One hour+ |
| Objectives: | Lecture:   * List five employers in your county or adjacent counties that hire individuals with the type of public safety skills that you have or plan on attaining. * Write a paragraph about each employer listed above, explaining the size, scope, and careers that are common to those businesses. * Make one site visit and write a half-page summary about your experience. Are you qualified to work there? Explain.   Lab:  Students will complete and hand in Job Assignment worksheet. Instructor will facilitate activities. | | |
| Materials/Handouts/Resources: | * Job Assignment Worksheet   NCWorks. <https://www.ncworks.gov/vosnet/Default.aspx> | | |
| In Class Assignments: | * Activity Worksheet | | |
| Homework Assignments: | * TBD | | |

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| LESSON PLAN REF: | Lesson Plan #10 | Week 15 | Lecture & Lab |
| Course: APP 110 | Pathway to Employment - Business | | |
| Topic: | Course Review | | |
| Lecture/Lab Duration: | Lecture: Two hours per week | Lab: Four hours per week | Assignment: One hour+ |
| Objectives: | Lecture:   * The instructor will review course materials for the entire semester   Lab:  Students will complete and hand in Job Assignment worksheet. Instructor will facilitate activities. | | |
| Materials/Handouts/Resources: | * Job Assignment Worksheet | | |
| In Class Assignments: | * Activity Worksheet | | |
| Homework Assignments: | * TBD | | |

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| LESSON PLAN REF: | Lesson Plan #10 | Week 16 | Lecture & Lab |
| Course: APP 110 | Pathway to Employment - Business | | |
| Topic: | Final Examination | | |
| Lecture/Lab Duration: | Lecture: Two hours per week | Lab: Four hours per week | Assignment: One hour+ |
| Objectives: | Lecture:   * Final Exam   Lab:  Students will finish any incomplete work. | | |
| Materials/Handouts/Resources: | * None | | |
| In Class Assignments: | * Final Examination | | |
| Homework Assignments: | * N/A | | |