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| LESSON PLAN (Draft) |
| LESSON PLAN REF: | Lesson Plan #2 | Week 2 | Lecture & Lab |
| Course: APP 110 | Pathway to Employment - Construction |
| 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.
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| 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
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| Homework Assignments: | * TBD
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