|  |  |  |  |
| --- | --- | --- | --- |
| 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. | | |
| 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 | | |