



VIRGINIA BEACH CITY PUBLIC SCHOOLS
CHARTING THE COURSE

Department of Teaching & Learning
Parent/Student Course Information

Career Skills
(MS8252)
One-half Credit, One Semester
Grade 8

Counselors are available to assist parents and students with course selections and career planning. Parents may arrange to meet with the counselor by calling the school's guidance department.

COURSE DESCRIPTION

This semester course is designed for eighth graders to learn job-readiness skills. These skills include showing concern for the customer, improving work processes continuously, making decisions based on accurate data, solving problems and demonstrating the value of teamwork.

CERTIFICATION

None

STUDENT ORGANIZATION

None

PREREQUISITE

None

OPTIONS FOR NEXT COURSE

None

REQUIRED STUDENT TEXTBOOK

None

COMPETENCIES FOR CAREER SKILLS

Demonstrating Workplace Readiness Skills: Personal Qualities and People Skills

- 1 Demonstrate positive work ethic.
- 2 Demonstrate integrity.
- 3 Demonstrate teamwork skills.
- 4 Demonstrate self-representation skills.
- 5 Demonstrate diversity awareness.
- 6 Demonstrate conflict-resolution skills.
- 7 Demonstrate creativity and resourcefulness.

Demonstrating Workplace Readiness Skills: Professional Knowledge and Skills

- 8 Demonstrate effective speaking and listening skills.
- 9 Demonstrate effective reading and writing skills.
- 10 Demonstrate critical-thinking and problem-solving skills.
- 11 Demonstrate healthy behaviors and safety skills.
- 12 Demonstrate an understanding of workplace organizations, systems and climates.
- 13 Demonstrate lifelong-learning skills.
- 14 Demonstrate job-acquisition and advancement skills.
- 15 Demonstrate time-, task- and resource-management skills.
- 16 Demonstrate job-specific mathematics skills.
- 17 Demonstrate customer-service skills.

Demonstrating Workplace Readiness Skills: Technology Knowledge and Skills

- 18 Demonstrate proficiency with technologies common to a specific occupation.
- 19 Demonstrate information technology skills.
- 20 Demonstrate an understanding of Internet use and security issues.
- 21 Demonstrate telecommunications skills.

The Importance of Work

- 22 Create a mission and vision statement.
- 23 Demonstrate problem solving skills.
- 24 Distinguish the difference between ethical and unethical behavior in a work environment.
- 25 Differentiate between a job and a career.
- 26 Analyze the benefits of teamwork.
- 27 Identify behaviors that promote teamwork.
- 28 Identify diversity in the workplace.

Workplace Communication Skills

- 29 Analyze the use of effective communication skills.
- 30 Describe the guidelines for good listening.
- 31 Demonstrate the art of conversation.

Factors Impacting Career Goals

- 32 Complete an interest inventory.
- 33 Complete an aptitude test.
- 34 Identify personal values and attitudes that impact career goals.
- 35 Create budget and correlate with salary expectations.

Steps of Career Planning

- 36 Research careers using print and electronic resources.

- 37 Experience selected career through job shadowing.
- 38 Examine types of education.
- 39 Create a career path.

Employment Documents

- 40 Demonstrate the proper procedures for creating employment documents.
- 41 Complete a job applications
- 42 Write a letter of application.
- 43 Create a resume.
- 44 Obtain letter of reference.
- 45 Demonstrate job interview techniques.

Dr. Aaron C. Spence, Superintendent
Virginia Beach City Public Schools
2512 George Mason Drive, Virginia Beach, VA 23456-0038

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For further information please call (757) 263-1070.

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