

CAREER READY 101

INTRODUCTION TO ACT CAREER READY 101

Lesson: About this Course

- Introduction to ACT Career Ready 101
- What is Career Readiness?
- The ACT National Career Readiness Certificate™

PREPARING FOR YOUR CAREER

Creating Career Goals

Lesson: Career Clusters

- Introduction to Career Clusters
- The 16 Career Clusters Part 1
- The 16 Career Clusters Part 2
- Career Clusters Interest Survey

Lesson: Exploring Careers

- Introduction to Exploring Careers
- The O*Net Interest Profiler
- Using O*Net Online
- Search WorkKeys® Job Profiles

Job Search

Lesson: Job Search Strategies

- Introduction to Job Search
- Planning Your Job Search
- Public/Private Career Resources
- Online Job Search
- Career Networking
- Other Job Search Strategies

Lesson: Writing a Resume

- Introduction to Resumes
- Resume Formats
- Resume Design and Layout
- Resume Sections

Lesson: Applying for a Job

- Introduction to Job Applications
- Application Types
- Application Steps
- Application Sections
- Application Supporting Documents

Lesson: Interviewing Strategies

- Introduction to Interviewing
- Interviewing Types
- Preparing for an Interview
- During an Interview
- After an Interview

- Interviewing Practice

Financial Awareness

Lesson: Checking and Savings Accounts

- Introduction to Checking and Savings Accounts
- Checking Account Basics
- Managing a Checking Account
- Managing a Savings Account
- Online Banking

Lesson: Budgeting

- Introduction to Budgeting
- Calculating Household Income
- Creating a Budget
- Managing Your Budget
- Spending and Saving

Lesson: Credit Cards and Loans

- Introduction to Credit Cards and Loans
- Credit Basics
- Understanding Credit Cards
- Understanding Loans
- Managing Your Credit
- Repairing Your Credit

Lesson: Insurance

- Introduction to Insurance
- Automobile Insurance
- Homeowner's and Renter's Insurance
- Health Insurance
- Life Insurance

Lesson: Financial Planning and Investing

- Introduction to Financial Planning
- Creating a Financial Plan
- Understanding Savings Accounts
- Investing Basics
- Understanding Investments
- Saving and Investing for Retirement

Real-World Experience

Lesson: Job Shadowing

- Introduction to Job Shadowing
- Preparing for Job Shadowing
- During Job Shadowing
- After Job Shadowing

Lesson: Mentoring

- Introduction to Mentoring
- Preparing for Mentoring
- The Mentoring Process
- Learning Outcomes

CAREER READY 101

Lesson: Guest Speakers

- Introduction
- Benefits of a Guest Speaker
- Characteristics of a Great Speaker
- Preparing for a Guest Speaker
- Learning Outcomes

Lesson: Career Ladders

- Introduction
- Preparing for a Career Ladder
- Identifying Skill Requirements
- Advancing in a Career Ladder
- Learning Outcomes

CAREER READY 101

ACT KEYTRAIN COURSES

Reading for Information Outline*

Program Introduction

Reading for Information

WorkKeys Introduction

Pretest

Level 1

Introduction
Recognizing Sound and Words
Visual Comprehension
Sequencing Skills
Alphabetical Ordering
Spelling
Vocabulary
Quiz

Level 2

Introduction
Identifying Sent. Parts – Nouns
Identifying Sent. Parts – Verbs
Word Forms
Following Directions
Common Abbreviations
Personal Information
Text Comprehension
Quiz

Level 3

Introduction
Word Meanings
Finding Information & Details
Following Directions
Using Headings & Titles
Making Connections
Topics & Main Ideas
Quiz

Level 4

Introduction
Words in Context
Word Part Clues
Information in Paragraphs
Reading for Details
Making Inferences
Reading Procedures
Cause and Effect
Quiz

Level 5

Introduction
Technical Terms & Jargon
Interpreting Information
Understanding Acronyms
Multiple Word Meanings
Applying Instructions
Quiz

Level 6

Introduction
Implied Details
Understanding Jargon
Meaning from Context
Complex Information
Main Principles
Author's Reasons
Quiz

Level 7

Introduction
Word Definitions
Legal Documents
Applying Principles
Drawing Conclusions
Quiz

*A Course focused on part of the National Career Readiness Certificate

Applied Mathematics Outline*

Program Introduction

Applied Mathematics

WorkKeys Introduction

Calculator Review

Pretest

Level 1

Introduction
Counting
Numbers and Sequences
Addition
Subtraction
Multiplication
Division
Quiz

Level 2

Introduction
Word Problems
Money
Time
Measurement
Fractions & Decimals
Calculator
Quiz

Level 3

Introduction
Rounding & Estimating
Quantity
Handling Money
Telling Time
Measurement
Fractions, Decimals & Percentages
Positive & Negative Numbers
Quiz

CAREER READY 101

Level 4

Introduction
Money, Time & Quantity
Fractions & Decimals
Percentages
Measurement
Averages
Proportions & Ratios
Diagrams & Graphics
Quiz

Level 5

Introduction
Fractions & Decimals
Percentages
Measurement
Perimeter & Area
Production Rates
Best Deals
Quiz

Level 6

Introduction
Problem Solving
Multiple Step Problems
Fractions & Decimals
Percentages
Area & Volume
Rates
Best Deals
Quiz

Level 7

Introduction
Multiple Steps
Volume & Area
Ratios & Proportions
Best Deals
Multiple Unknowns
Troubleshooting
Nonlinear Functions

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Locating Information Outline*

Program Introduction

Locating Information

WorkKeys Introduction

Pretest

Level 1

Introduction
Graph Words
Graph Symbols
Putting Things in Order
Basic Graphs
Following Directions

Reading Graphs
Quiz

Level 2

Introduction
The Order of Graphs
Types of Graphs
Tools Used in Graphs
Creating Graphs
Using Different Graphs
The Purpose of Graphs
Quiz

Level 3

Introduction
Pie Charts
Bar Graphs
Line Graphs
Tables & Forms
Maps & Plans
Diagrams
Gauges
Quiz

Level 4

Introduction
Pie Charts
Bar Graphs
Line Graphs
Tables & Forms
Maps & Plans
Diagrams
Gauges & Dials
Quiz

Level 5

Introduction
Complex Graphics
Finding Details
Multiple Documents
Extracting Data
Identifying Trends
Quiz

Level 6

Introduction
Drawing Conclusions
Using Criteria
Data Relationships
Quiz

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CAREER READY 101

Applied Technology Outline -

Introduction

Program Introduction

Applied Technology WorkKeys

Introduction

Problem Solving Strategies

What is Problem Solving?

Problem Solving Methods

Identify the Problem

Gather Data

Make a Plan

Execute the Plan

Evaluate the Results

Compartmentalizing

Common Concepts

Other Problem-Solving Models

Applied Technology Outline –

Electricity

Electricity Pretest

Up to Level 3

Introduction

Voltage & Current

Resistors

Circuits & Switches

Capacitors

Inductors

Series & Parallel Circuits

Circuit Breakers

Multimeters

Troubleshooting Circuits

Quiz

Level 4

Introduction

Magnets & Electricity

Alternating & 3 Phase Current

Transformers

Motors & Generators

Ohm's Law

Grounding & GFCI's

Lighting Types

Relays & Solenoids

Troubleshooting Exercises

Quiz

Level 5

Introduction

Digital Circuits

Computers

Information Storage Devices

Printers

Photocopying

Troubleshooting Exercises

Quiz

Level 6

Introduction

Thermocouples & Thermostats

Analog / Digital Converters

Electronic Scales

Light Sensors & Emitters

Solar Cells

Troubleshooting Exercises

Quiz

Applied Technology Outline –

Mechanics

Mechanics Pretest

Up to Level 3

Introduction

Force & Pressure

Friction & Inertia

Planes & Levers

Torque and Gears

Wheels and Pulleys

Springs

Troubleshooting Exercises

Quiz

Level 4

Introduction

Screws

Acceleration

Rotation

Center of Gravity

Troubleshooting Exercises

Quiz

Level 5

Introduction

Bearings

Lubrication

Conveyors

Sound and Vibration

Troubleshooting Exercises

Quiz

Level 6

Introduction

Gas Engines

Alternative Power

Hybrid Engines

Troubleshooting Exercises

Quiz

CAREER READY 101

Applied Technology Outline – Thermodynamics

Thermodynamics Pretest

Up to Level 3

Introduction
Temperature & Heat
Conduction
Thermal Expansion
Convection
Radiation
Troubleshooting Exercises
Quiz

Level 4

Introduction
Melting & Freezing
Evaporation and Condensation
Boiling
Refrigeration
Troubleshooting Exercises
Quiz

Level 5

Introduction
Heat Exchangers
Ovens & Furnaces
Boilers
Troubleshooting Exercises
Quiz

Level 6

Introduction
Cooling Towers
Solar Heating Systems
Troubleshooting Exercises
Quiz

Applied Technology Outline - Fluids

Fluids Pretest

Up to Level 3

Introduction
Pressure & Flow
Flotation
Pipes & Valves
Pumps
Troubleshooting Exercises
Quiz

Level 4

Introduction
Gases and Pressure
Vacuum
Compression Heating
Troubleshooting Exercises
Quiz

Level 5

Introduction
Piping Problems

Flow Measurement Devices
Mixing & Turbulence
Troubleshooting Exercises
Quiz

Level 6

Introduction
Hydraulic Cylinders
Piping Systems
Troubleshooting Exercises
Quiz

CAREER READY 101

Listening for Understanding Outline

Program Introduction

Listening for Understanding

WorkKeys Introduction

Pretest

Level 1

Introduction

Preparing to Listen

Main Ideas and Details

Following Instructions

Practice Exercises

Quiz

Level 2

Introduction

Main Ideas and Details

Word Meaning

Following Instructions

Listening for Order and Time

Practice Exercises

Quiz

Level 3

Introduction

Main Ideas and Details

Word Meaning from Context

Complex Instructions

Sequence & Time Relationships

Practice Exercises

Quiz

Level 4

Introduction

Following Indirect Instructions

Making Inferences

Understanding Cause & Effect

Timelines and Sequence

Practice Exercises

Quiz

Level 5

Introduction

Jargon and Word Meaning

Making Inferences

Understanding Reasons & Ideas

Complex Instructions

Practice Exercises

Quiz

Business Writing Outline

Program Introduction

Business Writing WorkKeys

Introduction

Pretest

Level 1

Introduction

Sentence Structure

Nouns

Verbs

Punctuation

Spelling

Developing Ideas

Organizing Ideas

Writing Exercises

Practice Problems

Quiz

Level 2

Introduction

Sentence Structure

Describing Words

Punctuation and Spelling

Organization

Writing Practice

Developing Ideas

Organizing Ideas

Writing Exercises

Practice Problems

Quiz

Level 3

Introduction

Sentence Structure

Nouns and Verbs

Punctuation

Organization

Developing Ideas

Organizing Ideas

Writing Exercises

Practice Problems

Quiz

Level 4

Introduction

Grammar and Punctuation

Vocabulary

Organization

Developing Ideas

Organizing Ideas

Writing Style

Writing Exercises

Practice Problems

Quiz

Level 5

Introduction

Sentence Structure

Parts of Speech

Describing Words

Punctuation

Organization

Proofreading

Persuasive Writing I

Persuasive Writing II

Writing Exercises

Practice Problems

Quiz

CAREER READY 101

Workplace Observation

Program Introduction

WorkKeys Workplace

Observation Introduction

PreTest

Level 1

Introduction
Preparing to Observe
Memory and Visualization
Recognizing Main Ideas
Procedure Steps
Quiz

Level 2

Introduction
Paying Attention to Details
Memory Skills
Sequencing Skills
Conditions in Procedures
Workplace Observation Exercises
Quiz

Level 3

Introduction
Details and Differences
Multiple Conditions
Memory Skills
Workplace Observation Exercises
Quiz

Level 4

Introduction
Underlying Principles
Cause-Effect Relationships
Complex Procedures
Drawing Conclusions
Workplace Observation Exercises
Quiz

Level 5

Introduction
Details, Differences & Distractions
Evaluating Processes
Predicting Outcomes
Observation Exercises
Quiz

Teamwork for WorkKeys Outline

Program Introduction

Teamwork WorkKeys

Introduction

Pretest

Up to Level 3

Introduction
Goal Recognition
Recognizing Workplace Goals

Team Goals
Problem Identification
Perseverance
Membership
Positive Attitude
Trust and Dependability
Quiz

Level 4

Introduction
Prioritization
Creative Thinking
Commitment to Quality
Customer Sensitivity
Respect
Appreciate Diversity
Quiz

Level 5

Introduction
Decision Making
Delegation
Leadership
Empowerment
Initiative
Assertiveness
Quiz

Level 6

Introduction
Structuring and Planning
Goal Creation and Revision
Integration/Synthesis
Role Flexibility
Conflict Resolution
Cohesiveness
Quiz

CAREER READY 101

ACT SOFT SKILLS SUITE

Customer Service

- Customer Service Basics
- Serving Customers in Person
- Serving Customers by Phone
- Serving Customers Online
- Handling and Resolving Complaints
- Dealing with Difficult Customers
- Service Excellence
- Final Quiz

Interpersonal & Business Communication

• **Interpersonal**

- The Communication Process
- Communication Barriers
- Presenting Yourself to Others
- Active Listening
- Nonverbal Communication
- Handling Conflict
- Final Quiz – Interpersonal

• **Business**

- Effective Business Comm.
- Email and Phone Comm.
- Internet and Social Media
- Participating in Meetings
- Negotiation and Problem Solving
- Making Effective Presentations
- Communicating Across Cultures
- Final Quiz – Business

Problem Solving & Critical Thinking

- What Is Problem Solving?
- Thinking Critically
- The Problem Solving Process
- Problem Solving Strategies
- Negotiating to Solve Problems
- Final Quiz

Work Discipline

• **Job Performance Factors**

- Introduction
- Attitude and Job Performance
- Being Responsible and Dependable
- Initiative and Perseverance

- Flexibility and Adaptability
- Learning and Skill Development
- Final Quiz

• **Employer Expectations**

- Behavioral Expectations
- Personal Presentation
- Fitting In At Work
- Following Rules and Procedures
- Behaving Ethically
- Counterproductive Behavior
- Final Quiz

• **Self-Management**

- Introduction to Self-Management
- Setting and Achieving Goals
- Managing Emotions & Behavior
- Balancing Work & Personal Responsibilities
- Coping with Stress and Change
- Final Quiz

• **Time Management**

- Introduction to Time Management
- Organizing and Planning
- Setting and Managing Priorities
- Overcoming Procrastination
- Managing Tasks and Projects
- Final Quiz

Working in Teams

• **Teamwork Part 1**

- Introduction to Teamwork 1
- Team Membership
- Team Mission and Goals
- Building Team Relationships
- Participating in Team Meetings
- Effective Communication 1
- Teamwork Exercises
- Final Quiz

• **Teamwork Part 2**

- Introduction to Teamwork 2
- Effective Communication 2
- Team Types
- Problem Solving/Decision Making
- Managing Team Conflict
- Teamwork Exercises
- Final Quiz