

# 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

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### *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