



Dublin City Schools Workforce Ready Graded Course of Study

Course Goals

WorkForce Ready is a cooperative program in which students explore career and employment outcomes while gaining high school credit through a variety of connected and collaborative experiences. The program goals include; completing the requirements for high school graduation, exploring careers, planning and implementing employment experiences, and enhancing transferable work skills and developing readiness for postsecondary education and/or employment.

Postsecondary and Career Preparation	
Topic	Student Competencies
Postsecondary and Career Preparation	1.1.1. Identify the knowledge, skills, and abilities necessary to succeed in careers.
	1.1.2. Identify the scope of career opportunities and the requirements for education, training, certification, licensure, and experience.
	1.1.3. Develop a career plan that reflects career interests, pathways, and secondary and postsecondary options.
	1.1.5. Develop strategies for self-promotion in the hiring process (e.g., filling out job applications, resumé writing, interviewing skills, portfolio development).



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Ohio Means Jobs Rubric Criteria	Career Management: The student is a self-advocate. He or she articulates strengths, knowledge and experiences relevant to success in a job or postsecondary education. Has established initial goals aligned to selected career pathway. Can articulate short-term and potentially long-term plans and steps to achieve them. Uses strengths and manages weaknesses. Takes advantage of opportunities for self development. Utilizes mentors to refine career plan.
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Creativity, Innovation, Motivation	
Topic	Student Competencies
Creativity, Innovation, Motivation	1.1.7. Apply problem-solving and critical-thinking skills to work-related issues when making decisions and formulating solutions.
	1.2.4. Use negotiation and conflict-resolution skills to reach solutions.
	1.2.8. Identify the strengths, weaknesses and characteristics of leadership styles that influence internal and external workplace relationships.
Ohio Means Jobs Rubric Criteria	Creativity/Innovation: The student is original and inventive. He or she communicates new ideas to others, drawing on knowledge from different fields to find solutions. Generates and communicates original ideas. Demonstrates ability to think differently. Contributes energy and ideas within a team to find solutions.



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	<p>Learning Agility: The student desires to continuously learn new information and skills. Takes advantage of opportunities to expand knowledge. Considers how knowledge and experiences apply to the situation. Occasionally shares insights gained with others.</p>
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Workplace Behaviors	
Topic	Student Competencies
Durable Skills	1.1.6. Explain the importance of work ethic, accountability and responsibility and demonstrate associated behaviors in fulfilling personal, community and workplace roles.
	1.1.8. Identify the correlation between emotions, behavior and appearance and manage those to establish and maintain professionalism.
Ohio Means Jobs Rubric Criteria	<p>Work Ethic: The student has effective work habits, personal accountability and a determination to succeed. Works hard to complete all assignments on time, with frequent objectives met ahead of schedule. Maintains a positive attitude and disposition and is respectful of those in authority. Exercises initiative and personal time management. Takes advantage of growth opportunities.</p> <p>Punctuality: The student arrives to commitments on time and ready to contribute. Arrives on time and prepares for assigned tasks. Displays initiative to begin tasks. •</p> <p>Discipline: The student abides by guidelines, demonstrates self-control and stays on task.</p>



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	<p>Follows rules and regulations. Self-starter. Stays on task with minimal distractions.</p> <p>Professionalism: The student demonstrates honesty. He or she dresses and acts appropriately and responsibly. He or she learns from mistakes. Maintains an appropriate appearance.</p> <p>Demonstrates ethical behavior. Resolves the needs of customers in a timely and professional manner but may need assistance. Builds and maintains respectful relationships with others.</p> <p>Accepts personal responsibility and learns from mistakes.</p>
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Workplace Technologies	
Topic	Student Competencies
Hard Skills	1.2.9. Identify advantages and disadvantages involving digital and/or electronic communications.
	1.3.5. Access and implement safety compliance measures (e.g., quality assurance information, safety data sheets (SDSs), product safety data sheets (PSDSs), United States Environmental Protection Agency (EPA), United States Occupational Safety and Health Administration (OSHA)) that contribute to the continuous improvement of the organization.
	1.3.7. Identify the labor and practice laws that affect employment and the consequences of noncompliance for both employee and employer (e.g., harassment, labor, employment, employment interview, testing, minor labor laws, Americans with Disabilities Act, Fair Labor Standards Acts, Equal Employment Opportunity Commission (EEOC), human trafficking) and interpret personal safety rights according to the employee Right-to-Know Plan.



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	<p>1.4.1. Use office equipment to communicate (e.g., phone, radio equipment, fax machine, scanner, public address systems).</p> <p>1.4.2. Select and use software applications to locate, record, analyze and present information (e.g., word processing, e-mail, spreadsheet, databases, presentation, Internet search engines).</p> <p>1.4.3. Verify compliance with security rules, regulations and codes (e.g., property, privacy, access, accuracy issues, client, and patient record confidentiality) pertaining to technology specific to the industry pathway.</p>
<p>Ohio Means Jobs Rubric Criteria</p>	<p>Oral Communications: The student articulates thoughts and ideas clearly and effectively in written and oral forms. Speaks clearly and expressively with little hesitation. Tone and volume are appropriate and consistent. Well poised and engages the audience.</p> <p>Written Communication:: Communicates meaning with clarity and fluency and has few grammar and spelling errors. Follows conventions of selected writing style (e.g., APA, Chicago, MLA). Writing is detailed and precise.</p> <p>Digital Technology: The student has an in-depth understanding of current and emerging technology and leverages technology to solve problems, complete tasks and accomplish goals. Is proficient in the use of current digital technologies and may require assistance to select appropriate technology for the setting. Uses existing and emerging technologies to solve problems, complete tasks and accomplish goals. Can demonstrate existing and emerging technologies to others.</p>



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Culture & Communication	
Topic	Student Competencies
Culture & Communication	1.1.9. Give and receive constructive feedback to improve work habits.
	1.1.10. Adapt personal coping skills to adjust to taxing workplace demands.
	1.5.3. Use cultural intelligence to interact with individuals from diverse cultural settings.
Ohio Means Jobs Rubric Criteria	<p>Oral Communications: The student articulates thoughts and ideas clearly and effectively in written and oral forms. Speaks clearly and expressively with little hesitation. Tone and volume are appropriate and consistent. Well poised and engages the audience.</p> <p>Written Communication: Communicates meaning with clarity and fluency and has few grammar and spelling errors. Follows conventions of selected writing style (e.g., APA, Chicago, MLA). Writing is detailed and precise.</p> <p>Global/Intercultural Fluency: The student values, respects and learns from diverse groups of people. Values and respects people from all cultures. Takes advantage of opportunities that facilitate growth in cultural diversity. Accepts another's culture as a part of his or her working relationship. Participates in cultural awareness conversations.</p> <p>Leadership: The student leverages the strengths of others to achieve common goals. He or she coaches and motivates peers and can prioritize and delegate work. Leads within position. Effectively prioritizes and delegates tasks and clearly delineates expected standards. Enhances</p>



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	<p>team performance, fosters motivation and enhances morale.</p> <p>Digital Technology: The student has an in-depth understanding of current and emerging technology and leverages technology to solve problems, complete tasks and accomplish goals. Is proficient in the use of current digital technologies and may require assistance to select appropriate technology for the setting. Uses existing and emerging technologies to solve problems, complete tasks and accomplish goals. Can demonstrate existing and emerging technologies to others.</p>
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Financial Independence	
Topic	Student Competencies
Workplace Behaviors (soft skills)	1.6.12. Describe classifications of employee benefits, rights, deductions and compensations.
	1.8.4. Identify alternative actions to take when goals are not met (e.g., changing goals, changing strategies, efficiencies).
	1.9.8. Identify income sources and expenditures.
	1.9.2. Identify tax obligations.
	1.9.9. Compare and contrast different banking services available through financial institutions.
Ohio Means Jobs Rubric	Critical Thinking & Problem-Solving: The student exercises strong decision-making skills,



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Criteria	analyzes issues effectively and thinks creatively to overcome problems. Identifies and examines problems, considers risks and proposes solutions. Anticipates potential issues. Can navigate challenging situations independently and within teams.
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Workplace Fundamentals & Personal Wellness	
Topic	Student Competencies
Workplace Fundamentals & Personal Wellness	1.3.2. Follow protocols and practices necessary to maintain a clean, safe, and healthy work environment.
	1.3.3. Use ethical character traits consistent with workplace standards (e.g., honesty, personal integrity, compassion, justice).
	1.3.9. Identify potential conflicts of interest (e.g., personal gain, project bidding) between personal, organizational, and professional ethical standards.
	1.6.9. Explain how the performance of an employee, a department and an organization are assessed.
	1.10.1. Identify how the roles of sales, advertising and public relations contribute to a company's brand.
Ohio Means Jobs Rubric Criteria	Learning Agility: The student desires to continuously learn new information and skills. Takes advantage of opportunities to expand knowledge. Considers how knowledge and experiences



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	<p>apply to the situation.</p> <p>Teamwork/Collaboration: The student builds collaborative relationships with others and can work as part of a team.</p> <p>Professionalism: The student demonstrates honesty. He or she dresses and acts appropriately and responsibly. He or she learns from mistakes. Maintains an appropriate appearance. Demonstrates ethical behavior. Resolves the needs of customers in a timely and professional manner but may need assistance. Builds and maintains respectful relationships with others. Accepts personal responsibility and learns from mistakes.</p>
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