

Syllabus

Employability Skills



2 Units: 18 lessons

Estimated time: 18-27 hours

OALCF Levels: B1.1, B1.2, F

Suggested Milestones: 15, or 16, 60

Course Overview

In this course, you will learn the most common skills employers are looking for, such as positive work ethics, flexibility, and adaptability and how to demonstrate integrity in order to maintain honesty and reliability. You will learn ways to demonstrate creativity and resourcefulness. You will familiarize yourself with mathematical skills and proofreading skills required to complete common workplace tasks. You will read about critical thinking and problem-solving skills. You will explore customer service skills, time, task, and resource management skills to work effectively in an organization with technologies. You will determine the computer hardware and software requirements in business and how to organize files and folders. You learn about the importance of communication and technology skills in the workplace, and the etiquette and safety rules for using social media and technology responsibly.

Unit 1: Personal Qualities (10 lessons)

Emotional Well-Being

(37 slide tutorial, and mastery test)

In this lesson, you will assess your state of well-being, balance your social life and work/study habits, and moderate your diet and exercise to promote effective stress management. You will learn strategies to recognize and manage your feelings. Learn to change negative habits and thoughts for self-respect.

Self-Representation

(20 slide tutorial, and mastery test)

In this lesson, you will identify positive self-representation skills by dressing appropriately and using language and manners suitable for the workplace.

Employability Skills

(31 slide tutorial, and mastery test)

In this lesson, you will learn various employability skills, such as integrity, professional behaviour, ethics, and communication.

Personal Qualities and Interpersonal Skills

(34 slide tutorial, and mastery test)

In this lesson, you'll learn about some personal traits that a good employee must possess, such as responsibility, self-management, honesty and self-esteem. You will learn how interpersonal skills are essential, such as customer service, teamwork, conflict resolution and diversity.

Professionalism and Workplace Ethics

(35 slide tutorial, and mastery test)

In this lesson, you will learn traits of professionalism and its relationship to ethical conduct.

Creative Resourcefulness

(23 slide tutorial, and mastery test)

In this lesson, you will learn creativity and resourcefulness to contribute new ideas and show initiative. You will learn methods for evaluating problems and generating creative solutions.

Critical Thinking and Problem Solving

(25 slide tutorial, and mastery test)

In this lesson, you will identify critical-thinking and problem-solving skills by analyzing and resolving problems that arise in completing assigned tasks.

Conflict Resolution

(21 slide tutorial, and mastery test)

In this lesson, you will learn conflict-resolution skills to avoid interpersonal and workplace issues. You will learn to use "I" statements which can be effectively used to resolve conflict.

Health and Safety

(22 slide tutorial, and mastery test)

In this lesson, you'll identify common occupational hazards and safety precautions you can follow to protect yourself from injury.

Lifelong Learning

(19 slide tutorial, and mastery test)

In this lesson, you will identify the importance of continuously improving professional skills to keep up with current trends and information.

Unit 2: Time, Task, and Resource Management (8 lessons)

Time, Task, and Resource Management

(20 slide tutorial, and mastery test)

In this lesson, you will learn how to prioritize tasks to meet timelines. You will learn how to plan out tasks and goals so you can achieve them.

Time Management

(32 slide tutorial, and mastery test)

In this lesson, you'll learn skills to manage your time, and avoid procrastination and distractions. You will learn how to get organized and make a schedule.

Organizations, Systems, and Climates

(24 slide tutorial, and mastery test)

In this lesson, you will review workplace organizations, systems, and culture by identifying "big picture" issues and how it relates to vision of the company. You learn the power of the vision statement.

Mathematics

(23 slide tutorial, and mastery test)

In this lesson, you will demonstrate mathematics skills generally required at any workplace by using mathematical reasoning to accomplish tasks.

Proofreading a Document

(28 slide tutorial, and mastery test)

In this lesson, you will learn options for reviewing a document. You will learn how to use spell check and autocorrect tools, and the importance of proofreading.

Technology and Workplace Skills

(33 slide tutorial, and mastery test)

In this lesson, you learn about the importance of communication and technology skills in the workplace. You will learn how to include all the components of a professional email. You will learn etiquette and safety rules for using social media and technology responsibly.

Computer Hardware and Software

(36 slide tutorial, and mastery test)

In this lesson, you will learn basic hardware and software requirements in business and different ways to troubleshoot simple computer problems.

Working with Files and Folders

(19 slide tutorial, and mastery test)

In this lesson, you learn how to organize files and folders on computers. You will learn the different file types and their extensions. You will learn how to perform various operations on your files, such as creating a file, renaming a file, and copying and moving files.