

# Syllabus

## Ready, Set, Go!



**Estimated time:** 8 - 10 hours

**OALCF Levels:** F, E.1, A1.2, A3

**Suggested Milestones:** 60, 57, 3 or 4, 14

**1 Unit:** 12 Activities

**Please note:** This course has printable activities.

### Course Overview

In this course, you will identify academic, interpersonal, technology, and workplace-readiness skills that are essential for success in most careers. You will learn how to dress appropriately, use language and manners suitable for the workplace. You will learn about initiating new ideas and using methods and skills to problem-solve. You will practice engaging with others and learn about the importance of communication and technology skills in the workplace. You'll learn about the common occupational hazards that workers face, and the safety precautions recommended to mitigate these hazards. You'll learn how to communicate through professional emails and on social media.