

Industrial Skills Curriculum

Industrial Skills	Math Review Measurement Blueprints Workplace Safety Hand and Power Tools Building Maintenance Carpentry Plumbing Electrical	108 hours
Computer Skills	Computer Fundamentals E-mail Internet-based Research Introduction to Microsoft Word	12 hours
Job Readiness	Job Applications Resume and Cover-letter Writing Job-search Techniques Interviewing Techniques Mock Interviews Guest Speaker or Company Tour Career Planning On-the-job Communication Skills	4 hours
Financial Education	Budgeting and Spending Checking and Savings Accounts Credit Reports and Credit Repair Responsible Use of Credit Saving for Retirement Home Ownership Identity Theft Public Benefit Programs	8 hours
		132 hours

job-placement/
 job-retention
 services
 are provided