

Industrial Skills + Literacy Curriculum

		Phase I	Phase II	Phase III	
		Preparation	Vocational Skills	Job Search	
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
Literacy	Reading	√	√	√	
	Writing		√	√	
	Oral Presentation			√	
	Math	add, subtract, multiply, divide	fractions, decimals, %s	geometry	
	Total	20 hours	50 hours	30 hours	100 hours
					232 hours

job-placement/
 job-retention
 services
 are provided