



Mountain Education Charter  
High School  
*The first choice for a second chance*

**CTAE-Work Based Learning II**  
(Sept 2022)

**00.7124030**

Student Name \_\_\_\_\_

IS OS  
(Circle One)

| <u>Date</u> | <u>Modules</u>  | <u>Grade</u> |
|-------------|---|--------------|
|             | <b><u>JOB READY CAREER SKILLS</u></b>                   |              |
|             | Finding the Right Job: Networking                       |              |
|             | Workplace Ethics: Showing Responsibility                |              |
|             | Workplace Ethics: Respecting Diversity                  |              |
|             | Personal Characteristics: Showing Pride in Work         |              |
|             | Personal Characteristics: Persevering                   |              |
|             | Employer Expectations: Surviving a Bad Environment      |              |
|             | Employer Expectations: Building Work Relationships      |              |
|             | Time Management: Prioritizing Personal and Work         |              |
|             | Customer Service: Selling Yourself and the Company      |              |
|             | Customer Service: Customer Service by Telephone         |              |
|             | On-the-Job Etiquette: Language and Behavior             |              |
|             | On-the-Job Etiquette: Business Casual Dress             |              |
|             | Person-to-Person Etiquette: Interacting with Coworkers  |              |
|             | Person-to-Person Etiquette: Avoiding Gossip             |              |
|             | Communicating at Work: Improving Communication Skills   |              |
|             | Communicating at Work: Dealing with Difficult Customers |              |
|             | Presenting Yourself: Showing a Professional Attitude    |              |
|             | Presenting Yourself: Dealing with Conflict              |              |
|             | Preparing for Virtual or Hybrid Work                    |              |
|             | Communication in Virtual Work                           |              |
|             | Challenges of Virtual Work                              |              |
|             | <b>Job Ready Career Skills Average (30%)</b>            |              |
|             | <b>Time Sheet (30%)</b>                                 |              |
|             | <b>Employer Evaluation (30%)</b>                        |              |
|             | <b>Meeting Grade (10%)</b>                              |              |

**Work Based Learning II FINAL GRADE** \_\_\_\_\_

**Portfolios (Job Ready Career Skills) User Name:** \_\_\_\_\_

**Password:** \_\_\_\_\_