



Mountain Education Charter High School

CTAE-Work Based Learning III
(July 2018)

00.7214030

Student Name _____

IS OS
(Circle One)

<u>Date</u>	<u>Modules</u>	<u>Grade</u>
	<u>JOB READY CAREER SKILLS</u>	
	Workplace Ethics: Making Truthfulness a Habit	
	Workplace Ethics: Leaving a Job Ethically	
	Personal Characteristics: Gaining and Showing Respect	
	Personal Characteristics: Being Courteous	
	Employer Expectations: Transferable Job Skills	
	Employer Expectations: Advancing Your Career	
	Time Management: Juggling Many Priorities	
	Time Management: Staying Organized	
	Problem Solving: Becoming a Critical Thinker	
	Problem Solving: Thinking Creatively	
	Problem Solving: Holding Yourself Accountable	
	Customer Service: Learning What Customers Want	
	Person-to-Person Etiquette: Meeting People for the First Time	
	Person-to-Person Etiquette: Keeping Information Confidential	
	Communicating at Work: Effective Nonverbal Skills	
	Communicating at Work: Dealing with Difficult Coworkers	
	Presenting Yourself: Presenting Yourself to Associates	
	Presenting Yourself: Demonstrating Leadership	
	Preparing for Virtual or Hybrid Work	
	Health Challenges of Virtual Work	
	Leading a Hybrid or Virtual Team	
	Job Ready Career Skills Average (30%)	
	Time Sheet (30%)	
	Employer Evaluation (30%)	
	Meeting Grade (10%)	

Work Based Learning III FINAL GRADE_____

Portfolios (Job Ready Career Skills) User Name: _____

Password: _____