Module Overview

The S.C. Job Ready U. soft skills curriculum provides state partners, businesses and educational entities the opportunity to enhance their client's, student's and employee's abilities through 11 skills modules. These modules include:

- **Reading comprehension**: This module will help you understand how to retrieve information from the test, including key concepts, summarizing main points, making inferences, synthesizing, analyzing and critiquing.
- **Location Information**: The process for locating information on a document involves identifying the documents by reading titles, considering the organization of data, skimming for key words, scanning for specific information and reading relevant sections.
- **Critical Thinking/Analytic Skills**: This is the process of analyzing and evaluating information rationally to make objective judgements.
- **Basic Math**: This module identifies the four main types of numbers and the use of them based on mathematical operations.
- **Mathematical Applications:** The module helps participants identify mathematical operations in conjunction with life concepts.
- **Introduction to Computing:** The goal of this module is to introduce the learner to the basics of computing. The learner will discover different types of computers, basic components of a computer and, most importantly, how to use a computer more efficiently in the workplace.
- **Computer Application and Skills—Word:** This module introduces students to word processing software using Microsoft Word, and provide students with the knowledge to be proficient with word processing software. Students will learn how to open, create, format, save, and print documents using Microsoft Word. Students will also learn about useful features and shortcuts to help compose documents more efficiently.
- **Computer Application and Skills—PowerPoint:** The participant is introduced to presentation software using Microsoft PowerPoint. Students will learn to develop, edit, format, and add graphics and videos to a presentation. Students will also learn to add effects to their presentation, print slides, and other useful functions that can enhance their presentation skills.
- **Computer Application and Skills—Excel:** The goal of this module is to introduce the learner to the basics of Microsoft Excel. The learner will discover the uses and functionalities of Excel, including formatting data, completing calculations, and creating charts. The learner also will discover shortcuts to increase their efficiency while using Microsoft Excel.
- **Basic Employability:** The goal of this module is to introduce the learner to the job search, job application, and interview processes while considering the skills necessary for professionalism and basic employability. This module will provide the learner with tips and guidelines to follow when conducting a job search to present themselves in a professional manner.
- **Professional Work Ethic:** This module introduces learners to the importance of professionalism. In today's modern workplace, professionalism can help you earn the respect of co-workers and supervisors. This module will explain the different aspects of professionalism and provide tips on how to make a good first impression and develop your personal professionalism.