

Core 21st Century Skills 9-12: Study Skills Course

Essential Concept and/or Skill: Demonstrate leadership skills, integrity, ethical behavior, and social responsibility while collaborating to achieve common goals.

-Demonstrate integrity and ethical behaviors:

- Accept ownership for actions

- Demonstrate trustworthiness and honesty

- Make decisions based on important core values

-Demonstrate mental, physical, and emotional preparedness to accomplish the task:

- Organize required materials in a readily accessible format

- Focus and become energized on the task objectives

Essential Concept and/or Skill: Demonstrate initiative and self-direction through high achievement and lifelong learning while exploring the ways individual talents and skills can be used for productive outcomes in personal and professional life (21.9-12.ES.4)

-Engaging in effective problem solving process:

- Evaluate and select the best resources in context of the problem, and allocates them appropriately

- Identify the root cause of the problem

- Detail a course of action in writing with sequence of steps involved

- Implement a solution and makes adjustment when there is need/opportunity for improvement

Essential Concept and/or Skill: Demonstrate productivity and accountability by meeting high expectations (21.9-12.ES.5)

-Deliver quality job performance on time:

- Recognize and understand required standards needed for successful completion.

- Set goals and establish timelines to reach required standards.

- Establish assessment checkpoints throughout work processes

- Identify quality control issues and make needed adjustments to correct problems

Reassess process on a regular basis to identify any opportunities for improvement

-Demonstrate accountability for individual performance:

Come to work regularly and is on time all of the time

Stay productive when on the job

Accept responsibility for errors and corrects errors

Learn from mistakes

Follow through with work assignments