

# MS OAE SMART START PATHWAY COURSE

**Course Number and Name:** SSP 1002 Smart Start Pathway 101  
**Equivalent Courses:** LLS 1722 and RST 1312

**Description:** Students entering the Smart Start Pathway under the Workforce Innovation and Opportunity Act will be placed in this course. Students will enroll in the MS Works system and learn three components within the pathway: Career Awareness, Necessary Skills, and Basic Skills. They will develop the foundational skills needed for their careers, learn and practice good work habits and effective communication that is necessary in successful employment. Students will learn how to become prepared to learn new skills for future careers within their region's workforce sector, identifying the career components that are necessary for middle-skill employment. Students will complete the WorkKeys® assessments in Workplace Documents, Applied Math, and Graphic Literacy which allows students to quantify the foundational skills needed to perform job tasks successfully and enables students to demonstrate they have these skills. Students will earn a National Career Readiness Certificate, a credential issued by ACT that documents work readiness.

**Hour Breakdown:**

Semester Credit Hours	Lecture	Lab	Contact Hours
2	1	2	45

**Co-Requisite:** Enrollment in MS Works.

**Smart Start Credential:** Students must meet the following requirements to earn the Mississippi Smart Start Credential:

1. Pass all course content at 75% or higher.
2. Earn the National Career Readiness Certificate at a Bronze Level or higher.
3. Minimum 45 hours of Smart Start instruction (not including WorkKeys tests)

**Student Learning Outcomes:**

1. Introduction to ACT WorkKeys® Curriculum
  - a. Students will be introduced to ACT WorkKeys® Curriculum.
  - b. Students will learn the components and different levels of the National Career Readiness Certificate and how to obtain one.
  - c. Students will create a valid, professional email account.

## 2. Career Awareness

- a. Students will create career goals and explore job search strategies within their workforce sector
  - i. Students will identify the different career clusters.
  - ii. Students will complete a career cluster interest survey to better determine their job interests.
  - iii. Students will actively complete an online job search in correlation to their career cluster survey job interest in MS Works.
  - iv. Students will exemplify knowledge of how to actively apply for jobs within their career clusters in which they identified.
- b. Students will learn and apply financial awareness in their personal finances.
  - i. Students will identify and manage the components of checking and savings accounts.
  - ii. Students will learn budgeting strategies as well as financial planning.
  - iii. Students will understand basic credit, credit cards, loans, and managing and repairing credit.
  - iv. Students will be introduced to the components of insurance: automobile, homeowner and rental, health, and life insurance.
- c. Students will actively prepare for middle-skill employment.
  - i. Students will learn about and create an employment resume.
  - ii. Students will learn about supporting documents for interviews, e.g. cover letter, references and thank you notes.
  - iii. Students will learn and incorporate interviewing strategies through hands-on exercises, e.g. handouts, role-playing, how-to-dress, and mock interviews.

## 3. WorkKeys® Basic Skills

- a. Students will complete levels within the Workplace Documents Module.
- b. Students will complete levels within the Applied Math Module.
- c. Students will complete levels within the Graphic Literacy Module.

## 4. Necessary Skills

- a. Students will analyze the importance of customer service within the workplace, including customer complaints, difficult customers, and follow-up.
- b. Students will learn the importance of teamwork.
- c. Students will learn and analyze how to use different interpersonal and business communication styles in the work environment.
- d. Students will learn what personal/work related information should or should not be shared in emails, social media, and/or written.
- e. Barriers, nonverbal, and conflictive behavior through emails, social media, and/or written.
- f. Students will understand the importance of work discipline including time management, self-management, employer expectations, and job performance factors that affect performance.
- g. Students will learn and apply the importance of problem solving and critical thinking skills in related work scenarios.