

- PS 1 Students will create employability documents, such as ([PCCAPS Strands](#)):
- Résumé.
 - Cover letter.
 - Portfolios.
 - Reference letters.
- PS 2 Students will understand how to create employability documents, such as ([PCCAPS Strands](#)):
- Spreadsheets
 - Presentations
 - Emails
 - Websites
- PS 3 Students will create Mission Statements, Smart Goals, and Project Plans. ([PCCAPS Strands](#))
- PS 4 Students will analyze their time management skills in order to improve their organization strategies. ([PCCAPS Strands](#))
- PS 5 Students will practice problem solving skills to develop critical thinking skills on their individual projects. ([PCCAPS Strands](#))
- PS 6 Students will be able to analyze data and evaluate source material to utilize on their individual projects. ([PCCAPS Strands](#))
- PS 7 Students will understand ethics and industry standards in order to produce “Best Work” practices. ([PCCAPS Strands](#))