

PCTA Course Syllabus
Transition I

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COURSE DESCRIPTION:

The VirtualJobShadow mini-lessons are a series of short, instructor-led, and self-Directed lessons on critical topics for postsecondary education and career preparation... The lessons explore self-discovery and goal-setting, employability, soft skills, time management, team building, college & career research, and the process of landing the job! Each mini-lesson is aligned to Common Core Standards and available in PDF format, with handouts conveniently attached to make teaching each lesson a snap!

Common Core Standards Addressed:

<http://www.corestandards.org/LA-Literacy/w/9-10/6/>
<http://www.corestandards.org/ELA-Literacy/W/9-10/2/d/>
<http://www.corestandards.org/ELA-Literacy/W/9-10/5/>
<http://www.corestandards.org/ELA-Literacy/W/9-10/8/>
<http://www.corestandards.org/ELA-Literacy/W/9-10/9/5/>

Required Textbooks:

VirtualJobShadow.com curriculum
Virtual job shadow mini-Lesson

Course Requirement

The Individuals with Disabilities Education Act and RI Department of Education Regulations require that a systematic plan for movement from school to adult life be developed for all students with disabilities to facilitate the transition to postsecondary environments.

Outline:

Semester 1

Self-Discovery

1. Long and Short-Term Goals

- Long and short-term goals, no matter what you want to be when you grow up.
 2. Setting Smart Goals
- Specific, Measurable, Attainable, Realistic, and Timely!
 3. Determine Your Personal Goals
- Personal short and long-term goals in a SMART format.

Employability Soft Skills

1. Verbal Communication
 - Use your words to communicate effectively!
 2. Written Communication
 - Written communication matters in every career.
 3. Personal Development Essay
 - All your soft skills and wisdom are communicated in writing effectively.

Time Management

1. What is Time management
 - Time will always be on your side when you master the basics
 2. Self-Management & Independence
 - Self-management skills are a must-have for success in school and career.

Team Building

1. Team build
 - Dogs and cats, mice and men, you and anyone who is not your BFF.
 2. Teamwork and Collaboration
 - There is no I in TEAM or COLLABORATE!

Semester 2

College & Career Research

1. Job Shadowing
 - How to line up a traditional job shadow.
 2. Internships
 - Paid or unpaid, a great way to gain work experience.
 3. A Summer Job Guideline for Teens
 - Good summer jobs guidelines for teens.
 4. How to Pick a College Major
 - Hint: your career interests are factors.
 5. Personal E

- *Express your career and educational goals in essay format to enhance your personal portfolio.*

Land the Job

1. Resume Preparation

- *What to include and what not to include.*
- 2. *Composing an Effective Cover Letter*
- *Effective cover letters can get your resume noticed.*
- 3. *Asking for Recommendations and Securing References*
- *Whom to ask, how to ask.*
- 4. *Job Applications 10*
- *Learn how to find open positions whether they are posted or not.*
- 5. *Maintaining a Professional Appearance*
- *When 'What Not to Wear' matters most!*
- 6. *Honing Your Interview Skills*
- *Good preparation is the key to success.*

Financial Literacy

1. Budgeting Basic Part I

- *Take a closer look at your income and expenses.*
 - *Design your financial plan*
3. *Checking and Saving Part 1: Opening Your Accounts*
- *Learn what checking and savings accounts are, why you need them, and how to open them*
4. *Checking and Savings Part II.: Using Your Accounts*
- *Learn how to make the most of your checking and savings accounts.*
5. *Credit Basics*
- *Learn what credit is, why it's important, and how you can build it.*

Grading Policy

Writing assignments	---50%
Tests	30%
Classwork/discussion	20%