

## Attachment 4: Sample Curriculum

### Job Exploration Sample Lesson Pages

See following pages.



# Job Exploration



Job Category	Preferences	Skills Needed
 <b>Recreation &amp; Sports</b>	<b>I like:</b> <div>  • Working with people.           <div>yes no</div> </div>	<b>I am able to:</b> <div>  • Use cleaning tools and products safely.           <div>yes no</div> </div>
 <b>Fort Fitness &amp; Self-Defense</b>	<div>  • Cleaning things.           <div>yes no</div> </div>	<div>  • Maintain a well-groomed appearance.           <div>yes no</div> </div>
<b>Job Title</b> 	<div>  • Having a routine.           <div>yes no</div> </div>	<div>  • Work with little supervision.           <div>yes no</div> </div>
<b>Equipment Cleaner</b> 	<div>  • Working inside.           <div>yes no</div> </div>	<div>  • Be friendly to clients.           <div>yes no</div> </div>

## Further Discussion:

Do you have the skills needed?

all

most

some

none

How could you learn the skills you need?

volunteering

class(es)

videos

job coaching

on-the-job training

What other skills may be needed for this job?

\_\_\_\_\_

Where could you get training?

\_\_\_\_\_

Is this a realistic job for you?

no

not yet

maybe

probably

definitely



# Job Exploration



Job Category	Preferences	Skills Needed																														
 <b>Clerical</b>	<b>I like:</b> <table border="1"> <thead> <tr> <th></th> <th>yes</th> <th>no</th> </tr> </thead> <tbody> <tr> <td> Working with office equipment.</td> <td></td> <td></td> </tr> <tr> <td> Working in a clean environment.</td> <td></td> <td></td> </tr> <tr> <td> Working with a few people.</td> <td></td> <td></td> </tr> <tr> <td> Working inside.</td> <td></td> <td></td> </tr> </tbody> </table>		yes	no	Working with office equipment.			Working in a clean environment.			Working with a few people.			Working inside.			<b>I am able to:</b> <table border="1"> <thead> <tr> <th></th> <th>yes</th> <th>no</th> </tr> </thead> <tbody> <tr> <td> Follow directions with little supervision.</td> <td></td> <td></td> </tr> <tr> <td> Work well with others.</td> <td></td> <td></td> </tr> <tr> <td> Keep personal information private.</td> <td></td> <td></td> </tr> <tr> <td> Maintain a well-groomed appearance.</td> <td></td> <td></td> </tr> </tbody> </table>		yes	no	Follow directions with little supervision.			Work well with others.			Keep personal information private.			Maintain a well-groomed appearance.		
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<b>Employer</b>  Mercer Hospital																																
<b>Job Title</b>  Medical Records Assistant																																

## Further Discussion:

Do you have the skills needed?

all

most

some

none

How could you learn the skills you need?

volunteering

class(es)

videos

job coaching

on-the-job training

What other skills may be needed for this job?

\_\_\_\_\_

Where could you get training?

\_\_\_\_\_

Is this a realistic job for you?

no

not yet

maybe

probably

definitely



# Job Exploration




What: Equipment Cleaner

Where: Statesville, OH / 40001

Find Jobs

Job:



## Equipment Cleaner

Fort Fitness & Self-Defense • Statesville, OH / 40001

About:

**Job Description:**

This small business is in need of a part-time cleaner to sanitize fitness equipment and mats. Must have good coordination and maintain a safe environment for self and others. Sanitizing is done around clients using equipment. May also be asked to assist with other routine cleaning as needed.


**Job Skills and Attitudes:**

- Able to use cleaning tools and products safely.
- Able to maintain a well-groomed appearance.
- Able to work with little supervision.
- Able to be friendly to clients.
- Able to work well with others.
- Able to follow a routine.
- Able to complete other cleaning tasks as needed.

**Hours and Times:** Help needed Monday and Friday evenings only. Additional days are possible in the future.

**To Apply:**

- Complete application with two references.
- Interview with Kelcey Spieth, manager.







# Job Exploration




What: Medical Records Assistant

Where: Statesville, OH / 40001

Find Jobs

Job:



## Medical Records Assistant

Mercer Hospital • Statesville, OH / 40001

About:

**Job Description:**

Looking for an assistant to help maintain the privacy of our patients. Applicant would be responsible for shredding outdated medical records. The person will also assist in pulling old files and assembling new patient folders. Confidentiality is a must.

**Job Skills and Attitudes:**

- Able to follow directions with little supervision.
- Able to work well with others.
- Able to keep personal information confidential.
- Able to maintain a well-groomed appearance.
- Able to safely use office equipment, like shredder and copier.

**Hours and Times:** Help needed on Tuesdays and Thursdays from 9:00 a.m. to 11:00 a.m. Additional hours are possible in the future.

**To Apply:**

- Complete application with two references.
- Interview with Michael Menta, Department Manager.

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Unique Learning System®, 2022-2023

TRANSITION, Unit 25  
Lesson 17

5



# JOB LISTING

Where: Fort Fitness & Self-Defense

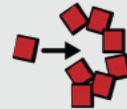
Who: Equipment Cleaner



What: We need a person to sanitize fitness equipment.



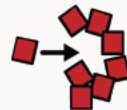
We need a person to help with other cleaning needs.



Skills: You need to clean well.



You need to work with little supervision.



When: Monday and Friday. Evenings only.



How to apply: Send application to Fort Fitness & Self-Defense.





# JOB LISTING

Where: Mercer Hospital

Who: Medical Records Assistant



What: We need a person who can shred old medical records.



We need a person who can assemble new patient folders.



Skills: You need to keep personal information private.



You need to be well-groomed and friendly.



When: Tuesdays and Thursdays from 9:00 a.m. to 11:00 a.m.



How to apply: Send application to Mercer Hospital.





# Job Preference Form



Which job do you like more?



**Fort Fitness &  
Self-Defense  
Equipment Cleaner**



**Mercer Hospital  
Medical Records  
Assistant**



**Why is this job a better fit for you?**

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# Job Preference Form



Which job do you like more?



**Fort Fitness &  
Self-Defense  
Equipment Cleaner**



**Mercer Hospital  
Medical Records  
Assistant**



What job tasks do you like from this job?



Working inside



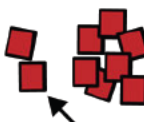
Using office  
equipment



Cleaning things



Following a routine



Working with a  
few people



Shredding  
documents



Maintaining a  
well-groomed  
appearance



Being friendly  
to clients



Sanitizing equipment

## Work-Based Learning Experiences Sample Lesson Pages

See following pages.



# Applications and Interviews



## Job Description

**Employer:** Valerie's Veterinary Clinic

**Job Title:** Animal Caregiver

**Duties:**

The animal caregiver is responsible for caring for healthy and sick animals who are staying at the clinic. This position requires someone who enjoys helping animals and is friendly and caring. The ability to work with little supervision is a must.



**Specific Job Duties:**

- Feed animals.
- Walk animals.
- Clean up after animals.
- Help customers transport animals to and from their vehicles.
- Other duties as assigned.

**Hours and Times:**

Wednesday through Saturday from 2:00 p.m. to 5:00 p.m.

**Job Skills and Attitudes:**

- Must be able to work with little or no supervision.
- Must be able to follow directions.
- Must be able to interact with animals safely.
- No experience required.

**Apply Now!**



# Applications and Interviews



## Job Description

**Employer:** Melanie's Massage Spa

**Job Title:** Massage Therapist Assistant

**Duties:**



The massage therapist assistant is responsible for creating a relaxing environment in the spa. The position requires someone who can change sheets and blankets quickly and accurately. Strong customer service skills and attention to detail are critical for this job!

**Specific Job Duties:**

- Change bedding in therapy rooms.
- Set and adjust room temperature.
- Greet customers and show them to their rooms.
- Complete light cleaning duties as needed.
- Other duties as assigned.

**Hours and Times:**

Weekdays from 10:00 a.m. to 2:00 p.m.

**Job Skills and Attitudes:**

- Must be able to work with others.
- Must be able to use good customer service skills.
- Must be able to safely use cleaning equipment.
- Must be willing to complete other duties as assigned.

**Apply Now!**





# Applications and Interviews



Which job will you apply for?



**Valerie's Veterinary Clinic**



**Melanie's Massage Spa**



**Desired Position:** \_\_\_\_\_

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

## Education

**School:** \_\_\_\_\_ **Years Attended:** \_\_\_\_\_ to \_\_\_\_\_

## Availability

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00 a.m.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8:00 a.m.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9:00 a.m.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10:00 a.m.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11:00 a.m.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12:00 p.m.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1:00 p.m.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2:00 p.m.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3:00 p.m.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4:00 p.m.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5:00 p.m.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6:00 p.m.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



# Applications and Interviews



## Previous Experience

**Location:**

**Description:**

**Dates:**

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\_\_\_\_\_

## References

**Name:**

**Relationship:**

**Telephone #:**

\_\_\_\_\_

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# Applications and Interviews



Which job will you apply for?



**Valerie's Veterinary Clinic**



**Melanie's Massage Spa**



**Desired Position:** \_\_\_\_\_



**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_



**Street Address:** \_\_\_\_\_



**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_



**Telephone:** \_\_\_\_\_

## Education



**School:** \_\_\_\_\_



**Years Attended:** \_\_\_\_\_ **to** \_\_\_\_\_

## Availability

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00 a.m.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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2:00 p.m.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3:00 p.m.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4:00 p.m.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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6:00 p.m.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



# Applications and Interviews



## Previous Experience



**Location:**



**Description:**



**Dates:**

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## References



**Name:**



**Relationship:**



**Telephone #:**

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# Applications and Interviews



Name	Interview Date	Interview Time	Job of Interest

**Counseling on Opportunities for Enrollment in Comprehensive Transition or Post-Secondary Educational Program at Institutions of Higher Learning Sample Lesson Pages**

See following pages.

# INDIANA PRE-ETS: COUNSELING ON POST-SECONDARY OPPORTUNITIES

## **Core Service Description**

- **Career Pathways**
- **Paying for School**
- **College Fairs and Tours**
- **Supports and Services**

# CAREER PATHWAYS

- Compare and Contrast Your School Options (Portfolio)
- Using the College Navigator Website
- Education and Training Options after High School
  - Part 1: Overview
  - Part 2: Career Training Schools (Erskine Green)
  - Part 3: Two Year Schools
  - Part 4: Four Year Schools
  - Part 5: Graduate Schools
- Search for Future Education and Training Options (Portfolio)





## My Future, My Pathway

First and Last Name

### INSTRUCTIONS

1. Open the [My Future](http://www.myfuture.com/) website at <http://www.myfuture.com/>
2. Select the set of resources that you want to explore: [career](#), [college](#), or [military](#).
3. Choose one action step that you can create into a medium-term goal for your Plan A career. For example:
  - a. [Career > How to Find a Job > Prepare Your Application Materials](#) (e.g., résumé)
  - b. [College > College Planning Timeline > Explore Scholarship Opportunities](#)
  - c. [Military > Enlisting in the Military > Visiting a Recruiter](#)
4. Enter your medium-term goal into the table below. Then, revise your medium term goal into a medium-term S.M.A.R.T. goal (specific, measurable, actionable, realistic, and timely).

Medium-Term Goal	Medium-Term S.M.A.R.T. Goal



5. Choose 1-3 short term goals that you can accomplish to help you reach the medium-term S.M.A.R.T. goal above.
  - a. Enter the short-term goals into the table below.
  - b. Revise your short- term goals into short-term S.M.A.R.T. goals (specific, measurable, actionable, realistic, and timely).

Short-Term Goals	Short-Term S.M.A.R.T. Goals

6. Save your work to your Student Folder.
7. Submit the completed worksheet to your teacher as instructed.



## Compare and Contrast Your School Options

First and Last Name \_\_\_\_\_

### INSTRUCTIONS

1. Open the [College Navigator](http://nces.ed.gov/collegenavigator) website: <http://nces.ed.gov/collegenavigator>
2. Choose three school options to research. Enter the school names into the table below:

School 1	School 2	School 3

3. Search the database to find background information on your school options:
  - a. Enter the name of your first school option into College Navigator's "Name of School" search bar. Press "Enter" or click the "Show Results" button to search.
  - b. Enter the school's background information into the following table. (Found within the yellow frame at the top of the page in College Navigator).

Information	School 1	School 2	School 3
Website			
Type of School			
Awards Offered			
Campus Setting			
Campus Housing			
Student Population			
Student to Faculty Ratio			



4. Find out how much you must pay each year to attend your school options:
- Click the “Tuition, Fees, and Estimated Student Expenses” tab.
  - Find the most recent year listed in the chart. Enter financial information about the school into the following table. Type “N/A” (Not Applicable or Not Available) if the school does not offer a certain selection.

<b>Tuition, Fees, and Expenses</b>	<b>School 1</b>	<b>School 2</b>	<b>School 3</b>
<b>In-State, Tuition &amp; Fees</b>			
<b>Out-of-State, Tuition &amp; Fees</b>			
<b>Books and supplies</b>			
<b>On Campus, Room &amp; Board</b>			
<b>Off Campus, Room &amp; Board</b>			

<b>Total Expenses</b>	<b>School 1</b>	<b>School 2</b>	<b>School 3</b>
<b>In-State, On Campus</b>			
<b>In-State, Off Campus</b>			
<b>In-State, Off Campus with Family</b>			
<b>Out-of-State, On Campus</b>			
<b>Out-of-State, Off Campus</b>			
<b>Out-of-State, Off Campus with Family</b>			



5. Click the “Net Price” tab. Find the “Average net price” for the most recent years. Enter the cost into the following table:

<b>Net Price</b>	<b>School 1</b>	<b>School 2</b>	<b>School 3</b>
<b>Average Net Price</b>			

6. Click the “Admissions” tab. Enter the admissions information about the school into the following table. You may need to visit the school’s website to find some of this information.

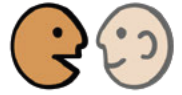
<b>Admissions</b>	<b>School 1</b>	<b>School 2</b>	<b>School 3</b>
<b>Application Fee</b>			
<b>Number of Applicants</b>			
<b>Percent Admitted</b>			
<b>High School GPA</b>			
<b>High School Rank</b>			
<b>High School Record</b>			
<b>Completion of College Prep</b>			
<b>Recommendations</b>			
<b>Admission Test Scores (SAT/ACT)</b>			

7. Repeat the research process for each school option and complete the table.
8. Save your work to your Transition Portfolio Folder.
9. Submit the completed worksheet to your teacher as instructed.

Workplace Readiness Training to Develop Social Skills and Independent Living  
Sample Lesson Pages

See following pages.





## Accepting Constructive Criticism



**Stay calm.**



**Look at the person talking.**



**Listen.**



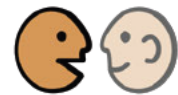
**Ask questions if needed.**



**Say, " I will try."**



# Everyday Communication



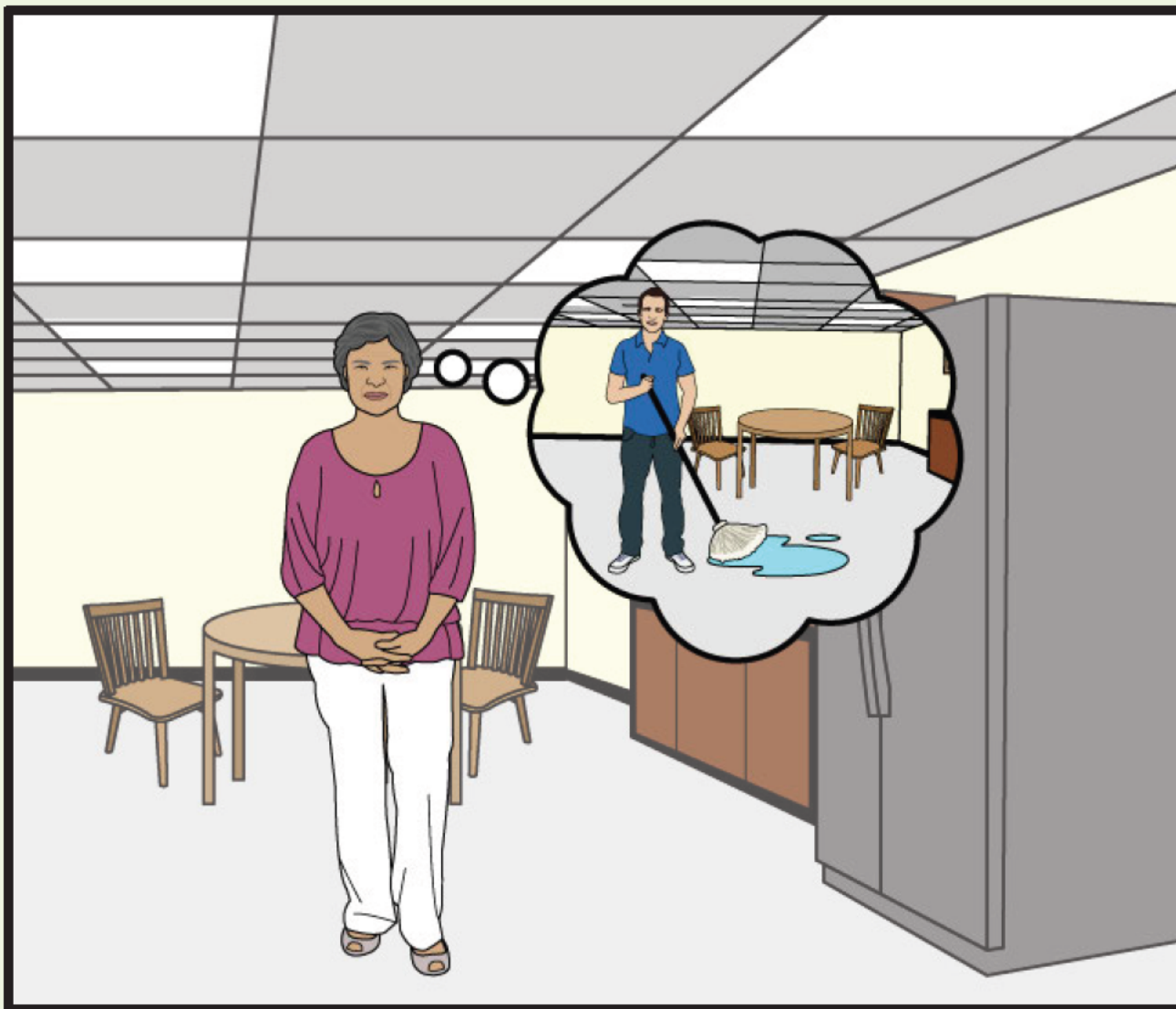
1

**Rhett is mopping the floor in the break room. He wants to hurry. He is going bowling after work today.**





# Everyday Communication

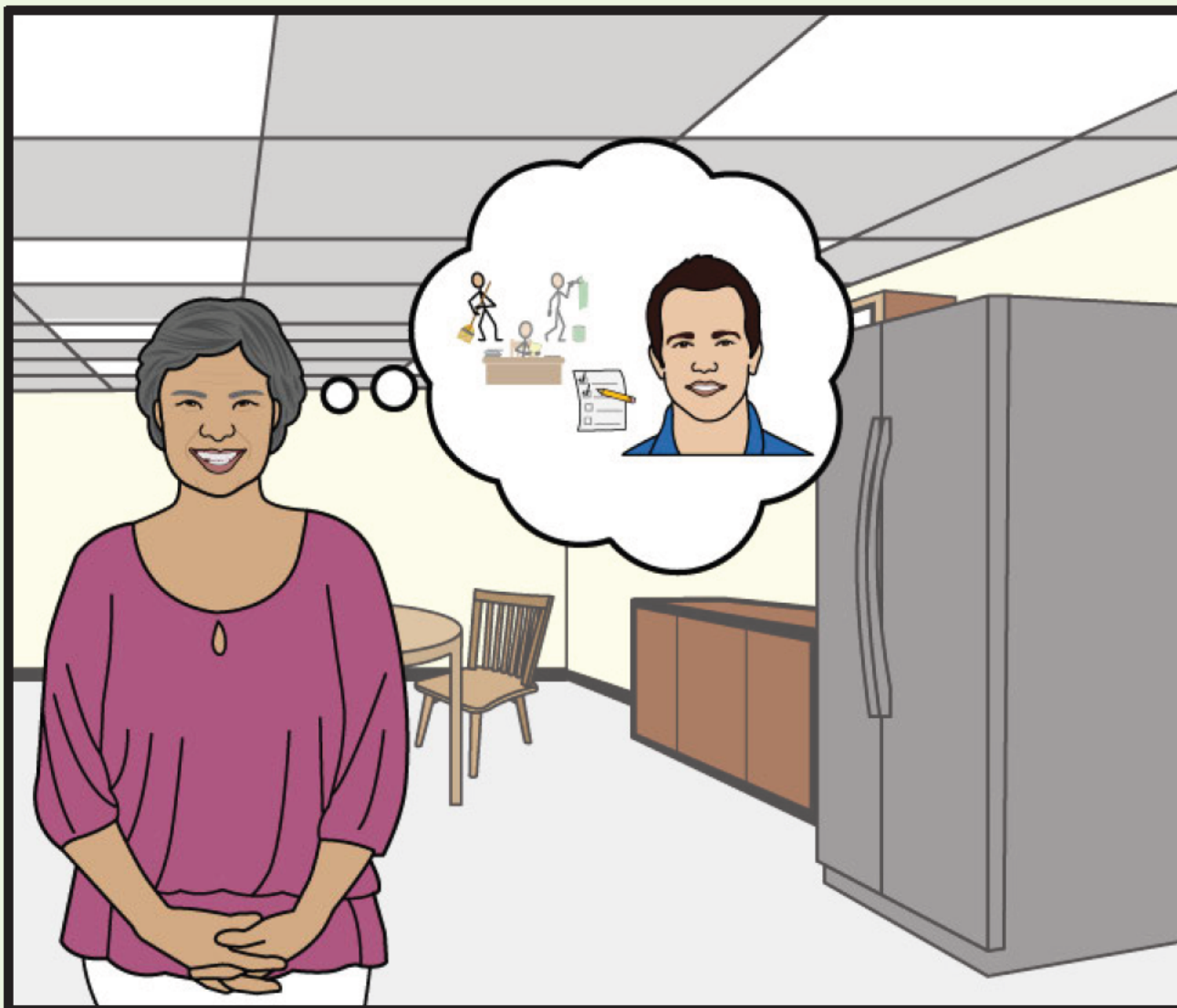


2

**Rhett's supervisor is watching him. She sees that Rhett did not mop under the table. She sees that Rhett did not move the chairs.**



# Everyday Communication



3

**Rhett's supervisor will talk to him.  
Rhett's supervisor wants to make sure  
he understands his job. She wants  
Rhett to learn good work skills.**



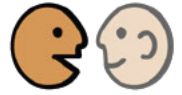
# Everyday Communication



**“Rhett, I have been watching you mop. I see that you have missed some places on the floor. Remember, it is important to mop under the table and the chairs.”**



# Everyday Communication



5

**Rhett tries to stay calm and just listen to his supervisor. Rhett looks at his supervisor while she talks to him.**



# Everyday Communication



6

**Rhett sees that his supervisor is not upset. She is giving Rhett constructive criticism by reminding him of what he needs to do. Rhett's supervisor even shows him how to do it.**





# Everyday Communication



7

**Rhett's supervisor asks Rhett if he has any questions. Rhett says that he does not and that he will try to do better work. His supervisor likes that.**



# Everyday Communication



8

**Rhett goes back to mopping. He is more careful now. Bowling will wait. He wants to make sure that his supervisor is pleased with his work!**



## The End



## Jump\$tart's 12 Principles / Financial Literacy Topics Calendar

<b><u>Month</u></b>	<b><u>Featured Topic</u></b>
<b>January</b>	<u>Resolutions</u> : Develop long- and short-term financial goals.
<b>February</b>	<u>Pay Yourself First</u> : Make saving a habit!
<b>March</b>	<u>Consumer Protection &amp; ID Theft</u> : Know your rights and responsibilities as a consumer. Be aware of scams, know how to protect yourself, and understand how to keep your information secure to help keep yourself financially safe.
<b>April</b>	<u>Taxes</u> : Understand employment income and taxes.
<b>May</b>	<u>Credit Reports</u> : Understand credit reports, scores and the role of credit bureaus.
<b>June</b>	<u>Financial Services</u> : Understand financial institutions and providers. Learn how to choose between, for example, a bank and credit union; know how they are regulated; and more.
<b>July</b>	<u>Financial Independence</u> : Money management begins with how you earn.
<b>August</b>	<u>Back-to-School Shopping</u> : Compare prices, implement shopping strategies, and track spending on necessary supplies.
<b>September</b>	<u>Insurance</u> : Protect what you own and value.
<b>October</b>	<u>Credit</u> : Understand credit and debt. If credit is not used wisely, fees and negative consequences will arise.
<b>November</b>	<u>Investing</u> : Put your money to work for you! Investing can help build wealth to reach financial goals.
<b>December</b>	<u>Holiday Shopping</u> : Gift-giving season can add up, but planning and budgeting can keep you on track.

### Instruction in Self-Advocacy Sample Lesson Pages









See following pages.



# Rights and Responsibilities



## On the Job

I have the right to...	But I have the responsibility to...
<p>have a job that matches my skills, interests and needs.</p> 	<p>understand my skills and needs.</p> 
<p>complete my job on my own.</p> 	<p>follow directions and ask for help if I need it.</p> 
<p>make new friends at work.</p> 	<p>be respectful and get my work done.</p> 
<p>work together with co-workers.</p> 	<p>show good teamwork skills.</p> 



# Rights and Responsibilities



Tao's supervisor gave him a new job to do. She gave him directions and told him to ask for help if he needs it. Tao has a question but doesn't want to bother his supervisor, so he does it the way he wants to do it.

Does Tao have the right to complete his job on his own?

yes



no



Is Tao being responsible?

yes



no



Tao's supervisor gave him a new job to do. She gave him directions and told him to ask for help if he needs it. Tao has a question. He decides to ask his supervisor. He wants to make sure he is doing it the right way.

Does Tao have the right to complete his job on his own?

yes



no



Is Tao being responsible?

yes



no





# Rights and Responsibilities



Tao has made a new friend at work. They eat lunch together. They like to talk about their favorite shows. Sometimes they talk too much and are late coming back from their lunch break.

Does Tao have the right to make new friends at work?

yes



no



Is Tao being responsible?

yes



no



Tao has made a new friend at work. They eat lunch together. They like to talk about their favorite shows. Tao is careful to watch the time. He makes sure he returns to work at the scheduled time.

Does Tao have the right to make new friends at work?

yes



no



Is Tao being responsible?

yes



no





# Rights and Responsibilities



Narumi finishes her list of jobs for the day. She sees that her co-worker is still cleaning the windows. She decides to help them finish cleaning the windows. She is happy to help others when help is needed.

Does Narumi have the right to work together with co-workers?

yes



no



Is Narumi being responsible?

yes



no



Narumi finishes her list of jobs for the day. She sees that her co-worker is still cleaning the windows. She decides to tease her co-worker. She tells the co-worker they are too slow and should hurry up.

Does Narumi have the right to work together with co-workers?

yes



no



Is Narumi being responsible?

yes



no





# Rights and Responsibilities



Narumi is ready to get a job. Her interests are helping people and art. Her skills are following directions and teamwork. Narumi knows that she has a hard time counting money. Narumi wants a job as a cashier at an art store.

Does Narumi have the right to have a job that matches her skills, interests and needs?

yes



no



Is Narumi being responsible?

yes



no



Narumi is ready to get a job. Her interests are helping people and art. Her skills are following directions and teamwork. Narumi knows that she has a hard time counting money. Narumi wants a job as an assistant at an art museum.

Does Narumi have the right to have a job that matches her skills, interests and needs?

yes



no



Is Narumi being responsible?

yes



no

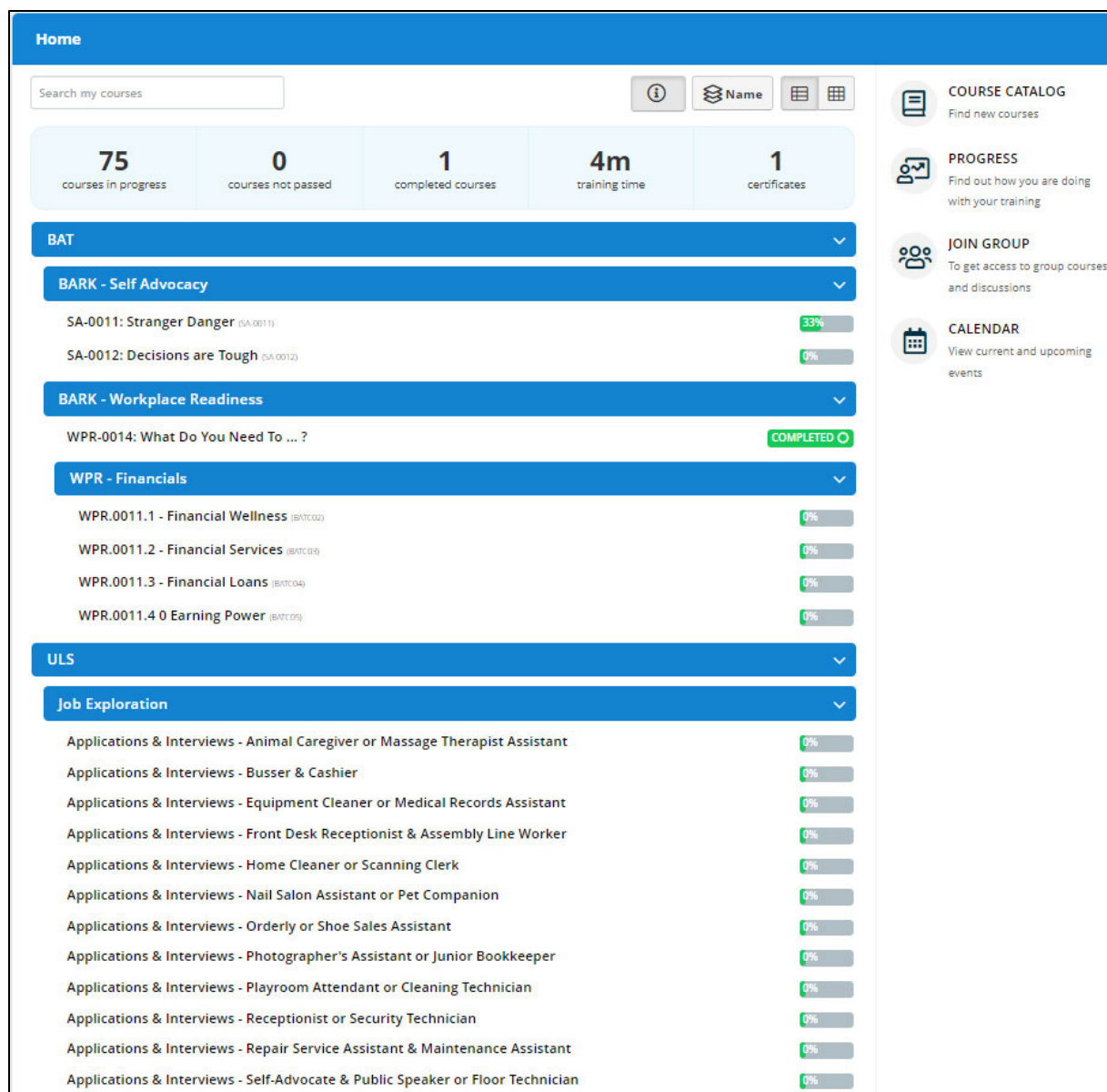


### PQC LMS Learner User Dashboard Sample

See following pages.



Prairie Quest Inc. Response to Request for Services #24-77904  
Pre-ETS Required Activities – Technical Proposal, Attachment 4: Sample Curriculum



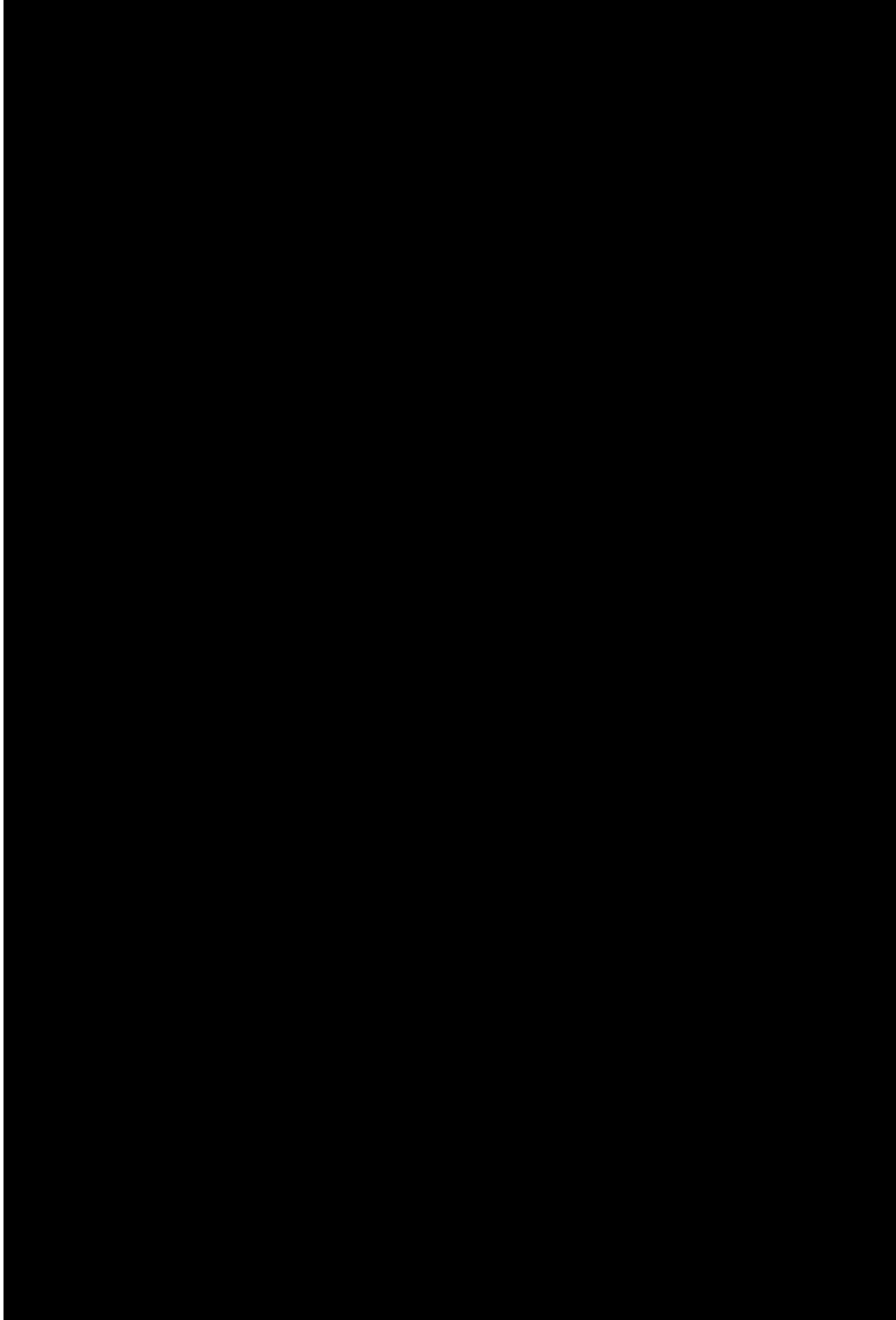
Along with working with our students in person, our Job Coaches can utilize PQC's Learning Management System (LMS) to assign students to ULS or supplemental courses dealing with specific topics where the student may need more review and support. By using the LMS, the Job Coach can also easily track the student's progress through topics, and upon course completion the student receives an achievement certificate that can be included with their student portfolio. Picture above is a sample of what a student/learner can see when they log into the LMS; this dashboard displays available courses, the main course/topic category, student progress, and total completions.

## **PQC Padlets & Supplemental Materials**

See following pages.

PQC Trains Master Padlet Dashboard

This page provides direct access to program documentation for our Pre-ETS Job Coaches. From this space, our team can quickly navigate to our Forms collections, Pre-ETS Category Materials, PQC-Developed Materials, County-by-County Neighborhood Mapping information, Employment Resources, our Cool Jobs exploration/informational series, and more.



*Pre-ETS Category Materials Padlet*

This padlet (shown on next page) includes links and reminders to help our Job Coaches know where to find specific Pre-ETS core activity-related materials from our ULS curriculum and other sources, including PQC-developed training materials.

