

CTC Job Readiness & Training Curriculum

A Spiraling Multimedia Curriculum

Designed to help Students Transition to The Work World

Three Competency Levels

This curriculum is designed to help ALL your students learn the competencies and goals needed for pre-employment and Work Maturity. It is ideal for use in Special Education Transition programs, Workforce Investment Act (WIA) programs, One-Stop programs, Youth Training Programs and other employment and self-sufficiency programs.

Duplicatable Books & Audio CDs

Pre-Employment Skills

Career Decision Making
Job Applications
Business Letter
Labor Market Information
Interviewing
Resumes

Work Maturity Skills

Punctuality/Attendance
Positive Attitude/Behavior
Appearance
Interpersonal Relationships
Completing Tasks

Levels of Competency

This program may be used with students that have different levels of ability. The program has three levels of competency and each student will learn on their own levels. This is determined by using the **Level Tests** included with the program.

Each of the three levels contain materials and information to meet the competencies and goals for work maturity and pre-employment. However, the materials for each of the three levels differ in reading level, complexith and format.

The format and difficulty of the materials advances with each level to accommodate the agilities of the students. **Audio CDs** are included in levers I and II to help students understand the information in each book as they develop their reading skills.

How The Program Works

Level Test and Prescriptions: This provides a vehicle to determine the strengths and weaknesses of the students' knowledge and skills. The tests give you information as to what level to begin instruction along with a **prescription** to remediate the students' weaknesses and to reinforce their strengths.

Three Competency Levels: Because of the three competency levels the program may be use with students who have different levels of ability. Success is achieved as they progress in knowledge and advance on different levels.

Answer Key & Scoring Grid: This is provided so that you can easily develop an individual program for each student. This not only saves time, it also increases the students chances for success.

Pre-Post Test: Each book contains pre/post test materials so the students can work individually. These pre/post tests can be used as guides to monitor the students progress throughout the curriculum. The program allows the students to progress at their own rate and experience success as they master each skill.

Teachers Guide: The Teacher's Guide explains how to use the level test and the scoring grid to develop prescriptions for remediation. Lesson Plans are provided for each book along with suggestions for different ways that the materials in the curriculum can be used. Materials come in a self contained carrying case and Certificates of Achievements are included.

CTC 105JRTC Job Readiness & Training Curriculum..... \$ 395.00

Please Add 10% shipping to All Orders

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