

Integrating Transition to Work Activities into Adult Basic Skills Classes

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Purpose

- Increase employment opportunities
- Identify career paths
- Learn about process of obtaining employment
- Math Skills for the Workplace

What to cover



- Goal Setting
- Self Assessment (Holland's Occupational Themes, Transition to Work Inventory)
- Reading/Understanding Help Wanted Ads
- Filling Out Job Applications
- Interviewing Skills
- Job Hunt (Arundel Mills Mall)
- Understanding Paychecks

What to cover

- Income Taxes/W-4 and W-2 Forms
 - <http://www.irs.gov/app/understandingTaxes/teacher/index.jsp> (teacher website)
 - <http://www.irs.gov/app/understandingTaxes/student/index.jsp> (student website)
- Math Skills for the Workforce (Decimals, fractions, percents, budgeting)
- Familiarize students with One Stop Career Center

Resources for the Classroom

- Transition to Work Inventory (Jist Works)



- <http://www.jist.com/shop/product.php?productid=16431&cat=0&page=1> (product information)
- <http://www.jist.com/shop/web/online-assessments/tests-available/two-online/transition-to-work-inventory-online/two-online-sample-test> (sample)

Resources for the Classroom (cont.)

- **Pocket Resume for Job Interview** - *(DLLR)*
- **15 Reasons Why Job Seekers Are Not Hired (And How to Avoid Them)** - *(Maryland Workforce Exchange/DLLR)*
- **PREPARE A Guide for the Job Interview** *(DLLR)*
- **Sample Job Applications**
- **ABS Workplace Toolkit**



Resources for the Classroom (cont.)

- SkillsTutor Online (Workforce Readiness Skills)
 - http://skillstutor.com/hmh/site/skillstutor/Home/Products_Services/SkillsTutor/Workforce_Readiness
 - *(Fee to use this product)*

LIFE SKILLS

Lesson Number	Lesson Title	Lesson Summary	Examples
1	Paychecks, Wages, and Salary	In this lesson, students will learn how to deal with paychecks. They also learn how wages and salary differ.	Your paycheck is a check you receive from your employer for work you have done.
2	Payroll Deductions and Tax Returns	In this lesson students will learn about payroll deductions like taxes. They also learn how payroll deductions and income relate to filing tax returns.	Money that is taken out of your paycheck and sent to your savings account is a voluntary deduction.
3	Banking	In this lesson students will learn how to manage different types of bank accounts.	Two ways of withdrawing money from a checking account include writing a check and using a debit card.
4	Balancing a Checkbook	In this lesson students will learn how to balance a checkbook.	When balancing a bank statement, start with the ending balance on the statement.
5	Financial Planning	In this lesson students will learn about three important financial planning tools: savings, investments, and retirement funds.	Setting financial goals and timelines for meeting those goals is an important part of financial planning.
6	Budgeting	In this lesson students will learn how to develop a budget.	To make sure you are keeping to your budget, you should first check your budget to see if you can afford the expense before you spend money.

Books to Consider Using

- Contemporary's Number Power 1 and 2 (back section of books)
- Steck Vaughn Math Skills for the Workforce
- Steck Vaughn Financial Math 1 and 2
- Steck Vaughn Pre GED Writing (Personal and Workplace Writing)



Websites

- My Skills My Future
 - www.mySkillsmyFuture.org
- Maryland Workforce Exchange
 - www.mwejobs.com
- One Stop Career Centers
 - <http://www.dllr.state.md.us/county/>
- Holland Personality Types
 - <http://www.soicc.state.nc.us/soicc/planning/jh-types.htm>



Questions or Comments

