



INSTITUTO DEL PROGRESO LATINO

CAREER DEVELOPMENT PROGRAM

COMPUTERS, FINANCIAL, JOB READINESS SYLLABUS

COURSE DESCRIPTION:

This course is a practical introduction to three major components in the job hunting process. The three components are: basic computers financial workshop; job readiness.

The computer portion of the training will provide introduction to basic computer systems and applications. It introduces the latest hardware, software, and trends in the computer field, as well as functional procedures related to computers. Participants will learn the **Microsoft Office 2007** software package (Word, Excel) for word processing and spreadsheets. Participants will use the **internet** as a tool for research and communication. Additionally, participants will learn the **keyboarding** speed and accuracy. Laboratory exercises will provide participants with experience in the use of PCs and to efficiently search and apply for jobs.

The financial workshop will provide financial education to help participants to get a roadmap to stable and growing financial life. The financial portion of the training will provide hands-on practice in order to provide students with the financial part of their financial portfolio.

The job readiness portion of the training will incorporate important tools for job seekers, strategies in job interviews: steps before, during and after job interviews, dress codes, inventory list and much more.

OBJECTIVES:

Participants will acquire the following skills:

Basic computers

- Keyboarding with speed and accuracy
- Creating text documents (MS Word)
- Creating tables and spreadsheets to present data (Excel)
- Using the internet as an information resource, communication and job search tool

Financial Workshop

- Savings
- Budget
- Credit
- Types of Credit
- Understanding Credit
- Debt & Financing Mgt.
- Identity Theft
- CCC'S
- Bankruptcy
- Income Tax
- Financial Planning
- Home Buying Process
- Landlord Rights
- Fair Housing
- Property Taxes

Job Readiness

- Career and skills evaluation.
- Client Portfolio Enhancement
- Job Search
- Applications and Documents Completion
- Interviewing
- Maintaining your job

INSTRUCTIONAL METHOD:

- Hands-on computer exercises
- Instructor lead lecture/discussion
- Hands on activities
- Presentation from Industry Professionals
- Integration of content from other program training areas

CLASS CALENDAR:

Week 1 Keyboarding / Microsoft Word/Job Readiness/Financial Work.

This phase of the course will give emphasis to proper typing techniques, position, drill exercises. In the Word program will cover the word window, creation of text documents such as cover letter, resume, fax, salary history, reference list, and other documents.

This phase of the course will cover development of proper money spending, short and long term goals, and the importance of credit.

The job readiness will give emphasis on evaluating skills and experiences to properly enhance resume, in addition to understanding what their skills are worth monetary wise. A professional and presentable portfolio will be complete with resume, references, cover letter, etc. We will also cover compensation, benefits and perks for complete understanding of offers.

Week 2 Keyboarding / Internet/Job Readiness/Financial Work

This phase of the course will cover the definition, history of the Internet, and navigation buttons. Use different web sites to research specific information. Use search engines to look for any type of information. Create an e-mail address and send and receive e-mails, add attachments, reply and forward messages. Participants will learn to use the Internet to look and apply for employment and search company general information. This phase of the course will cover credit reporting agencies, credit scoring and tips. Pros and cons of credit cards, impact on credit report, responsible credit use & identity theft.

The job readiness will cover job search, how to understand job posting and match their skills. The communications to approach apply and record job search.

Week 3 Keyboarding / Internet/Job Readiness/Financial Work

This phase of the class will cover the excel window, creation of spreadsheets and workbooks. Creation of inventory and list is emphasized. In the Job Readiness the main focus will be applications, pre-employment requests and employment documentation.

This phase of the course will cover Income Tax basics, short vs. long-term financial goals & pros & cons of homeownership.

The job readiness will teach the appropriate manner to complete forms, pre and post employment: applications releases and employment forms.

Week 4 Keyboarding / Microsoft Excel/Job Readiness/Financial Work

This phase will reinforce all acquired skills by performing a general review of topics. Also, completion of all pending documents and approval of final portfolio is covered. In the Job Readiness the main focus will be Interviewing and maintaining your job.

This phase of the course will cover the right way of shopping for a home, closing the deal and keeping your house. Also, the course will cover preventative maintenance, understanding property tax payments, and homeowner's exemptions.

The job readiness will emphasize the proper manner to interview as well as tools on how to keep an employment. At this point, the participants will receive their certificate for Career Development and participate in an in-house recruitment event.

MATERIALS:

- | | | |
|--------------------|-----------------|--------------|
| • Bond Paper | • Fax Machine | • Phone |
| • Certificates | • Flash Drive, | • Printer |
| • Chalk/Markers | floppy discs or | • Telephone |
| • Chalkboard/White | compact disc | • TV |
| board | • Folder | • VHS Player |
| • Computers | • Handouts | • Video |
| • Copier | • Internet | |

TEXTBOOK:

N/A

CAREER DEVELOPMENT PROGRAM

Computer Competencies Target Financial, Job Readiness & (vers. 07/22/08)

COMPUTERS

Typing Quick & Easy

Keyboarding/numeric keyboarding

- Identifying keys and functions
- Developing typing speed and accuracy

MS Word (creating text documents)

Production Tasks

- cover letter
- resume
- references
- salary history

Procedural Tasks

- open program
- close program
- save a file
- copy a file
- create a new document
- font size
- font style
- text alignment
- font color
- bullets
- tables
- print option

Internet

On-line resources/information searches/E-Mail

Production Tasks

- directories
- service agencies
- search engines
- job search engines
- maintaining e-Mail accounts

Procedural Tasks

- open program
- close program
- email creation
- open email account
- check messages
- reply messages
- create a new message
- send attachments
- online research (general)
- online research (job specific)
- online safety
- mapquest
- yellow pages

MS Excel (creating tables/spreadsheets to present data)

Production Tasks

- schedules
- lists/inventories

Procedural Tasks

- open program
- close program
- save a file
- copy a file
- create a new workbook
- cell font size
- cell font style
- cell text alignment
- cell font color
- print option

FINANCIAL LITERACY

Production Tasks

- Monthly Budgets
- Credit Clean-Up
- Bank Accounts
- Identity Theft Solutions
- Home Ownership/Rescue

Procedural Tasks

- Create a budget
- Want vs. Needs
- Plan for Short and Long Term Goals
- Introduction to Banking
- Credit Management
- Credit Scoring
- Pros and Cons of CCC's
- Collections
- Bankruptcy
- Identity Theft
- Income Taxes
- Home Buying
- Property Taxes
- Mortgages
- Predatory Lending
- Foreclosure

Job Readiness/Building for the Future

Career Survey

Production Tasks

- Skills History
- Skills Evaluation
- Career Exploration

Procedural Tasks

- Evaluate experience (employment, training and educational, volunteer and other Experience)
- Take Skills Inventory
- Exploration of careers according to experience
- Estimate a monetary amount on current skills.

Client Portfolio

Production Tasks

- Resume
- References
- Cover letter
- Compensation
- Fax Covers
- Thank you

Job Search

Production Tasks

- Job Search
- Types of Job Search

Production Tasks

- Types of Job Search

Production Tasks

- Tracking Your Job Search

Applications

Production Tasks

- Types of Applications

Procedural Tasks

- Enhance missing skills to resume
- Overview presentation of resume
- Explaining and understanding your resume.
- Obtaining and understanding what are references.
- Knowing what types of compensations are there.
- Understanding benefits and perks.
- Understanding what is a salary history.
- Other Additional Needs
- Presentable Portfolio
- Customizing a Cover letter
- Fax Covers
- Thank you Letters

Procedural Tasks

- Understanding Job Posting
- Matching your skills
- Communications
- Appropriate and Professional Approach
- Emailing
- Faxing
- Cold calls
- Walk ins
- Picking up an application

Procedural Tasks

- Networking
- Newspapers
- Internet
- Walk-ins

Procedural Tasks

- Record Keeping
- Following up

Procedural Tasks

- Hard Copy - Paper
- Internet

Production Tasks

- Completing Applications

Procedural Tasks

- Understanding applications
- Appropriate Responses to Questions
- Complete an Application
- Turning in an application.

Production Tasks

- Pre-Employment Requests

Procedural Tasks

- Submitting References
- Drug Screening
- Background Checks
- Credit Checks
- Fingerprints
- Physicals
- Credential Verification

Production Tasks

- Tracking Your Job Search

Procedural Tasks

- Record Keeping
- Following up

Employment Documentation

Production Tasks

- Types of Documents

Procedural Tasks

- Illinois Department of Employment Security: New Hire Form
- U.S. Department of Justice: I-9 Form
- Illinois Department of Revenue: IL W-4 Forms
- Authorization and Release Form
- Authorization for Release of Information
- Request for Criminal Background Record
- Driver's License and Record Verification
- Release for Credit Check
- Equal Employment Opportunity Questionnaire
- Emergency Contacts

Interviewing

Production Tasks

- Business Etiquette

Procedural Tasks

- Being Prepared
- Time
- Dress
- Language
- Presentation
- Body Language

- Cell Phones

Production Tasks

- Dressing for Success

Production Tasks

- Video Viewing

Maintaining Your Job

Production Tasks

- Workplace Ethics

Graduation

Production Tasks

- Receive Certificate of Completion

VIP EVENT

Production Tasks

- Mini Job Fair/ In-house Company Recruitment

Procedural Tasks

- First Impressions
- Do's and Don'ts
- Questions and Answers
- Top Questions Employers Ask
- Questions to ask an employer.

Procedural Tasks

- Interviewing examples
- Discussion
- Mock Interview

Procedural Tasks

- Honesty
- Respect
- Trust
- Good Job Habits
- For yourself
- For your job

Procedural Tasks

- Certificate of Completion

Procedural Tasks

- Apply for available positions