<p align="center">**St Joseph's PROS Program**
**Curriculum**</p>

**Course Title:  Jump Start Working**

**Frequency and Duration:**  3x a week, 120 minutes each session for 12 weeks

**Component and Service:  IR- IRGA**

**Course Overview/ Description:** This class is for individuals who want to start working and obtain competitive employment. In this class participants will begin the job search process. Participants will learn how to fill out paper and online applications; they will complete a resume and improve their interviewing skills. Participants will be expected to apply for jobs and to be actively looking for jobs outside of class. Participants will also receive benefits counseling based on their individual situations.

**Goal**: The goal of this class is for participants to obtain competitive employment.

**Expected outcomes:**  At the conclusion of this course participants will be able to fill out an application accurately, have a completed resume, be familiar with commonly asked interviewing questions and understand the job searching process.

**Modules**

1) **Email and Job Logs**
2) **Sample Application**
3) **Resume**
4) **Job Searching**
5) **Interviewing Skills**

**Modules 4 and 5 are continuously rotated all of the subsequent weeks throughout the semester.**

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**Course Title: Jump Start Working**
**Module [1]:** Email and Job Logs

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I.        **Introduction and Explanation of Goals for this Module:** This module introduces participants to the job searching process. Participants will learn and create an email address in order to be able to apply for jobs on the internet. Participants will also be given a job log and given an explanation of the purpose of a job log.

II.      **Learning Objectives and Expected Outcomes**: At the conclusion of this session participants will:

1. Have a valid email address
2. Be able to navigate to their email address
3. Have an understanding of the purpose of a job log

III.     **Engagement:** Participants will create an email address on the computer.

IV. **Summary/Closure:** Participants will write down their prior work / education history and bring into the next class.

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│    Course Title: Jump Start Working                         │
│    Module [2]: Sample Application                           │
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**I. Introduction and Explanation of Goals for this Module:** In this module participants will learn how to fill out an application accurately. Participants will also identify what jobs they would like to be applying for.

**II. Learning Objectives and Expected Outcomes**: At the conclusion of this class participants will:

1. Fill out a sample application
2. Identify what jobs they would like to apply to

**III. Engagement:** Participants will fill out a sample application.

**IV. Summary/Closure:** Participants will identify who their job references will be and ask for permission to use them on an application by next class.

> **Course Title: Jump Start Working**
>
> **Module [3]:** Resume

**I. Introduction and Explanation of Goals for this Module:** In this module participants will learn about the different types of resumes and pick which type they would like to complete. Participants will complete a resume showcasing their skills and abilities in order to obtain competitive employment.

**II. Learning Objectives and Expected Outcomes**: At the conclusion of this module participants will:

1. Have a completed resume

**III. Engagement:** Participants will use the computer and create a resume with the assistance of staff.

**IV. Summary/Closure:** Participants will start looking for jobs they would like to apply for next class.

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│   Course Title: Jump Start Working                             │
│   Module [4]: Job Searching                                    │
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**I. Introduction and Explanation of Goals for this Module:** In this module participants will start to actively search and apply for jobs. Participants will learn how to speak professionally to a potential employer to ask about employment and complete applications.

**II. Learning Objectives and Expected Outcomes**: At the completion of this module participants will:

1. Have actively searched for job opportunities
2. Have filled out a job application
3. Have followed up on any previous applications
4. Have filled in their job logs

**III. Engagement:** Participants will search and apply for jobs.

**IV. Summary/Closure:** Participants will continue to search and apply for jobs out of class time as well in order to achieve competitive employment.

> **Course Title: Jump Start Working**
>
> **Module [5]:** Interviewing Skills

**I. Introduction and Explanation of Goals for this Module:** In this module participants will learn common interview questions and practice their interviewing skills.

**II. Learning Objectives and Expected Outcomes**: At the completion of this module participants will:

1. Be able to identify common interviewing questions
2. Be able to appropriately answer interview questions
3. Know how to dress and behave in an interview

**III. Engagement:** Participants will practice interviewing skills in a variety of methods; role playing, with staff or with a partner.

**IV. Summary/Closure:** Participants will continue to practice their interviewing skills outside of class in order to obtain competitive employment.
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