

Transitions/STEP Program				
Concept	Skills	Level	Teaching Notes	State Standard
			I= Introduce	
			P=Practice	
Making the Transition from School to Work	Exploring the World of Work		M= Master	SEL 1C
	Opportunities to Learn on the Job	I, P, M		SEL 1C
	Cooperative Education	I, P, M	Group Activities	SEL 1C
	Internships	I, P, M		SEL 1C
	Youth Apprenticeship	I, P, M	Web Searches	SEL 1C
	Workplace Readiness	I, P, M		SEL 1C
	Case Studies	I, P	Student Activity Guide	SEL 1C
Understanding Work-Based Learning	Your Training Station			
	Getting a Social Security Number and a Work Permit	I, P		SEL 1C
	Abide by the Training Agreement	I, P, M	Student Activity Guide	SEL 3B
	Follow the Training Plan	I, P, M		SEL 3B
	Know the Law	I, P, M	Sample Training	SEL 3A
	Fair Labor Practices	I	Agreements	SEL 3A
	Safe Labor Practices	I		SEL 3A
	Study and Learn	I, P, M		SEL 1C
	Good Study Habits	I, P, M	Study Skills Strategies	SEL 1C
	Organize your Schedule	I, P, M		SEL 1C
	Improve your Reading Skills	I, P, M		SEL 1C
	Participate in Class	I, P, M		SEL 1C
	Take Notes	I, P, M		SEL 1C
	Case Studies	I, P	Student Activity Guide	
What your Employer Expects				
	Personal Qualities Needed on the Job	I, P		SEL 2C
	Positive Attitude	I, P	Student Activity Guide	SEL 2C
	Good Attendance	I, P, M		SEL 2C
	Punctuality	I, P, M	Review 10 Work Ethics	SEL 2C
	Initiative	I, P		SEL 2C
	Cooperative	I, P		SEL 2C
	Accepting Criticism	I, P, M		SEL 2C

	Courtesy	I, P		SEL 2C
	Personal Appearance	I, P		SEL 2C
	Good Health and Fitness	I, P		SEL 2C
	Ethics in the Workplace	I, P, M		SEL 3A
	Case Studies			
Teamwork and Problem Solving Skills				
	Changing Nature of The Workplace	I, P, M	Student Activity Guide	
	Teams in the Workplace	I, P, M		SEL 2B
	Pros and Cons of the Team Approach	I, P, M	Team Building Games	SEL 2B
	Role of the Team in the Workplace	I, P, M	and Activities	SEL 2B
	Characteristics of an Effective Team	I, P, M		SEL 2B
	Shares Leadership	I, P		SEL 2B
	Rotates Team Roles	I, P		SEL 2B
	Stays Focused	I, P		SEL 2B
	Works for the Common Good	I, P		SEL 2B
	Problem Solving	I, P		SEL 2D
	Steps in Problem Solving	I, P		SEL 2D
	Aids to Problem Solving	I, P		SEL 2D
	Managing Conflict	I, P		SEL 2D
	Know When to Intervene	I, P	Conflict Resolution Role	SEL 2D
	Address the Conflict	I, P	Plays	SEL 2D
	Identify the Source and Importance of the Conflict	I, P		SEL 2D
	Identify Possible Solutions	I, P		SEL 2D
	Develop an Acceptable Solution	I, P		SEL 2D
	Implement and Evaluate	I, P		SEL 2D
	Case Studies	I, P		SEL 1C
Communicating on the Job				
	Effective Communication	I, P, M	Student Activity Guide	
	Listening Skills	I, P, M		SEL 2C
	Reading and Comprehension Skills	I, P, M		SEL 2C
	Writing and Keyboarding Skills	I, P, M		SEL 2C
	Business Letters		Create a Business Letter	SEL 2C
	Parts of a Business Letter	I, P, M		SEL 2C
	Types of Business Letters	I, P, M		SEL 2C
	Appearance of a Business Letter	I, P, M		SEL 2C

	Appearance of a Business Envelope	I, P, M		SEL 2C
	Memos			SEL 2C
	Parts of a Memo	I, P, M		SEL 2C
	Appearance of a Memo	I, P, M		SEL 2C
	Business Reports	I		SEL 2C
	Nonverbal Communication	I, P, M		SEL 2C
	Speaking Skills	I, P		SEL 2C
	Talking on the Phone	I, P		SEL 2C
	Speaking to a Group	I, P		SEL 2C
	Communication Technology	I, P		SEL 2C
	Computers	I, P		SEL 2C
	Voice Mail	I		SEL 2C
	Cellular Phones	I		SEL 2C
	Walkie-Talkies	I		SEL 2C
	Headsets	I		SEL 2C
	Teleconferencing and Video Conferencing	I		SEL 2C
	Information Communication Channels	I		
	Commuting	I		SEL 2C
	Shift Changes	I		SEL 2C
	Work Breaks	I		SEL 2C
	Case Studies	I, P		SEL 2C
Math in the Workplace				
	Making Change	I, P		SEL 1C
	Using a Calculator	I, P	Student Activity Guide	SEL 1C
	Addition, Subtraction, Multiplication, Division	I, P		SEL 1C
	Using Fractions, Decimals, and Percentages	I, P		SEL 1C
	Taking Measurements	I, P		SEL 1C
	Linear Measurements, Area Measurement,	I, P		SEL 1C
	Digital Measurements	I, P		SEL 1C
	Analyzing Data	I, P		SEL 1C
	Using Charts and Graphs	I, P		SEL 1C
Computer and Internet Skills	Computer Systems	I, P		
	Computer Components	I, P	Using Computer	SEL 1C
	Methods of Storing Data	I, P	Applications	SEL 1C
	Computer Software	I, P		SEL 1C

	Connecting to the Internet and the World Wide Web	I, P, M		SEL 1C
	Computer Applications in School	I, P, M		SEL 1C
	Computer Applications in the Workplace	I, P, M		SEL 1C
	Internet, Word Processing, Spreadsheets,	I, P		SEL 1C
	Databases, Multimedia Presentations,	I, P		SEL 1C
	Computer Graphics, Manufacturing Applications,	I, P		SEL 1C
	Personal Organizers	I, P, M	Using Planners	SEL 1C
	Case Studies	I, P		SEL 1C
Looking Good on the Job				
	Good Health	I, P		
	Eat Well-Balanced Meals	I	Student Activity Guide	SEL 3B
	Get Enough Sleep	I		SEL 3B
	Exercise Regularly	I		SEL 3B
	Good Grooming	I		SEL 3B
	A clean body, clean hair, clean hands, fresh breath	I, P, M		SEL 3B
	Dressing for the Job	I, P		SEL 3B
	Caring for Clothes	I		SEL 3B
	Care Labels	I		SEL 3B
	Case Studies	I, P		SEL 3B
Safety on the Job				
	What Causes Accidents	I		
	Lack of Knowledge and Skills	I	Student Activity Guide	SEL 3C
	Environmental Hazards	I		SEL 3C
	Poor Safety Attitudes	I		SEL 3C
	Unsafe Behavior	I		SEL 3C
	Costs of Accidents	I		SEL 3C
	The Costs to You	I		SEL 3C
	The Costs to the Employer	I		SEL 3C
	The Costs to the Economy	I		SEL 3C
	Preventing Accidents	I		SEL 3C
	Stay Healthy	I		SEL 3C
	Using Machines and Tools Properly	I		SEL 3C
	Wear Protective Equipment	I		SEL 3C
	Following Safety Precautions	I		SEL 3C
	What to do when an Accident Occurs	I		SEL 3C

	Call for Help	I		SEL 3C
	Provide First Aid	I		SEL 3C
	Follow Universal Precautions	I		SEL 3C
	The Role of Government in Protecting Your Health	I		SEL 3C
	Case Studies	I, P		SEL 3C
Leadership and Group Dynamics				
	Leaders and Authority	I, P		
	Skills and Qualities of a Good Leader	I, P		SEL 2B
	Dynamics and Groups	I, P, M	Student Activity Guide	SEL 2B
	Leadership and Group Dynamics in School	I, P		SEL 2C
	Vocational Student Organizations	I, P		SEL 2C
	Leadership and Group Dynamics in the Workplace	I, P, M		SEL 2C
	Case Studies	I, P, M		SEL 2C
Participating in Meetings	Why have meetings?	I, P	Student Activity Guide	
	Order of Business Meetings	I, P		SEL 2C
	Participating on Committees	I, P		SEL 2C
	Electing Officers	I, P		SEL 2C
	Case Studies	I, P		SEL 2C
Learning about Yourself	Your Self-Concept and Self-Esteem	I, P, M		SEL 1A
	Values and Goals	I, P, M	Student Activity Guide	SEL 1A
	Case Study	I, P, M	Create a 5-Year Plan	SEL 1A
Learning About Careers				
	Traditional and Non-Traditional Careers	I, P		SEL 1C
	Agriculture, Business and Office, Communications and Media, Construction, Family and Consumer Sciences, Fine Arts and Humanities, Health, Hospitality and Recreation, Manufacturing, Marine Science, Marketing and Distribution, Natural Resources and Environmental Control, Personal Services, Public Service, Transportation, Job Market Trends, Future Occupations	I, P	Student Activity Guide	SEL 1C
		I, P		SEL 1C
		I, P	Online Career Search	SEL 1C
		I, P		SEL 1C
		I, P	Kudar Career Assessment	SEL 1C
		I, P		SEL 1C
		I, P		SEL 1C
Researching Careers	Career Research Resources	I	Student Activity Guide	SEL 3B
	Evaluating Careers	I	Online Searches	SEL 3B

	Case Studies	I	Community Searches	SEL 3B
Making Career Decisions	The Decision-Making Process	I, P	Student Activity Guide	SEL 3B
	Career Decisions	I, P		SEL 3B
	Using the Decision-Making Process	I, P		SEL 3B
	Case Studies	I, P		SEL 3B
Applying for Jobs	Finding Job Openings	I, P, M	Student Activity Guide	SEL 1C
	Applying for a Job	I, P, M	Writing A Resume	SEL 1C
	Job Resumes	I, P, M		SEL 1C
	Preparing a Portfolio	I, P, M	E-Portfolios	SEL 1C
	Contacting an Employer	I, P, M		SEL 1C
	Letter of Application	I, P, M		SEL 1C
	Job Application Forms	I, P, M	Getting a Job	SEL 1C
	Case Studies	I, P, M	Application	SEL 1C
Interviewing for Jobs	Preparing for an Interview	P, M	Student Activity Guide	SEL 1C
	The Interview	P, M	Mock Interviews	SEL 1C
	After the Interview	P, M		SEL 1C
Succeeding on the Job	Your first Day on the Job	I	Student Activity Guide	SEL 3B
	Relating to Others at Work	I, P	Personality Tests	SEL 2C
	Your Conduct and Job Success	I, P		SEL 2C & 2D
	Handling Job Stress	I, P	Role Plays	SEL 2D
	Evaluating Job Performance	I, P		SEL 3B
	Changes in Job Status	I, P		SEL 3B
	Making a Job Change	I, P	Qualifications for Job	SEL 3B
	Unions	I	Changes	SEL 3A
	Case Study	I, P		SEL 3A
Diversity and Rights in the Workplace				
	Cultural Heritage, Language, Religion, Gender, Age, Disability	I, P		SEL 2B
	The Benefits of Diversity in the Workplace	I, P	Student Activity Guide	
	Promoting Diversity in the Workplace	I, P		SEL 2B
	Diversity, Rights, and Discrimination	I, P		SEL 2B
	Facing Sexual Harassment or Discrimination	I, P		SEL 2B

	Case Studies	I, P		SEL 2B
Entrepreneurship: A				
Business of Your Own	The Importance of Small Business	I		SEL 1C
	Opportunities for Entrepreneurs	I	Student Activity Guide	SEL 1C
	Planning Your Own Business	I		SEL 1C
	Legal and Financial Issues	I		SEL 1C
	Case Studies	I		SEL 1C
Understanding Income and Taxes				
	Forms of Income: Wages, Salary, Commission, Tips, Bonus, Profit Sharing, Fringe Benefits	I, P	Student Activity Guide	SEL 1C
	Understanding your Paycheck	I, P		SEL 1C
	Social Security	I, P		SEL 1C
	Workers' Compensation	I		SEL 1C
	Unemployment Insurance	I		SEL 1C
Managing Spending	Budgeting Your Money	I, P	Student Activity Guide	SEL 1C
	Establishing Financial Goals, Estimating your monthly income and Expenses, Balancing Your Budget, Keeping Track of Income and Expenses,	I, P, M	Creating a Budget	SEL 1C
				SEL 1C
	Managing Your Consumer Spending	I, P, M		SEL 1C
	Case Studies	I, P		SEL 1C
Using Credit	Understanding Credit	I, P	Student Activity Guide	SEL 1C
	Advantages and Disadvantages of Using Credit, Types of Credit, Establishing Credit, Credit Agreements, The Cost of Credit	I, P	Creating a Budget	SEL 1C
				SEL 1C
	Using Credit Wisely	I, P		SEL 1C
	Case Studies	I, P	Student Activity Guide	SEL 1C
Banking, Saving, and Investing				
	Types of Financial Institutions	I		SEL 3B
	Checking Accounts	I, P	Student Activity Guide	SEL 3B
	Special Types of Checks	I, P		SEL 3B
	Safe-Deposit Boxes	I		SEL 3B
	Savings Accounts at Financial Institutions	I		SEL 3B

	Investing Your Money	I		SEL 3B
	Making Investments	I		SEL 3B
	Case Studies	I		SEL 3B
Insurance	Automobile Insurance	I	Student Activity Guide	SEL 3B
	Health Insurance	I		SEL 3B
	Home Insurance	I		SEL 3B
	Life Insurance	I		SEL 3B
	Employer-Sponsored Insurance	I		SEL 3B
	Choosing an Insurance Company	I		SEL 3B
	Filing an Insurance Claim	I		SEL 3B
	Case Studies	I		SEL 3B
Managing Family, Work, and Citizenship Roles	Family Roles	I, P		SEL 1C
	Balancing Family and Work Roles	I, P	Student Activity Guide	SEL 1C
	The Family-Friendly Workplace	I		SEL 1C
	Citizenship Responsibilities	I		SEL 1C
	Obedying the Law	I, P, M		SEL 1C
	Consulting a Lawyer	I		SEL 1C
	The Court System	I		SEL 1C
	Case Studies	I		SEL 1C
Online Research and Articles				
	Career News	I		
	Online Career Interest Tests	I		
	Search through Kudar Job Interest/Skills Section	I		
Mentoring and Guidance Through Jim Mayer	Transitions Specialist from RCCSEC	I		
	Also mentoring through Michael Bryant	I		