

## Education Transition School-to-College



Technology Based Solutions offers software solutions for individuals who are making the transition from school to college. In order to make this transition easier for individuals, TBS has created a solution.

The chart shown on the left side identifies the 5 stages of resources available through Technology Based Solutions that will assist individuals.

- **Career Planning** helps the individuals assess where they are in reference to today's job market.
- **Job Preparation** helps individuals to acquire the skills needed to compete in the job market.
- **Job Selection** helps guide individuals to an area where they can find satisfaction.
- **Job Development** gives individuals the added tools they need once they are in a work environment.
- **Self Improvement** focuses on the individual's life issues and how these can affect his/her career.

The items with the checkmarks are applicable to the School-To-College Transition creating a comprehensive college planning system. In this transition, the individual will identify the way that he/she learns best. The student will identify the best college major based on his/her interests, therefore avoiding wasted years on the wrong major. It is important to remember that this transition is an interim transition that culminates in a career. Therefore, we have included resources that link to the world of work.

With these resources the outcome is an individual who has selected a college major that they will enjoy. Individuals can be confident they have chosen the appropriate field and have obtained some background about the jobs they may obtain after graduating.

### career planning

Identifying Learning Styles	Determine how an individual learns & studies best.	a	<input checked="" type="checkbox"/>
Preventing Drop-Outs	Identify potential drop-outs & poor performers.	a	<input checked="" type="checkbox"/>
Job Readiness & Retention Test	Identify if an individual is ready to work.	a	<input type="checkbox"/>
Job Readiness & Retention Training	Learn acceptable workforce attitudes & values.	t	<input checked="" type="checkbox"/>
Exploring O*NET Jobs	Explore O*NET jobs by using various search criteria.	a t	<input checked="" type="checkbox"/>
Determining Workforce Intelligence	Determine job readiness in job-related basic academic skills.	a	<input type="checkbox"/>

### job preparation

Job Related Basic Academic Skills	Learn basic skills related to specific occupations.	t	<input type="checkbox"/>
Workforce Skills Training	Learn workforce skills in 42 interactive training modules.	a t	<input checked="" type="checkbox"/>
Training in Computer Literacy	Learn computer basics and applications.	t	<input checked="" type="checkbox"/>

### job selection

Assessing Abilities	Measure work-related aptitudes.	a	<input checked="" type="checkbox"/>
Assessing Interest	Measure work-related preferences.	a	<input checked="" type="checkbox"/>
Assessing Work Values	Measure work-related values.	a	<input checked="" type="checkbox"/>
Job Search Training Series	Learn job search skills and techniques.	t	<input type="checkbox"/>
Job Matching	Match individuals to national & local jobs (with gap analysis).	a	<input type="checkbox"/>
Job Specific Skill Certification	Determine competency in job specific skills.	a	<input type="checkbox"/>

### job development

Identifying Work Styles	Determine how individuals work & perform best on the job.	a	<input type="checkbox"/>
Interpersonal Skills	Learn how to work with others.	t	<input type="checkbox"/>
Training in Advanced Software Applications	Learn advanced software applications.	t	<input type="checkbox"/>

### self improvement

Finding a College Major	Determine the BEST college major.	a	<input checked="" type="checkbox"/>
Assessing Destructive Behaviors	Determine risk/need factors for at risk individuals.	a	<input type="checkbox"/>
Developing Life Coping Skills	Assist individuals in coping with life, work and personal issues.	a t	<input checked="" type="checkbox"/>
Basic Parenting Skills	Learn parenting skills for children (birth to 5 years old).	t	<input type="checkbox"/>
Financial Literacy	Learn how to be responsible for financial well being.	t	<input checked="" type="checkbox"/>

a=assessment t=training

## Identifying Learning Styles

*Product - Learning Styles Analysis*



Learning Styles is an Internet-based Assessment that is designed to enhance educational success by discovering how students learn, work, and study effectively. The assessment covers 25 learning dimensions of diversity such as; Left/Right Brain Dominance, Sensory Modalities, Physical Needs, Environment Social Grouping, Attitudes, etc. There are 3 different versions of the assessment for different age ranges. There is also an assessment for teaching styles. Results from 5 or more individuals can be grouped together to find the profile of a group. Assessment time is approximately 20-25 minutes.

## Preventing Drop-Outs

*Product - Performance And Retention*



The Performance And Retention (PAR) assessment is designed to identify students who have a greater probability of staying in school or job training programs for a longer period of time & will perform better in school or job training programs. Conversely, it will also identify those who are likely to not perform well and are strong candidates to become part of the dropout population. Assessment is available in English, Spanish, French and German. There is also an audio component for non or limited ability readers. The program is available on PCs or in a network environment. Assessment time is approximately 20-25 minutes.

## Job Readiness & Job Retention Training

*Product - WorkGo*



WorkGo is an Internet based instructional system designed to provide instruction in work attitudes, behavior and character. There are 10 courses dealing with attitudes & behavior related to job readiness and job retention and 8 courses dealing with successful customer service and sales attitudes and behavior. The system also includes a student workbook that is designed to build an "Attitude Related Portfolio." It also includes attitude quizzes. Completion time is 8-12 hours.

## Exploring O\*NET Jobs

*Product - Exploring Jobs*



Exploring Jobs/Careers is an exploration tool that is designed to provide a very simple process to explore all jobs in the US Department of Labor O\*NET database. The most unique aspect of the exploration is the flexibility of the unique search engine. Searching can be completed in one or more following 8 Dimensions; Job Family, Job Zone, Top Interest Level, Top Work Value Level, Required Educational Level, Required Work Experience, Amount of On-the-Job Training Required, and the Amount of On-Site-Training Required. For many of the jobs there is a short video describing the job. Additional exploration leads to in-depth information about the job including the required tasks, duties, knowledge, skills, abilities, work activities, work environment, work values, salary and labor market projections.

## Workforce Skills Training

*Product - SISTEM*



SISTEM is a technology-based training series consisting of 42 independent courses dealing with Workforce Readiness Skills] covering Job Readiness, Job Search and Job Success. The courses are designed for small group delivery (up to 32 participants). The courses are available in English and Spanish.

In addition, they can be server or internet delivered using highly engaging student response interaction, video, animation, still photos, text, and graphics. The management system captures all student responses which can be retrieved at any time to identify client performance or Competency Acquisition.

## Training in Computer Literacy

*Product - International Computer Driving License*



ICDL is a step-by-step computer-based training system that provides interactive instruction and testing in 7 courses:

- Basic Concepts of Information Technology
- Spreadsheets
- Presentations
- Using the Computer and Managing Files
- Database
- Information and Communication
- Word Processing

The curriculum contains over 35 hours of instruction and includes pre/post testing to measure a starting point and to measure mastery. An optional management system, CheckPoint, is available for the ICDL curriculum.

Optional Learner's Manuals are also available for each of the 7 assessments. These contain the content covered in the ICDL software. Mastery of the content can lead to an international certification in 3 or 7 courses. This credential is recognized as a certification in over 130 countries and most recently in the US. TBS is a facilitator in the testing provided by the ICDL organization.

## Assessing Abilities, Interests & Values

*Product - Whole Person Assessment*



The Whole Person Assessment (WPA) is a battery of assessments and career exploration activities that include Abilities, Interest, and Work Values. The assessments are designed to help individuals identify a potential career or job. The assessments and results are based on the Department of Labor's O\*NET job database. The report provides a seamless connection to the O\*NET database and career videos for over 400 jobs. The assessment time varies for each of the programs. If an individual takes all 3 assessments, the completion time is approximately 90-120 minutes.

## Finding a College Major

*Product - College Major Interest Test—CoMIT*



The College Major Interest Test (CoMIT) is an Internet-based inventory designed to help individuals select the BEST college majors and ultimately move into an associated career. Interests/Preferences are measured by the individual's reaction to a series of statements with visuals that depict actual job activities. The individual has the option to select any (or all) of the 5 Major Fields; Social Science & Humanities, Business & Economics, Arts & Communications, Science & Technology, and Engineering. For each field, there are 10 to 12 majors. In addition, there is a General Placement test for those individuals who are unsure where their interests lie.

The CoMIT results screen shows all the potential majors ranked according to the individual's preferences. Additional information is available about each major, including an overview, job & labor market information, required activities, tasks, skills, knowledge, abilities, work environment, career videos, plus much more. In addition, there are other links leading to over 3,000 colleges including student aid information plus many additional resources that are all part of the college planning process. Approximate completion time is 25 minutes per assessment. Exploration time varies by the individual.

## Developing Life Coping Skills

*Product - Mastering My Life*



This Internet-based program is a confidential interactive program that helps an individual resolve personal dilemmas by providing immediate, personalized feedback and guidance. The program covers those problems that make individuals angry, depressed, anxious, guilty and overly stressed. The initial assessment deals with Taking Care of Today, Letting Go of the Past and Building a Solid Future. Related topics include Daily Life, Family Life, Love Life, and Work Life. Additional content includes dealing with Self-Doubts and Negative Emotions. The individual develops skills in Daily Life, Skills to Fulfill Potential, Communication Skills, and Relationship Skills. Assessment time varies.

## Financial Literacy

*Product - Targeting Success—Money Management*



This financial literacy series contains four instructional modules dealing with:

- Goal Setting\*
- Financial Institutions and Borrowing
- Savings and Investing
- Basic Personal Finance
- First Steps Towards Investing
- Community Networking\*

*\*same courses are offered in Job Search – Targeting Success: Job Search*

Accompanying the curriculum is a developmental portfolio which consists of hands on exercises. In addition each module is accompanied by a pre-test and a post-test. Learning modalities include; narrated instruction, client worksheets, Internet resources, and expert interviews. Each course takes approximately 1-2 hours.