



# READYTOWORK

## Ready To Work Hybrid Program

Student: \_\_\_\_\_ Class: \_\_\_\_\_ AAESAP ID# \_\_\_\_\_

Study checklist	Date started	Date completed	Estimated time	Actual time	Student Initials
<b>TABE Pre-test</b>			4.0		
<a href="#">Zoom</a> account created			.50		
Gmail account created			.50		
<b>WorkKeys Curriculum</b> <a href="#">Online Link</a>			15.00		
Graphic Literacy score					
Work Place Documents score					
Applied Math score					
<b>FDIC Online Course</b> <a href="#">FDIC Link</a>			10.00		
Bank on It					
Borrowing Basics					
Check it Out parts 1 & 2					
Money Matters					
Pay Yourself First					
Keep it Safe					
To your Credit					
Charge it Right					
Loan to Own parts 1 & 2					
Your Own Home parts 1 & 2					
Financial Recovery parts 1 & 2					
<b>Job Prep</b>			10.00		
Canvas Module					
<a href="#">Career Coach</a>					
Resume on career coach					
Joblink account					
Cover letter - <a href="#">Template</a>					
<a href="#">Practice Online Application</a>					
Mock video interview					
Workplace documents					
<b>Communication</b>			10.00		
Canvas Module					
Presentation					
Online discussions					

<b>Workplace Behaviors</b>			10.00		
Canvas Module					
<a href="#">FEMA – active shooter course and test</a>					
<a href="#">Truckers Against Trafficking</a>					
<a href="#">Diversity Awareness Course</a>					
<b>Problem Solving</b>			10.00		
Canvas Module					
Online discussions					
<b>Technology Basics</b>			15.00		
Canvas Module					
<b>TABE post test</b>			4.0		
<b>Exit Interview with Job placement</b>			1.0		
<b>Attendance</b>					
<b>Total time</b>			90.00		

NOTES: \_\_\_\_\_

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Instructor Signature: \_\_\_\_\_

Date: \_\_\_\_\_