

Employment Services – Individual  
Employment Services – Group  
Adult Life Training, Inc.  
Last Update: 3 Jan 2011

Bus route:

#4 Parkview, 42 -45 after after the hour

#4 Wells- Ludlig 42-25 after the hour

There are five categories of services that we provide; public, ATR Individual, ATR Group, Open Lab, and special arrangements. Curriculum is summarized following service descriptions.

**Public Services** are and have always been free since we started in 2003. The public comes on Tuesday or Thursday morning at 9:00 and a SCSEP Senior Aide volunteer will be assigned to tutor them. Public training closes at 12:00. **Tuesday, Thursday 9:00-12:00**

**Open Lab** – When the lab is not otherwise in use, or by instructor permission when the lab is in use and seats are available, the public may use the equipment. An example of this may be to check email or do a fast job search on one's lunch break.

**ATR Group Services** – a voucher for Employment Services – Group is required. Sessions are one or more days per week by appointment for **three hours** each session. **Time will normally be MTRF between 1:00 PM and 5:00 PM.** Group size must be at least 6 and not more than 19. Facilities will accommodate 9 seats at desks plus up to 10 additional seats via wireless. At this time student must bring her or his own wireless notebook, we can not provide the wireless notebook computers, but it is an area into which we plan to expand. An instructor leads the class assisted by aides, usually with one aide per 7-10 students. The curriculum is followed as rapidly as possible, usually completing in eight to twelve sessions, depending upon how much the students already know. It is possible to focus on a particular area, such as Internet Job Search or Resume Preparation which will take less time, provided the entire group follows this path. The ability to individualize (each person gets different training) is very minimal in this service – for individualized service please use Employment Services – Individual.

**ATR Individual Services** – a voucher for Employment Services – Individual is required. Sessions are one or more days per week by appointment for **three hours** each session. Time will normally be **MTRF sometime between 1:00 PM and 5:00 PM.** A personal trainer tutors the client, either in the lab or in a private office. An assessment tool is used to determine the correct beginning point. The curriculum is followed as rapidly as possible, usually completing in eight to twelve sessions, depending upon how much the students already know. It is possible to focus on a particular area, such as Internet Job Search or Resume Preparation which will take less time. Material taught is matched to client requests as much as possible.

**Special Arrangements** – special arrangements can be made for special situations, such as on site training for populations which cannot travel to our location, or larger groups which have a room with computers already and just need an instructor.

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## **Curriculum**

This curriculum was developed over several years from 2003-2005 and has been used successfully with all age groups from kindergarten through over 102 years of age across several nationalities. It is currently being updated to include pictures for Microsoft Windows 7, Office 2010, Open Office 3.2, and Ubuntu Linux. The books include many pictures because some of our clients cannot read American English well.

Curriculum assumes nothing: it starts with the basic how to turn on the computer, how to manipulate a window, and progresses up through using the file system, and finally office apps. The modules can be re-arranged somewhat, and there are books for most of them, posted on-line for free download: ALTi is a pilot project and all materials may be duplicated under the Creative Commons Attribution 3.0 License without payment.

Beginners – Working Computers

Formatting Text

Working Multiple Windows

Working Files

Spreadsheets

Word Processing (including cover letter and resume preparation)

Presentations

Internet Search (and job search)

Web Mail, On-line chat