



[TECH] Connections Program

The Ruttenberg Autism Center is now enrolling participants for an 8-week course starting April 17.

About the [TECH] Connections Program:

Through completing a series of staged curriculum, participants of various ability levels will learn important skills in computer proficiency as it relates to employment. This includes internet usage, online safety, creating and navigating e-mail messages, Google suite, and a variety of other topics. Participants will complete each stage having developed a portfolio project and prepared for real life and work experiences.

Who the program is for: Adolescents and Adults

Registration Deadline: Deposits due April 6[space is limited; if space is available registrations may be accepted after the deadline]

Program Dates: Tuesday, April 17 through Thursday June 7, 2018

Program Duration: 1 hour sessions will begin at 2:00PM every Tuesday and Thursday for 8 weeks [additional times may be added to meet the needs of the participants]

Location: Ruttenberg Autism Center, 1740 Walton Road, 1st Floor, Blue Bell, PA 19422

To enroll, e-mail info@ruttenberg.com or call 484.567.4725.

www.Ruttenberg.com

[TECH] Connections Program Description



Stage 1 *(Eligible to new clients with limited proficiency)*

The goal of this first stage is for participants to become proficient in using technology to obtain information and connect with others socially and professionally online and offline utilizing the Digitability Program curriculum.

Participants who complete Part 1 of this program will complete their first professional skill-based portfolio piece by collaborating within a workplace simulation to plan a website. All participants will practice the necessary routines for the workplace communication and problem-solving. Every student will have a role to play in the Digitability work-simulation.

Stage 2 *(Eligible to new clients with proficiency in Stage 1 curriculum, and clients who have previously completed Stage 1)*

The goal of the second stage of the program is for participants to further develop their technical skills and use of information technology to fully engage and work as a digital citizen utilizing the Digitability Program curriculum. This stage builds upon the important base-level skills covered in stage 1, by helping participants master the practical use of key software applications, including the Google suite of web technology. Along with this skill development, participants will be trained on guidelines for expected use as well as important workplace practices and etiquette that coincide with the technology being presented.

Participants who complete Stage 2 of this program will complete their second professional skill-based portfolio piece by collaborating within a workplace simulation to create their very own website. All participants will practice the necessary routines for the workplace communication, soft-skills and problem-solving. Every participant will have a role to play in the Digitability work-simulation.

Stage 3 *(eligible to clients who have completed stages 1 & 2 of the program)*

The goal of the third stage of the program is for participants to incorporate the technical skills presented in the first two stages of the Digitability program toward the development of workplace problem solving, communication and task management. This stage builds upon the intermediate technical skills covered in the previous stage, by helping participants apply these skills through simulated workplace activities. Along with this skill development, participants will be trained on guidelines for expected use as well as important workplace practices and etiquette that coincide with the technology being presented.

Participants who complete Stage 3 of this program will complete their third professional skill-based portfolio piece by creating a resume and personal bio website. All participants will practice the necessary routines for the workplace communication, soft-skills and problem-solving. Every participant will have a marketable biography that highlights their personal talents/abilities as well as the skills training they've received through the program.

*Digitability is the #1 pre-employment transition program that develops a person's interests into marketable skills for a variety of job types, while simultaneously building social and emotional capacity for the workplace.

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Weekly Outlines

Stage 1:

1. Internet Basics
2. Browser Basics
3. Searching Basics
4. Application & Account Management Basics
5. Online Sharing Basics
6. Connecting with Others & Information Online
7. Portfolio Project
8. Project Presentation

Stage 2:

1. Using Email/Gmail
2. Sending, Receiving & Managing Email Messages
3. Gmail Contact Management & Message Search Tool
4. Google Calendar Use & Management
5. Using Google Drive & Creating Google Docs
6. Portfolio Project: Work Group 1
7. Portfolio Project: Work Group 2
8. Project Presentation

Stage 3:

1. Workplace Email Composition & Etiquette
2. Task & Project Management Through Google Suite
3. Introduction to Workplace Ethics, Communication & Technology Use
4. Job Search & Interview Preparation
5. Workplace Skill Identification
6. Portfolio Project: Work Group 1
7. Portfolio Project: Work Group 2
8. Project Presentation