



Curriculum Guide

Career

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How to Use Our Tutorials

This guide was created to give teachers and service providers a starting point for using our career tutorials. You may already refer people to our site for self-paced, independent learning. This guide will help you use our content to supplement your own programs, tutorials, and courses.

How you use our tutorials will depend largely on your organization's capabilities and the needs of the population you serve. We've found that there are as many ways to use our content as there are organizations using it. Some organizations take a largely hands-off approach; others choose to integrate our tutorials into their own instructor-led classes. Here are some examples of ways a group could use our tutorials to provide instruction:

- **Textbook Method:** Instructor-led classes that include original curriculum but use our site as a textbook for both the teacher and students.
- **Self-Paced Tutorial Method:** Students follow a particular course of study at their own pace, either at home or in a computer lab. At class meetings, the instructor checks assignments and offers help to students who need it.
- **Independent Study with Assignments:** Independent-study classes or meetings where the students read our tutorials and complete original assignments, all on their own. At an instructor-led "lab time", students ask questions and get help starting new topics. This method is a good one to use if you know many or most of your students do not have computer/Internet access outside the classroom.

These are just a few examples, but the possibilities are nearly endless. Let us know how you use our site by [contacting us](#).

Terms of Use for Our Tutorials:

All of the content on the GCFLearnFree.org website is copyright protected. You may use, print, and download our content for educational purposes, as long as the content is used for noncommercial purposes (and for no personal financial benefit), content is not altered or transformed in any way, GCFLearnFree.org® is acknowledged as the owner and copyright holder of the content, and a link is provided to our website.

Still have questions?

Check out our FAQs!

www.gcflearnfree.org/support/faqs

Classrooms without Reliable Internet Access:

If your classroom does not have reliable Internet access, here are two alternative ways you can access our site:

- **Print out the lessons:** Most lessons have a printer icon in the top-right corner of the screen. Clicking this icon will show you all the pages of that lesson on one screen, which you can then print out for yourself or your students. Unfortunately, there is no way to print the entire tutorial at once; you will need to print each lesson separately. It's also good to be aware that some of the tutorials are more than 100 pages long when printed in their entirety, so you may want to be selective about which lessons you print.
- **Contact us to ask about the downloadable version of the site:** We offer a downloadable version of GCFLearnFree.org to organizations that don't have access to the Internet. We update this version yearly; however, you should be aware that, since we continually add new content to the site throughout the year, the downloadable version tends to become out of date quickly. If your organization does not have Internet access, you can follow this [link](#) to fill out a request form for the downloadable version.

Classrooms Where YouTube is Blocked:

Because our video tutorials are hosted on YouTube, you may not be able to view them from places where YouTube is blocked. If your school or organization blocks YouTube, here are some alternative ways to access our videos.

- **Ask your school or organization to opt into [YouTube for Schools](#):** YouTube for Schools allows teachers and administrators to limit the YouTube videos students can access at school. Once your organization has signed up for YouTube for Schools, students will be limited to videos that either appear on vetted educational channels (like PBS) or ones you choose. YouTube for Schools also allows IT administrators to block commenting and related searches, ensuring that students can access educational materials in a secure environment.
- **Download videos outside the classroom:** If your school doesn't belong to YouTube for Schools, you can download our videos from YouTube using programs like [SaveVid](#) and [KeepVid](#). You'll find additional instructions for downloading videos [here](#).
- **Access the videos through another website:** If you don't want to download the videos or don't have Internet access outside of school, you may be able to view the videos in school by typing their URLs into websites like [Safe Share.TV](#) and [ViewPure](#).
- **Contact us to ask about the downloadable version of the site:** If your organization blocks YouTube, you can also request the downloadable version of our site. We update this version yearly; however, you should be aware that, since we continually add new content to the site throughout the year, the downloadable version tends to become out of date quickly. If your organization does not have access to YouTube, you can follow this [link](#) to fill out a request form for the downloadable version.

How to Use this Guide

This guide explains how you and your students can use multiple tutorials to build career skills. The guide includes three distinct **learning plans** you can follow and adapt for instruction in a classroom, with a small group, or with individuals. Each plan addresses a specific set of skills students may be interested in acquiring.

The plans are:

- **Preparing a Resume and Job Application:** This lesson path is geared toward students who are preparing to enter the job market and need help creating application materials. The focus is on writing or revising a resume and cover letter and completing a job application, not on the broader job search. This path is ideal for students who are entering the workforce for the first time or returning to it after a prolonged absence.
- **Applying for a Job:** This plan focuses on the broader job search process, as well as writing/revising and completing a job application. This path is ideal for students who are currently engaged in the job search or have been looking for a job for some time.
- **Career Development:** This learning path is designed for students who are looking to improve their computer skills in order to gain professional employment. The path includes our tutorials on basic typing, mouse, and computer skills. For students who want to develop further computer skills or for those whose computer skills are more advanced, we recommend incorporating material from our [Technology](#) and [Microsoft Office](#) tutorials.

Each plan has four components:

1. **Objectives:** The goals learners have entering this course of study. The objectives can help you identify the best plan for your class.
2. **Outcomes:** The skills learners should have gained after successfully completing the plan.
3. **Learning Plan:** A possible sequence of our tutorials. You can find summaries and links for each tutorial on page 13 of this guide.
4. **Other Tutorials You May Want to Use:** Additional tutorials on our site you may want to reference or include in the learning plan, depending on the skill levels and needs of your students.

Using the Learning Plans:

To get started, choose the learning plan you believe will fit with your students' needs. Once you've found a plan, you can customize it to make it more relevant to and appropriate for your learners. This could include:

- **Adding your own content.** To get the most out of our site, we encourage you to use it in combination with your own assignments and assessments.
- **Removing redundant or unnecessary content.** Not every activity will be useful for every learner. Review the activities, and assess your students' knowledge and needs. You can then omit any content that is irrelevant or unnecessary for your learners.
- **Selecting additional tutorials.** You may choose to integrate tutorials from other sections of our site. You can find a complete list of our tutorials [here](#). We particularly recommend our [Technology](#) and [Microsoft Office](#) tutorials for students who are applying for jobs or working on career development.

Teaching Tips

Creating Assignments and Example Documents:

Experiment with different class formats based on the assignment content. Your format may vary depending on the size of your class and the needs of your students, but you may also want to vary it based on the lesson content. If your class is working on resume writing, you will probably want to have each student create his or her own; on the other hand, it might be useful for students to discuss the Interviewing Skills tutorial as a group.

Assign simple tasks to test basic knowledge. For instance, at the beginning of a course, you may want to find out what students know about resumes and cover letters. If you're worried that an assignment will seem too simple, you can explain that you're using it for evaluation purposes.

Have students look at sample documents before they start their own. If you show students what a good resume or cover letter looks like, they will find it easier to produce their own.

Try to use scenarios and situations that are applicable to real-world tasks. You know your students a lot better than we do, so draw on that knowledge to choose and create assignments that are relevant to their lives. Students will be more engaged if they can see how a new skill will be useful to them, and they'll also be more likely to remember what they learn that way.

Break down instructions for assignments into easy-to-follow steps. Bulleted or numbered lists will help students identify the information they need to complete an assignment.

Make sure your instructions are clear and easy to understand. Remember that what seems obvious and clear to someone who already has a skill is not always so obvious to a beginner.

Make sure assignments are possible to complete within the time you've set aside for them. Try doing an assignment yourself and testing it on someone else, if possible, before giving it to your students. Remember that it will probably take your students longer than it will take you to finish the assignment.

Evaluate assignments based on the skills students are working on. Not all students come to class with the same background or experience, so try not to evaluate assignments based on knowledge from outside of class. For example, don't evaluate assignments based on design if that's not what the class is learning about (although you may want to offer help to students who seem to need it).

Assessment:

The purpose of assessment is to have students demonstrate that they have acquired the skills you're trying to teach them. Not all assignments are assessments; some may be for the purpose of having students practice a skill or having them experience something new. Here are some good steps to follow when you're creating an assignment you want to use for assessment.

1. **Decide what skill you're assessing.** For example, if your students are working on formatting a cover letter, you might decide to assess them on that skill.
2. **Design a task.** In our example, you might decide that the best indication of how well students have learned to format a cover letter would be to have them correct an unformatted letter.
3. **Decide what good performance on this task would look like.** What are the details you want students to pay attention to when formatting letters? You can decide what a good performance on this task looks like based on which skills you think are most important.
4. **Decide how you'll apply the criteria for good performance.** In formal assessments, this will probably involve deciding how the criteria will translate into a student's grade. In informal situations, applying the criteria usually means deciding what different levels of performance will tell you about what the student should do next. For example, you might feel that someone who is missing half of the criteria of a well-formatted letter in her assignment should continue to work on writing cover letters.

A Note on Quizzes:

We know teachers often use our quizzes in the classroom, but quizzes aren't available for all of our tutorials. If you want to create quizzes for topics where we don't have them, here are a few tips:

- Try to make sure your questions test knowledge or skills, not how closely the learner reads the question. In other words, make sure your questions are clear and easy to understand—try to avoid “trick questions”.
- When you're writing multiple-choice assessments, the answers are just as important as the questions. Make sure you don't have choices that are meant to be wrong answers that might actually be right in some situations because it can be confusing to the learner.

Preparing a Resume and Job Application

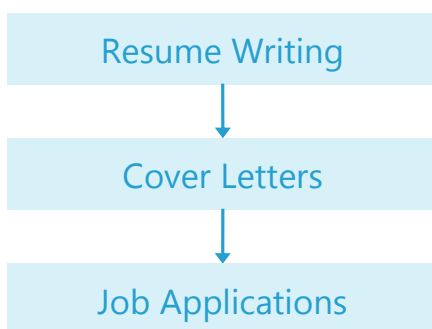
This lesson path is geared toward students who are preparing to go on the job market and need help creating application materials. The focus is on writing or revising a resume and cover letter and completing a job application, not on the broader job search. This path is ideal for students who are entering the workforce for the first time or returning to it after a prolonged absence.

Objectives

- To prepare a new resume
- To update and revise an existing resume
- To know how to write a cover letter
- To be able to complete a job application correctly

General Outcomes

- Learners will understand how the resume, cover letter, and job application relate to one another.
- Learners will understand how to tailor their resumes and cover letters to specific job descriptions or career paths.
- Learners will have current resumes and sample or real cover letters.
- Learners will be able to prepare professional job applications.



Other GCF Tutorials You May Want to Use:

- [LinkedIn Basics](#)
- [Career Planning and Salary](#)
- [Job Application interactive](#)
- [Email 101](#)
- [Gmail](#)
- [Typing Tutorial](#)
- [Word](#)

Applying for Jobs

This learning path is similar to **Preparing a Resume and Job Application** but is intended for a longer class. It focuses on the broader job search process, as well as writing/revising and completing a job application. This path is ideal for students who are currently engaged in the job search or have been looking for jobs for some time.

Objectives

- To get started with a job search
- To learn how to apply for a job
- To successfully complete the job-application process
- To prepare for an interview

General Outcomes

- Learners will be able to plan and execute a thorough job search.
- Learners will be able to complete job applications.
- Learners will have current resumes and sample or real cover letters.
- Learners will know how to tailor their resumes and cover letters to specific jobs.
- Learners will understand how to present themselves well in job applications and interviews.



Other GCF Tutorials You May Want to Use:

- [LinkedIn Basics](#)
- [Career Planning and Salary](#)
- [Job Success](#)
- [Workplace Basics](#)

Career Skills Development

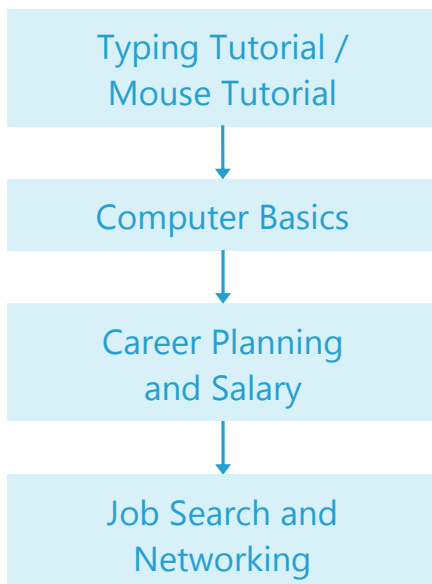
This learning path is designed for students who are looking to improve their computer skills in order to gain professional employment. The path includes our tutorials on basic typing, mouse, and computer skills. For students who want to develop further computer skills or for those whose computer skills are more advanced, we recommend incorporating material from our [Technology](#) and [Microsoft Office](#) tutorials.

Objectives

- To acquire basic computer skills consistent with professional employment
- To identify career goals and plan transition into another career path

General Outcomes

- Learners will have learned to use a mouse, type, and navigate a computer interface.
- Learners will understand their own career goals and the strategies needed to achieve them.
- Learners will have created a plan for improving/changing their career.



Other GCF Tutorials You May Want to Use:

- [Cover Letters](#)
- [Interviewing Skills](#)
- [Job Success](#)
- [Resume Writing](#)
- [Tech Savvy Tips and Tricks](#)
- [Workplace Basics](#)

Additional Resources

Career Tutorial Descriptions:

Below are descriptions of and links to the Career tutorials mentioned in this guide. For a complete list of our tutorials, go to www.gcflearnfree.org/topics.

Career Planning and Salary

This tutorial guides learners through the process of planning their careers. Students will learn effective strategies for choosing a suitable career and progressing in it.

www.gcflearnfree.org/careerplanning

Cover Letters

This tutorial offers in-depth advice on writing effective cover letters. Students learn why a cover letter is important, as well as how to craft their own. The tutorial includes a professional cover letter template.

www.gcflearnfree.org/coverletters

Interviewing Skills

This tutorial helps students prepare for job interviews. They will learn strategies for preparing ahead of time, answering interview questions, and behaving and dressing appropriately.

www.gcflearnfree.org/interviewingskills

Job Applications

This tutorial covers the basics of filling out a job application. Students will learn how to gather the necessary information, as well as how to best answer various job application questions.

www.gcflearnfree.org/jobapplications

Job Search and Networking

This tutorial covers effective strategies for planning and conducting a job search. It includes networking, searching online, and using social media sites.

www.gcflearnfree.org/jobsearchandnetworking

Job Success

This tutorial covers a variety of soft skills needed to improve job performance. Topics covered include time management, business etiquette, effective communication, and conflict resolution.

www.gcflearnfree.org/jobsuccess

LinkedIn Basics

This tutorial covers the basics of LinkedIn, a popular professional networking site. Students will learn how to create a LinkedIn profile, search for jobs, and make professional connections.

www.gcflearnfree.org/linkedin

Resume Writing

This tutorial teaches students how to write an effective resume. Students will learn what information to include, as well as how to best format and present it. The tutorial includes sample resumes and a template they can use to create their own resumes.

www.gcflearnfree.org/resumewriting

Workplace Basics

This tutorial covers the basic skills needed to start a new job successfully. Topics covered include leave and benefits, organization, W-4 forms, and workplace safety.

www.gcflearnfree.org/workplacebasics

Other Tutorials Referenced in This Guide:

Computer Basics

Computer Basics is an introductory tutorial designed for learners who have little to no experience using computers of any kind. Students will learn the basics of how computers and their operating systems work. They'll also learn how to set up and take care of their own computers.

www.gcflearnfree.org/computerbasics

Email 101

This tutorial is intended for learners who have never used email. Students will learn how email works and how to use it safely.

www.gcflearnfree.org/email101

Gmail

This tutorial is an introduction to Google's free webmail service. Students will learn the basics of how to set up an account and compose, send, and respond to emails. They'll also explore more advanced features, like managing and organizing email and accessing it from mobile devices.

www.gcflearnfree.org/gmail

Job Application Interactive

This activity takes learners through the process of completing a job application.

www.gcflearnfree.org/everydaylife/jobapplication

Mouse Tutorial

This activity helps adult learners build proficiency with the mouse by playing a series of mini-games.

www.gcflearnfree.org/mousetutorial

Tech Savvy Tips and Tricks

This tutorial offers students a collection of tips, shortcuts, and procedures that will help them use technology more efficiently.

www.gcflearnfree.org/techsavvy

Typing Tutorial

This set of interactives takes students through the process of learning to type. It includes typing practice, exercises, and a voiceover coach. **Note:** If you are using Internet Explorer, this tutorial requires IE9 or higher to work.

www.gcflearnfree.org/typing/play

Word

These tutorials are comprehensive guides to different versions of Word, the word processing program in the Microsoft Office suite. Students will learn how to create professional-looking documents. Upon completion of the tutorial, students will be proficient in Word's most common features, as well as some advanced features like Mail Merge. We currently support Word XP, 2000, 2003, 2007, 2010, and 2013.

www.gcflearnfree.org/word

Other GCF Learning Tools:

- **[GCF Projects App](#)**: The GCF Projects app allows users to create playlists of YouTube videos and share them with friends. This can be a good way of having students watch videos of job interviews or testimonials for people who have specific occupations. Have students with smartphones download the free app and view the playlists you create. (Available on Android)
- **[GCF Quiz App](#)**: Our free quiz app allows users to quickly create, take, and share quizzes wherever they are. You can have students use the Quiz App to take quizzes you create, or, even better, create quizzes for each other. (**Note:** The quizzes you create on this app are intended more as a study resource; you will not be able to grade quizzes within the app). (Available on Android)
- **[Word 2010 Tutorial App](#)** (Available on Android, iPhone, iPad, and Kindle Fire) and **[GCF Answers for Word App](#)** (Available on Android): Our Word apps can provide students with a handy reference when they're creating resumes or cover letters. GCF Answers for Word covers Word 2007, 2010, and 2013 and may be more suitable for students who are already somewhat familiar with Word. The tutorial app is geared specifically toward Word 2010 and offers more support for students who are new to the program. All nonvideo content on both apps can be accessed offline, so they may be especially useful for students who don't have home Internet access.
- **[GCFAprendeLibre.org](#)**: Our Spanish-language sister site offers tutorials in ESL, math, technology, and life skills. Their lessons aren't direct translations of ours, but they do cover many of the same topics, so students whose first language is Spanish may find this site very helpful.

Additional Online Resources:

- www.cfnc.org: This is the website of the College Foundation of North Carolina. Students will have to sign up for free accounts before they can use the resources here, but there are a lot of useful activities about choosing a career path, deciding to go to college, and applying for jobs. Some of these resources are targeted specifically to people living in North Carolina, but many of the activities could be useful to anyone. In particular, this website features a helpful “wizard” for writing resumes and cover letters.
- www.mypathcareers.org: This website helps students learn about different career options and think about what kind of job they would enjoy doing. The site includes video interviews with people working in a variety of industries. The job search and community college resources on this site are intended for people living in Oregon, but the rest of the site is not location-specific.