



GCFLearnFree.org 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 the people you serve 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:

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- **The Textbook Method:** Instructor-led classes that include original curriculum but use our site as a textbook for both the teacher and students.
- **Self-Paced Group Study Method:** Students follow a particular course of study at their own pace. 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.

These are just a few examples, but the possibilities are nearly endless. Let us know how you use our site by contacting us at www.gcflearnfree.org/educators/share.

Terms of Use for Our Tutorials

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Still have questions?

Check out our Educators' FAQ!

www.gcflearnfree.org/educators/faq

How to Use this Guide

This guide explains how you and your students can use multiple tutorials to build career skills. The guide includes 3 distinct **learning plans** that 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 a student may be interested in learning.

The plans are:

- **Preparing a Resume and Job Application:** This learning plan is intended for learners who are applying or searching for jobs, and need to update their resumes and cover letters.
- **Applying for a Job:** This plan guides learners through the complete process of finding and applying for a job.
- **Career Development:** This plan is intended for more advanced learners who already have a career and are looking to improve or change it.

Each plan has three 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 end skills the learners should have gained after successfully completing the plan.
3. **Learning plan:** A potential sequence of our tutorials. You can find summaries and links for each tutorial on page 10 of this guide.

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Using the Learning Plans

To get started, choose the learning plan that best suits 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 tutorials, we strongly encourage you to develop assignments and assessments that are suitable for your students. (You can find more information about creating these on page 8 of this guide.)
- **Removing redundant or unnecessary content.** Not every course or lesson will be useful for every situation. Read the tutorials, and then assess your students' knowledge and needs. You can then omit any content that is obvious, irrelevant, or unnecessary for your learners.
- **Selecting additional tutorials.** In addition to the core tutorials that make up the main sequence, most learning plans also include related optional tutorials that may be useful to students who need additional background or would like to take their learning further. Optional tutorials are marked with a gray dashed outline, as in the key below:

Core Tutorials

Solid black outline

Optional courses

Dashed gray outline

You may also choose to integrate tutorials from any of the other curriculum guides, or from the site as a whole. You can find a complete list of our curriculum guides here: <http://www.gcflearnfree.org/educators/guides>.

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Preparing a Resume and Job Application

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 fill out a job application correctly

General Outcomes

- Learner will understand how the resume, cover letter, and job application relate to one another.
- Learner will understand how to tailor their resume and cover letter to a specific job or career path.
- Learner will be able to prepare a professional, complete job application.
- Learner will have a current resume and sample or real cover letter.

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Microsoft Word

Optional, for students without strong word-processing skills

Word 2010

Lessons 1-11, 18-20

Word 2007

Lessons 1-11, 15, 18, 21-22

Email 101 / Gmail

Optional, for learners who don't already have email

Resume
Writing

Cover Letters

Job
Applications

Everyday Life:
Job
Application
Optional

Applying for a Job

Objectives

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

General Outcomes

- Learners will be able to plan and execute a thorough job search.
- Learner will be able to prepare a professional, complete job application.
- Learner will have a current resume and sample or real cover letter.
- Learners will be better able to represent themselves well in a job application and interview.
- Learner will understand how to tailor their resume and cover letter to a specific job.

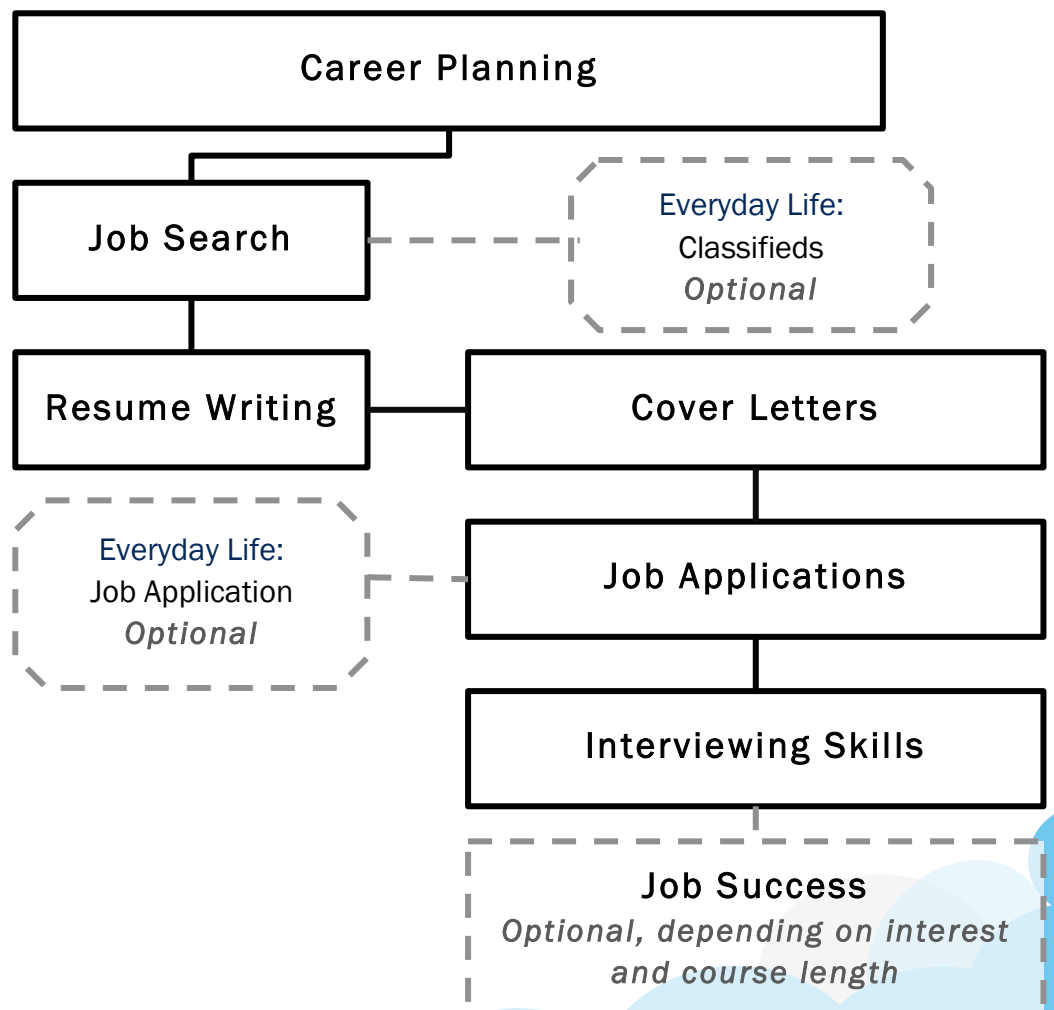
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Career Development

Objectives

- To improve job performance and success
- To identify career goals and search for an appropriate job
- To start a new career

General Outcomes

- Learner will understand their own career goals and the strategies needed to achieve them.
- Learner will know strategies for improving their performance in the workplace.
- Learner will have set up a plan for improving/changing their career.
- Learner will better understand the skills needed for career success.

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Workplace Basics

Optional, depending on learners' knowledge and career level

Job Success

Career Planning

Job Search

Optional, depending on interest

Tips for Creating Assignments and Examples

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While we can't provide assignments and example files for all of our tutorials, the following tips from our instructional designers can help instructors create these things for their own classes.

General Advice

- **Don't be afraid to use available resources.** Most of our lessons contain Challenge questions on the last page, and many include example files students can use to practice. Feel free to use or adapt these things.
- **Pay attention to details.** Learners respond with more motivation to clear, high quality instructions, examples and scenarios.
- **Don't try to demonstrate too many tasks within one example or assignment.** You will get stuck and end up having to undo procedures or accomplish procedures in an illogical way.

Creating Assignments

- **Use a consistent, easily readable style.** Bulleted or number procedures are best. Use consistent language and bold key actions.
- **Break down instructions for assignments into easy-to-follow tasks.** These tasks should be always presented in a logical order. For instance, don't ask students to do tasks in an order that wouldn't make sense in real life. (e.g., applying a complicated change to a document, then immediately undoing it)
- **Don't be afraid to create simple assignments to test basic knowledge.** For instance, at the beginning of a course, you may want to test students on their knowledge of the software's interface.

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- **Avoid evaluating assignments based on design, unless you are specifically teaching design techniques.** For instance, if a learner is asked to create a document that shows properly aligned lists and tables, don't evaluate the document on unrelated factors, like font style or color.
- **Make sure assignments are possible to complete within a reasonable amount of time.** Double-check the instructions to make sure that each step is clear and can't be interpreted incorrectly. If possible, test your assignments on a colleague or friend.
- **Assignment questions and instructions should always be easy to understand.** Don't attempt to make an assignment more difficult by making the questions themselves more complex.
- **To make assignments more difficult, create questions and tasks that involve critical thinking.** Challenge your students to use tools in a way that wasn't explicitly covered in the lesson, but still makes logical sense.

Creating Examples

- **Example documents, scenarios, and situations should be applicable to real world tasks and relevant to your learners' needs.** In making assignments "meaningful", learners will be more likely to retain their knowledge and apply the skills they have learned.
- **You may need several versions of your examples.** Start with a document that is fully complete, then move backwards and create versions of your examples that are in various stages of completion. Use the incomplete versions to show procedures and create assignments.
- **When possible, create well-designed, professional looking examples that will inspire your students to aim high with their own work.** When producing examples for Microsoft Office or Google Docs, consider creating some customized themes and graphics to demonstrate creative uses of the available tools.

Tutorial Descriptions

Below are the links to of all the tutorials mentioned in this guide.
For a complete list of our tutorials, go to www.gcflearnfree.org/alltopics.

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Resume Writing



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

URL: www.gcflearnfree.org/resumewriting

Cover Letters



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

URL: www.gcflearnfree.org/coverletters

Job Applications



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

URL: www.gcflearnfree.org/jobapplications

Career Planning



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.

URL: www.gcflearnfree.org/careerplanning

Job Search



Looking for a new job? In this tutorial, you will learn the most effective strategies for approaching and conducting a job search. You will also explore the best methods for networking and searching for a job online, including using social media sites.

URL: www.gcflearnfree.org/jobsearch

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Interviewing Skills



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

URL: www.gcflearnfree.org/interviewingskills

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.

URL: www.gcflearnfree.org/jobsuccess

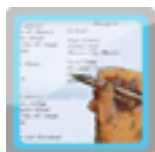
Workplace Basics



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.

URL: www.gcflearnfree.org/workplacebasics

Job Application



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

URL: www.gcflearnfree.org/everydaylife/jobapplication

Classifieds



This activity helps learners locate, identify, and advertise job postings in newspapers.