



GCFLearnFree.org Curriculum Guide

Everyday Life



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How to Use Our Content

How to Use
our Content 2

This guide was created to give teachers and service providers a starting point for using our Everyday Life activities. 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.

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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.

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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.

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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 activities to build real-life skills. The guide includes 7 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:

- **Working with Money**
- **Basic Math**
- **Job Skills**
- **Basic Literacy**
- **Grocery Shopping**
- **Cooking**
- **Health and Safety**

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 map of related activities. You can find summaries and links for each activity on page 12 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 site, we strongly encourage you to develop assignments and assessments that are suitable for your students.
- **Removing redundant or unnecessary content.** Not every activity will be useful for every learner. Review the activities, 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 activities.** You may also choose to integrate activities from our Reading program, or from the site as a whole. You can learn more about our Reading program here: www.gcflearnfree.org/reading

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Working with Money

Objectives

- To understand money values
- To learn how to carry out common transactions
- To get familiar with higher-level money management skills

General Outcomes

- Learner will have a better understanding of currency values.
- Learner will understand how to count bills and coins to pay or give money.
- Learner will understand how to use vending machines and ATMs.
- Learner will improve basic banking skills, including paying with a debit card and depositing money.
- Learner will be familiar with the process of paying bills and filling out tax forms.

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Counting and Handling Money

Count
Change

Cash
Back

Vending
Machine

Paying and Banking

Pay Debit

Check
Your

ATM

Deposit

Money Management

Pay Bills

Tax
Documents

Basic Math

Objectives

- To improve counting and addition skills
- To learn money values
- To learn how to tell time

General Outcomes

- Learner will be better at counting and adding various real-life things, including cash, coins, pills, and stamps.
- Learner will have a better understanding of currency values.
- Learner will be able to tell time.

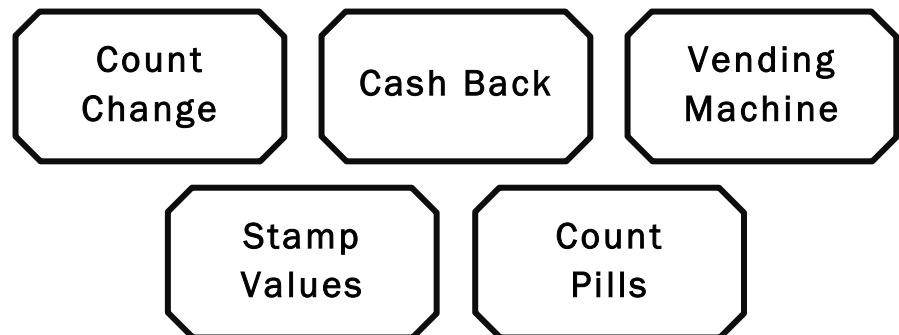
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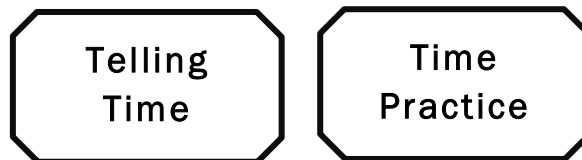
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Counting and Adding



Telling Time



Job Skills

Objectives

- To learn how to find and apply for jobs
- To be prepared for the demands of an hourly job, including handling money and filling out a time sheet

General Outcomes

- Learner will be able to count and handle coins and cash.
- Learner will be able to use newspaper classified ads to look for a suitable job.
- Learner will be able to fill out a job application and time sheet.

Paperwork and Processes

Time Sheet

Classifieds

Job
Application

Counting and Handling Money

Count
Change

Cash Back

Vending
Machine

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Basic Literacy

Objectives

- To be better at reading in real-life situations
- To be able to identify important information in a functional text

General Outcomes

- Learner will feel more comfortable using their reading and writing skills in their everyday life.
- Learner will be able to identify, generate, and enter information onto forms.
- Learner will recognize common forms, like medical/contact information, job applications, tax documents, and time sheets.
- Learners will understand how to read public transportation maps.
- Learners will be able to identify and compare information on labels.

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Filling Out Forms

Prescription

Tax
Documents

Job
Application

Time Sheet

Identifying Important Information

Label
Practice

Compare
Labels

Food Labels

Classifieds

Phone
Numbers

Reading Maps

Bus Map

Subway
Map

Grocery Shopping

Objectives

- To be able to independently choose food in a grocery store
- To be able to find healthy food
- To be able to handle money and purchase food

General Outcomes

- Learner will be able to locate specific items grouped by type in a grocery store.
- Learner will be able to use labels to evaluate food for nutrition and other qualities.
- Learner will understand how to pay for groceries with cash or debit.
- Learner will know how to read a receipt and check it for accuracy.

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Selecting and Finding Food

Grocery List

Grocery
Shelves

Label
Practice

Compare
Labels

Food Labels

Paying

Count
Change

Pay Debit

Check Your
Receipt

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Cooking

Objectives

- To become familiar with the basic cooking process
- To be able to prevent and deal safely with fires

General Outcomes

- Learner will be able to measure ingredients.
- Learner will understand the importance of following a recipe in order.
- Learner will be able to use a microwave and oven.
- Learner will understand basic principles of grill safety.
- Learner will be able to read and follow a fire safety plan.

Cooking Basics

Measure

Mix

Microwave

Bake

Food Safety

Grill Safety

Fire Plan

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Health and Safety

Objectives

- To learn how to manage medicine
- To be able to prevent and deal safely with fires
- To become familiar with HIV/AIDS and its prevention

General Outcomes

- Learner will be able to count pills.
- Learner will be able to fill in personal and health information on medical forms.
- Learner will understand basic principles of grill safety.
- Learner will be able to read and follow a fire safety plan.
- Learner will know what HIV/AIDS is and how to avoid contracting it.

Managing Your Health

Prescription

Counting Pills

Staying Safe

Grill Safety

Fire Plan

HIV/AIDS Safety

HIV/AIDS
Workbook

Activity Descriptions

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

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ATM



Learners can practice using an ATM in this realistic simulation. Steps include: inserting ATM card, entering PIN, choosing a transaction type, choosing an account, checking account balance, withdrawing money, completing the transaction, and taking the card and receipt. Safe ATM practices are encouraged, as well.

URL: www.gcflearnfree.org/everydaylife/atm

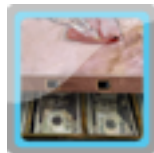
Deposit



Learners can brush up on their banking skills. This activity lets learners practice endorsing a check for deposit, and filling out a deposit slip. The deposit slip requires that one identify the date, cash deposit amount, check deposit amount, subtotal, and deposit total.

URL: www.gcflearnfree.org/everydaylife/deposit

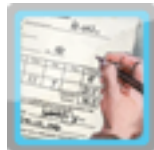
Cash Back



Learners can practice counting back cash using any combination of "big bills." A counter indicates when the learner has reached the correct amount.

URL: www.gcflearnfree.org/everydaylife/cashback

Time Sheet



This activity lets learners practice filling out a weekly time sheet.

URL: www.gcflearnfree.org/everydaylife/timesheet

Grocery List



This activity lets learners navigate throughout our virtual store to select items from the appropriate grocery aisles. The learner must read the labels carefully to make sure he brings home the right ingredients.

URL: www.gcflearnfree.org/everydaylife/grocerylist

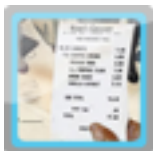
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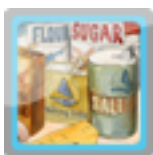
Check Your Receipt



This activity helps the learner make sense out of all the numbers on a grocery receipt. Learners will practice finding prices for specific items and locating the order subtotal and total.

URL: www.gcflearnfree.org/everydaylife/checkyourreceipt

Measure



This activity lets learners practice the measuring skills needed for successful cooking and baking. Learners follow a recipe to measure the exact amounts of each ingredient.

URL: www.gcflearnfree.org/everydaylife/measure

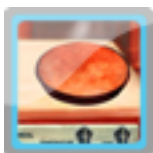
Mix



Learners practice adding ingredients to a mixer according to recipe directions. Learners must add ingredients in the right order, then set the timer correctly.

URL: www.gcflearnfree.org/everydaylife/mix

Bake



Learners practice using an oven by baking a virtual cake. Learners must select the correct setting and dial up the right time and temperature.

URL: www.gcflearnfree.org/everydaylife/bake

Prescription



This activity lets learners practice dropping off a prescription and filling out medical forms.

URL: www.gcflearnfree.org/everydaylife/prescription

Pay Debit



In this activity, learners practice paying with a debit card. Learners must enter a PIN, select a cash back option, and verify the total amount.

URL: www.gcflearnfree.org/everydaylife/paydebit

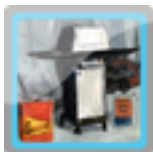
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Grill Safety



This activity teaches learners the fundamentals of grill safety. Students will become familiar with the skills needed to distinguish safe and unsafe grill practices.

URL: www.gcflearnfree.org/everydaylife/grillsafety

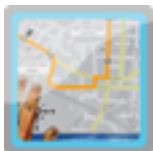
Fire Plan



This activity teaches learners how to read and follow a fire safety plan. Learners must find ways out of the building, locate the smoke detectors, and identify the safe meeting spot.

URL: www.gcflearnfree.org/everydaylife/fireplan

Bus Map



This activity lets learners practice navigation skills by reading and interpreting a bus map. Learners must find the appropriate bus route, then read the schedule to determine bus stop locations and times.

URL: www.gcflearnfree.org/everydaylife/busmap

Classifieds



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

URL: www.gcflearnfree.org/everydaylife/classifieds

Job Application



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

URL: www.gcflearnfree.org/everydaylife/jobapplication

Subway Map



This activity lets learners practice reading a subway map. Learners must find start and end locations, determine which subway lines run nearest to those locations, find the subway stops closest to the desired departure and arrival schedule, then identify the stop where switching will be necessary.

URL: www.gcflearnfree.org/everydaylife/subwaymap

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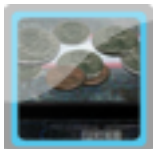
Vending Machine



This activity lets learners practice using vending machines. Learners must determine which machines take coins or bills, then use appropriate bills or coins to make and pay for a selection.

URL: www.gcflearnfree.org/everydaylife/vendingmachine

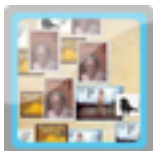
Count Change



This activity lets learners practice using pennies, nickels, dimes, and quarters to count out exact change.

URL: www.gcflearnfree.org/everydaylife/countchange

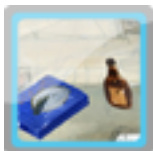
Stamp Values



This lesson lets learners select stamps to place on a package. The stamp values change from question to question, as does the cost of sending the package

URL: www.gcflearnfree.org/everydaylife/stampvalues

Food Labels



In this activity, learners locate specific information on food nutrition labels in order to assemble a menu that meets certain requirements.

URL: www.gcflearnfree.org/everydaylife/foodlabels

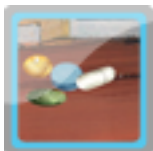
Label Practice



This activity teaches learners how to make sense out of all the information on a food label. Learners locate ingredients, serving size, servings per container, calories per serving, amount of nutritional content per serving, and more.

URL: www.gcflearnfree.org/everydaylife/labelpractice

Count Pills



This activity lets learners practice interpreting a chart to take the correct amount of each vitamin on a given day.

URL: www.gcflearnfree.org/everydaylife/countpills

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HIV/AIDS Workbook



Through interactive questions and illustrations, this workbook lets learners explore what it means to be human and healthy, offers ideas and strategies for ways to be and stay healthy, and discusses what HIV/AIDS is and how it is spread.

URL: www.gcflearnfree.org/everydaylife/hiv aids

Phone Numbers



This lesson combines video tips with interactive practice. The short intro video offers tips for finding specific details in information-rich environments. The activity allows learners to practice scanning to locate specific phone numbers in order to make calls on our simulated cell phone.

URL: www.gcflearnfree.org/everydaylife/phonenumbers

Grocery Shelves



This video-activity combination lesson lets learners find specific items on grocery store shelves. Learners compare product labels, prices, and cost per unit information to determine which item to put in a cart.

URL: www.gcflearnfree.org/everydaylife/groceryshelves

Compare Labels



This activity teaches learners how to compare various food products. Learners will use product, nutrition, and cost labels to select appropriate items.

URL: www.gcflearnfree.org/everydaylife/comparelabels

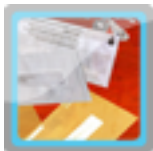
Microwave



This interactive lesson lets learners practice setting the correct time and power level to cook a microwaveable item. Learners must interpret the cooking instructions, as well as enter the correct time and power.

URL: www.gcflearnfree.org/everydaylife/microwave

Pay Bills



This activity lets learners practice finding important information. Learners open virtual “bills” to find account numbers, current charges, past due amounts, and more.

URL: www.gcflearnfree.org/everydaylife/paybills

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Time Practice



This activity lets learners practice time and scheduling skills. Learners will identify scheduled dates, then set the correct time using the minute hand on our interactive clock.

URL: www.gcflearnfree.org/everydaylife/timepractice

Tax Documents



This activity lets learners practice finding the numbers needed to file an income tax return.

URL: www.gcflearnfree.org/everydaylife/taxdocuments

Telling Time



This multi-level lesson lets learners practice reading while getting hands-on experience with a variety of interactive clocks.

URL: www.gcflearnfree.org/everydaylife/tellingtime