Build on Your Work-Ready Computer Technology Literacy

Proficient computer technology skills to support today's employment and college success.

Topic	Task	Completed date
Communication	**Register with a work-ready email account.** If you need help, go to https://www.gcflearnfree.org/topics/emailbasics/ or talk with your teacher or advisor.	
Create a Work Friendly Email	**Send an initial email to your teacher**. If you are employed, describe your work hours and duties on the job. If you are not employed, describe the type of job that you are looking for.	
Continue Communication	Send weekly messages to your teacher, describing progress towards your goal and ask questions regarding future training.	
Computer Skill Building	• Northstar Basic Computer Skills Assessment - https://www.digitalliteracyassessment.org • GCF Learn Free – https://www.gcflearnfree.org o Create a Free Account to access a transcript & letter Practice Modules from Technology and Computer	
Indiana Career Explorer Career Research	**Complete the interest inventories on ICE** – Indiana Career Exploration. https://indiana.kuder.com/landing-page Send an email to your teacher describing what you learned about yourself.	
Indiana Career Ready – Job Seekers- Explore Careers	https://www.indianacareerready.com/ **Choose a Career Cluster** that you are interested in and explore Hot Jobs that are available in that field. Place the jobs into three categories: high school diploma, certificate training, and college training. **Remember, the job you choose now can help train you for your future job. Choose wisely.**	
Defining Employment	**Chose a specific job** from above and find the following information: where jobs are located, income/wage, type of training required.	
Resume & Interviews	Learn More Indiana http://learnmoreindiana.org/career/resume-and-interview-tips/ **Write a resume.** Research the training for the above job and list what skills are needed to be successfully employed in this job. Use "Skill Verbs" to describe your skills. Discuss your resume with the Career Center.	
Win Career Readiness Systems **Employable Soft Skills**	• Win Career Readiness Systems (See Career Center for your free account) https://www.wincrsystem.com/ • Refer to handout on Win Soft Skills • Communicating Effectively • Conveying Professionalism • Promoting Teamwork and Collaboration • Thinking Critically and Solving Problems	
Balancing Work and School	Learn More Indiana http://learnmoreindiana.org/adult-learners/balancing-school-and-work/	
Organizing & Planning My Life	• GCF Learn Free – https://www.gcflearnfree.org • Practice Tutorials from Everyday Life and Work & Career	
Word Study	Use on-line resources to define and study words (reading and writing	

	literacy)	
Reading	• Complete Reading Modules on Win Career Readiness Systems • https://www.wincrsystem.com/ • Select a biography from bio.com for your reading assignment. • Read topics from GCF Learn Free /Read topics to broaden your choices.	
Writing	• Complete Writing Modules on Win Career Readiness Systems • TASC Students - Complete your first essay practice (3 paragraphs) and submit on-line to your teacher's email.	

Expand Skills	• Win Career Readiness Systems https://www.wincrsystem.com/
	   o Career Ready -Supplemental Skills
	   o College Ready
	   o Career Ready 2
	• GCF Learn Free – https://www.gcflearnfree.org	

Are You Work Ready?	• Ivy Tech Career Development
	   o https://www.ivytech.edu/career-development/index.html
	   o Workforce Excellence Program – Get Started Today - Register	

TABE & TASC Skill Practice	• Use three of the suggested websites or YouTube on-line to practice skills for reading, writing, or math. IXL / Math is Fun * Soft Schools * Kahn Academy • Win Career Readiness System	