

RESOURCE GUIDE

POPULAR RESOURCES

*Supporting the Transitioning of Adult Learners with
Independence or Employment Goals*



**INDEPENDENCE/EMPLOYMENT**

Web-based learning

AlphaPlus<http://english.alpharoute.org/>

No cost

AlphaRoute

AlphaRoute provides online learning in adult literacy uniquely developed for Ontario and Canadian LBS and ABE learners. It complements other curricula and resources to reach students, at a distance and on-site within existing learning programs, by providing an online experience. AlphaRoute features:

- Learning management (password protection, recorded profiles, online assessment, online mentors)
- Practitioner/student support (shared word lists, fax/telephone/email contact)
- Interactive communication (discussions, live chat, email)
- Assessments (online self-correcting and practitioner assessment in reading, writing, numeracy and computer skills)
- Varied learning opportunities (audio/visual, Deaf and Native resources and supports)

OALC Competency: Communicate, Numeracy, Technology**Essential Skills:** Reading Text, Document Use, Oral Communication, Computer Use

works best with high-speed Internet access. All you will have to do is get on the site, choose the connection speed and press “start.” If you want, there are adjustable accessibility options.

OALC Competency: Communicate, Find/Use Information, Technology**Essential Skills:** Document Use, Oral Communication, Computer Use**BBC Computer Tutor**

BBC Computer Tutor is a site from England for beginner computer users. With a talking tutor, it takes the learner through the basics of using a mouse, a keyboard and a computer screen/ desktop. Fun learning activities and games are set in “Game Show World,” a theme park about TV game shows. There are three studios each practising a different skill. All the lessons together are estimated to take two to three hours, but they can be broken up into shorter sessions, with the “Return Visitor” feature. Although there is an option for dial-up users, it

INDEPENDENCE/EMPLOYMENT

Website online training

BBCwww.bbc.co.uk/computertutor

No cost

**INDEPENDENCE/EMPLOYMENT**

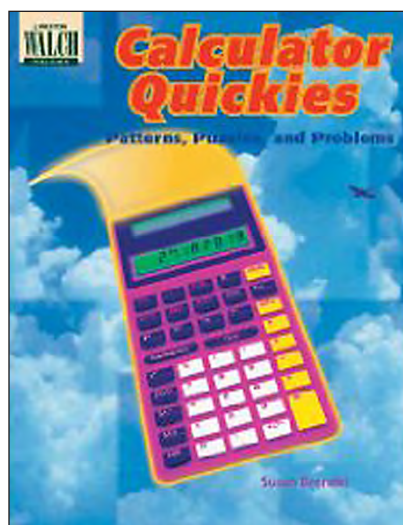
Web-based

BBCwww.bbc.co.uk/webwise

No cost

BBC WebWise

BBC WebWise is an easy, online introduction to the basics of using the Internet and email. The *WebWise Online Course* uses animated videos, games, quick quizzes and “Weakest Link” games as a fun way to gain skills in connecting to the Internet; browsers, web addresses and bookmarking; online forms and registrations; searching the web; email, including address books and attachments; Internet/email safety; and online communities. The course allows learners to progress at their own pace, but most people take around 10 hours to complete it. WebWise also has *WebWise Guides*, a series of video guides covering online sharing (photos, podcasts and social networks), watching TV online and getting online (broadband, Wi-Fi and safety). *Ask Bruce* provides answers to Internet questions and *raw computers* provides entertaining interactive video to basic computers. There is also a link to a *Jargonbuster* glossary of Internet terms.

OALC Competency: Communicate, Find/Use Information, Technology**Essential Skills:** Reading Text, Document Use, Oral Communication, Computer Use**INDEPENDENCE/EMPLOYMENT**

Book 64 pages

Walch Educationwww.walch.com

and online bookstores

\$21

Calculator Quickies: Patterns, Puzzles, and Problems

Calculator Quickies: Patterns, Puzzles, and Problems has 80 challenging mini-activities to develop estimation skills, logical thinking, and problem solving using basic calculators. The activities are arranged by:

- Patterns — detecting, predicting, and extending numerical patterns
- Puzzles — building number sense and thinking skills
- Problems — applying strategies and using calculators appropriately to carry out computations.

This resource includes blackline masters, solution sets and teacher’s notes to provide background and insight. Written at a Grade 5–8 reading level.

OALC Competency: Numeracy, Technology**Essential Skills:** Numeracy, Thinking Skills, Computer Use

**INDEPENDENCE/EMPLOYMENT**

Books 218, 396 & 200 pages

CCI Learning Solutions Inc
www.ccilearning.com

Phone for pricing
 1-800-668-1669 ext. 505

Digital Literacy Series — IC³

Digital Literacy Series — IC³ (Internet & Computing Core Certification) is a good resource for learners who want to start on their computer literacy skills. It consists of three individual modules/books: Computing Fundamentals, Key Applications and Living Online. Learners can acquire the skills and knowledge that are specific to using technology at work, at home or for further training. The materials can also act as a stepping stone and prerequisite for Microsoft Office Specialist training courses. Practitioners can enhance the teaching with downloadable presentations, instructor notes, quizzes, etc.

OALC Competency: Communicate, Find/Use Information, Technology

Essential Skills: Reading Text, Document Use, Computer Use

FreeComputerTraining .com.au

FreeComputerTraining.com.au offers free computer training courses in Microsoft Excel, Word, PowerPoint and MYOB Accounting Setup. All the courses have videos with audio, workbooks and exercise files that allow learners to work at their own pace. In order to use the materials, you need to register and get an enrolment key. However, enrolment keys (passwords) are free by subscribing to the email newsletter. Learners can interact with other students and help each other to increase their knowledge of computer software. The website says that students from 18 to 80 years of age use it.

OALC Competency: Communicate, Find/Use Information, Numeracy, Technology

Essential Skills: Reading Text, Document Use, Numeracy, Computer Use

INDEPENDENCE/EMPLOYMENT
 Website

Ezylearn Pty Ltd
www.freecomputertraining.com.au

No cost

**INDEPENDENCE/EMPLOYMENT**

Web-based tutorials

Goodwill Community Foundation, Incwww.GCFLearnFree.org

No cost

GCFLearnFree.org

GCF LearnFree.org is a website providing free tutorials to learners who want to improve their technology, literacy and math skills in order to improve their quality of life. The site has detailed lessons, video tutorials, and hands-on tasks on a large number of computer and software topics. These include many Windows and Microsoft Office applications, as well as the Internet, Facebook and email basics. Tutorials include screen-shot videos and print lessons (onscreen or printable). Classes may also be taken. There is a computer use for Work & Career section, including resume writing, cover letters, career development, classified ads, the workplace, job application, time sheets, etc. GCF LearnFree has other learning areas for Everyday Life and Math & Money. In the Everyday Life section, there are tutorials for ATM and vending machine use.

OALC Competency: Communicate, Find/Use Information, Numeracy, Technology, Self-Direction

Essential Skills: Document Use, Oral Communication, Thinking Skills, Computer Use, Continuous Learning

**INDEPENDENCE/EMPLOYMENT**

Book series

CCI Learning Solutions Incwww.ccilearning.com

Phone for pricing

1-800-668-1669 ext. 505

MasterTrak Series / Microsoft Business Certification

MasterTrak is a series of self-paced computer instruction manuals for Windows (XP and earlier versions) Microsoft Office (2003 and earlier), Quick Books, Simply Accounting and some graphics software. The series has Express and Standard versions with three levels for most software titles (LBS learners would most likely only be using the first levels). Books vary in length, with Express courses from six to eight hours for each level and 10 to 18 hours for Standard. Each lesson explains the steps involved, and then provides a step-by-step walk through for the learner, followed up with activities and chapter quizzes. Student data files and instructor resources, such as tests, are available for download. This courseware is approved for the Microsoft Office Specialist certification. CCI's newer software versions (2007 and Vista) are now published under the name Microsoft Business Certification.

OALC Competency: Communicate, Find/Use Information, Numeracy, Technology

Essential Skills: Reading Text, Document Use, Computer Use



INDEPENDENCE/EMPLOYMENT
Software

Broderbund
www.mavisbeacon.com

Buy from publisher or online bookstores

\$20

Mavis Beacon Teaches Typing 20

Mavis Beacon Teaches Typing 20 helps “hunt and peck” typists, or those who are already fairly proficient, improve their typing skills. With higher typing speed, learners get more satisfaction out of computer use and increase their workforce potential. Over 325 different passages and tests in the Practice Area and 16 entertaining arcade-style games provide variety and make practicing fun. Content includes passages and sessions from literary classics, historical autobiographies, poetry, etc. Mavis Beacon monitors learners’ progress, flags weak spots and offers challenging lessons to help learners continue to improve keyboarding skills. A Curriculum Map makes it easier for users to see where they are in the overall training and ergonomic-evaluation videos help improve posture. Free trial available from online download sites.

OALC Competency: Communicate, Find/Use Information, Technology

Essential Skills: Reading Text, Document Use, Computer Use



INDEPENDENCE/EMPLOYMENT
Downloadable software

AskMeSoft
www.askmesoft.com

Shareware
\$20 registration

or older version free from download.
om www.download.com

MaxType Lite

MaxType Lite is a multifunctional typing tutor that provides some helpful tools for improving typing skills on an interesting platform. It has two modes — Typing Test and Extreme. In the Typing Test section, you can practice your keyboard skills with exercises like typing lyrics and articles. The testing shows all keystrokes as you type and displays speed and accuracy statistics. The Extreme mode challenges your typing against a computerized opponent and can even use the MTR file (record of your own typing). Other features include:

- Multiple-users — accounts can be password-protected with flexible settings for each user
- Measures typing speed in CPS, CPM or WPM
- Measures typing speed for each hand
- Practice typing with any TXT file, which is important when learning to type from a print document
- Exam and printout diplomas
- Generates attractive reports with good statistical data


OALC Competency: Communicate, Technology

Essential Skills: Reading Text, Document Use, Computer Use



Microsoft Office Online

Microsoft Office Online offers many resources to help you work in Office. Through the site, you can download **training** right into your Office 2007

programs, watch Office demos, download **training** presentations, and learn how Office can help you work more efficiently. The site has tutorials on almost any Office 2003 or 2007 topic, including Access, Communicator, Excel, Live Meeting, OneNote, Outlook, PerformancePoint Server, PowerPoint, Project, Publisher, SharePoint Server, Visio and Word. This tutorial will help you locate Microsoft online tutorials. You can access Microsoft Office Online through the link provided to the left or by using Microsoft's main website, choosing the Training & Events tab and selecting Office Online Training. You can also access training directly from any Microsoft Office 2007 program simply by clicking on the  and choosing Training.

OALC Competency: Communicate, Find/Use Information, Numeracy, Technology

Essential Skills: Reading Text, Document Use, Computer Use

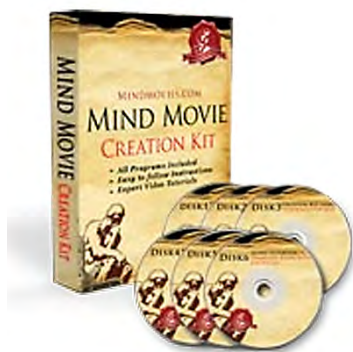
INDEPENDENCE/EMPLOYMENT

Website

Microsoft

<http://office.microsoft.com/en-us/training>

No cost



Mind Movie Creation Kit

Mind Movie Creation Kit is a complete movie creation kit to help learners easily build a slideshow/movie of their perfect life. It includes video tutorials, sound tracks, easy editing and simple instructions for uploading onto the Internet. Many believe that to make positive changes in your life, you need to visualize yourself in that situation. Mind Movies helps users to set intentions; create treasure maps, vision boards or dream boards; and affirm goals and directions. From a number of reviews, it seems that people did achieve more of their life's goals by making and regularly watching their mind moves. Free inspirational books are also available with purchase.

INDEPENDENCE/EMPLOYMENT

Software

MindMovies.com

www.mindmovies.com

\$49

OALC Competency: Communicate, Technology, Self-Direction

Essential Skills: Document Use, Oral Communication, Thinking Skills, Computer Use

**INDEPENDENCE/EMPLOYMENT**

Website

TechSoupwww.techsoupcanada.ca and
www.tecsoup.org

No cost

TechSoup

TechSoup Canada and *TechSoup Global* provide charities and not-for-profits with assistance in obtaining, using, and sustaining technology. However, both have features that may be useful instruction tools for learners as well. TechSoup Canada has numerous articles on a variety of tech issues, from Safe Computing to Removing Spyware and Viruses. You can also link to TechSoup.org for more articles, worksheets, product comparisons, free webinars and other learning events. You can look at a list of Recent Articles or **Browse Articles by Topic**. Learning resources are organized by subject and written for all levels of technical expertise. There is even a **technology for beginners** section. The Community sections provide a wiki and blogs on technology topics.

OALC Competency: Communicate, Find/Use Information, Technology

Essential Skills: Reading Text, Document Use, Computer Use