

iTeachnology Student Workbook

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What Kind of Job is Right For Me?
What Jobs Are Out There?
How Do I Get the Job I Want?
What Can Technology Do For Me?

This course will help you to answer these questions Step By Step:



Get Comfortable
With Computers

Explore Your
Career Interests

Look For
A Job



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The purpose for this workbook is to help you track your progress and to provide information on what you will learn and access to extra resources.

Name: _____

Log In: _____

Password: _____

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Ottawa, Ontario Canada

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Use of this workbook is intended for iSisters program partners and learners.
To request permission to use portions of these resources contact iSisters at info@isisters.org

Course Outline



Creating Your Career Path is a course designed to help you to:

- √ become more comfortable with technology,
- √ explore your personal interests and skills,
- √ create a resume,
- √ practice your interviewing skills,
- √ enhance your job searching skills, and
- √ improve and broaden your professional options and career choices.

This is a **blended learning course**, which means that you will learn online and in a classroom with an instructor.

It will be challenging, fun and well worth the time to invest in yourself and your future.

The modules of the course include:

1. Getting Started
2. Tech101
3. Career Exploration
4. Job Search
5. What's Next?



What will you learn?

Real-world technical skills including:








- Computer basics
- Internet searching
- Evaluating online content
- Netiquette
- Word Processing
- Learning Online



Skills developed include:

- Critical Thinking
- Problem Solving
- Job Searching
- Resume Writing
- Interview Preparation
- Life Long Learning
- Online Safety
- Real-world use of Information Communication Technologies

Getting Started








 <p>What you will learn?</p>	<p>You will learn about the course, what you will learn, get tips on learning online and netiquette basics.</p>
<p>Related techno-jargon</p> 	<p>BlackBoard: this is the tool used to offer this course online Netiquette: proper online behaviour</p>
 <p>Overview of activities</p>	<p>You will complete a survey, explore the BlackBoard online environment, review course objectives and netiquette tips.</p>
<p>Resources Required</p> 	<p>Computer, Internet browser, high speed Internet and a printer.</p>
 <p>Tips and Hints</p>	<p>Go at your own pace, ask questions if you have them and have fun!</p>
<p>How does this apply to work?</p> 	<p>This essential part of the course will set you up with skills to be an independent life long learner using the Internet.</p>
 <p>Need more information?</p>	<p>Ask your instructor. Ask someone in your class. Review websites from the activities.</p>
<p>Questions / Notes:</p>	

Progress Tracker

Unit / Topic	Task	√
Getting Started		
Entrance Survey	Complete Survey	
Course Objectives	Review goals for program	
Review Student Workbook	Print a copy of your workbook, or get a copy from your instructor	
Tips for Learning Online	Review tips for online learning	
Netiquette	Complete Netiquette Exercise	
Notes / Questions:		










Tech101

 <p>What you will learn?</p>	<p>You will learn about computer basics, the history of the Internet, Internet searching, evaluating online content and online safety</p>
<p>Related techno-jargon</p> 	<p>Internet: the physical network that makes up the World Wide Web and makes global e-mail and document transfer possible. World Wide Web (www): a hypertext-based Internet service used for browsing Internet resources. Browser: A type of software that allows you to navigate information databases; examples are Netscape Navigator and Internet Explorer. Cookies: Text files downloaded onto a visitor's computer to store the online activity in order to better customise their following visits.</p>
 <p>Overview of activities</p>	<p>You will surf some websites, watch some online movies, create safety tips, evaluate some websites and practice searching.</p>
<p>Resources Required</p> 	<p>Computer, Internet browser, high speed Internet, headphones and a printer.</p>
 <p>Tips and Hints</p>	<p>Go back and repeat any activities that you found tricky.</p>
<p>How does this apply to work?</p> 	<p>Becoming more comfortable with computers, and savvy with the Internet will help you look for jobs, find information and access learning whenever you need it. Learning about proper netiquette will ensure you communicate professionally.</p>
 <p>Need more information?</p>	<p>Ask your instructor. Ask someone in your class. Review websites from the activities.</p>
<p>Questions / Notes:</p>	


Progress Tracker

Unit / Topic	Task	√
Tech101		
Parts of the Computer t	Complete online activities	
	Print and computer parts handout	
Desktop Management	Surf, watch simulations, practice	
Internet: What is the Internet?	Surf, watch videos	
	Create Mix and Match Puzzle	
Internet: What is a Browser	Watch a video, surf	
Internet: Searching Online	Watch videos, surf	
	Create a help sheet	
Internet: Evaluating Online Content	Watch video, surf	
	Complete review of 3 websites	
Internet: Safe Surfing	Watch, surf	
	Complete safety tips sheet	
Notes / Questions:		

Career Exploration








 <p>What you will learn?</p>	<p>You will learn a little more about yourself, explore your skills and look at various types of jobs that match your skills and interests.</p>
<p>Related techno-jargon</p> 	<p>Matchmaker: this is an online activity offered by Career Cruising that helps match your skills and interests with jobs.</p>
 <p>Overview of activity</p>	<p>You will complete a worksheet that outlines interesting things about you, describe a “pride” experience, look at different types of jobs and summarize three jobs that are interesting to you.</p>
<p>Resources Required</p> 	<p>Computer, Internet browser, high speed Internet, headphones and a printer. You also need a password to access the Career Cruising website. It will be provided for you by your instructor.</p>
 <p>Tips and Hints</p>	<p>Take your time with the Matchmaker activity. Explore the results carefully. If you find the results are “off” you can modify your survey answers. You can also look for jobs by keyword if they are not on your list.</p>
<p>How does this apply to work?</p> 	<p>Working at a job that you love is a key to success! These activities align your skills and interests with different types of jobs. Once you choose some jobs that are of interest you can start working on a plan to get there!</p>
 <p>Need more information?</p>	<p>Ask you instructor if there is a career coach you can meet with. Go back to Career Cruising and explore other elements of the site, like building a portfolio.</p>
<p>Questions / Notes:</p>	

Progress Tracker

Unit / Topic	Task	√
Career Exploration 		
Unit 1: Getting to Know Yourself A little about Me My pride experience Skills profile chart	Print and complete A Little About Me	<input type="checkbox"/>
	Print and complete My Pride Experience	<input type="checkbox"/>
	Print and complete Skills Profile Chart	<input type="checkbox"/>
Unit 2: Exploring Career Options Matchmaker Career Choices Summary	Complete Matchmaker activity	<input type="checkbox"/>
	Write summary of Career Choices	<input type="checkbox"/>
Notes / Questions:		










Job Search

 <p>What you will learn?</p>	<p>You will learn about different places on the Internet to search for jobs, practice applying for jobs, creating a resume, preparing for an interview and networking skills.</p>
<p>Related techno-jargon</p> 	<p>Job Alert: a free feature available from online job boards that sends you an email when jobs come up that match your interest and skills.</p>
 <p>Overview of activities</p>	<p>Use online job boards, fill out sample job applications, prepare a resume using a word processor, and prepare for a job interview.</p>
<p>Resources Required</p> 	<p>Computer, Internet browser, high speed Internet and a printer.</p>
 <p>Tips and Hints</p>	<p>Building your resume in an on-going process. Begin by creating a draft, and remember that everyone is different and every resume is different.</p>
<p>How does this apply to work?</p> 	<p>By learning how to search for jobs, apply online and prepare for an interview, you will increase your job options. Creating and updating your resume is always a good investment in your future, you never know when an opportunity will appear and it is good to have it ready!</p>
 <p>Need more information?</p>	<p>You can find many helpful resources at HRDC http://www.hrsdc.gc.ca/en/home.shtml.</p>
<p>Questions / Notes:</p>	

Progress Tracker

Unit / Topic	Task	√
Job Search		
Unit 1: Where are the Jobs?	Create job alert	
Job Sites	Homework activity	
Know your Network	Print and complete Network activity	
Unit 2: Applying for Jobs	Fill out Sample Application	
Filling out Applications Preparing a Resume	Job Ad Skill Match Worksheet	
Preparing a Cover Letter (optional)	Create a resume	
Unit 3: Job Interviews	Interview preparation activity	
Interview Preparation Practice Interviewing	Practice Interviewing	
Interview Follow Up	Interview follow up	
Notes / Questions:		

What's Next?

 <p>What you will learn?</p>	<p>You will reflect on what you learned in the course, assess your progress, provide feedback and outline your next steps.</p>
<p>Related techno-jargon</p> 	<p>Blog is short for weblog. A weblog is like a journal, that is posted online, is frequently updated and can be read by the public. A Homepage is the main page of a website.</p>
 <p>Overview of activities</p>	<p>Fill out a survey. Answer some reflective questions. Outline your next steps in a word processor.</p>
<p>Resources Required</p> 	<p>Computer, Internet browser, high speed Internet and a printer.</p>
 <p>Tips and Hints</p>	<p>Use the last page of the reflection questions document and fill in the blanks (no need to retype). If you need help identifying next steps, ask your instructor.</p>
<p>How is this apply to work?</p> 	<p>You will outline what steps need to do next to get the job you want.</p>
 <p>Need more information?</p>	<p>Your instructor will be a good resource for this portion of the course. If you get stuck (some of this is challenging)m just ask for help.</p>
<p>Questions / Notes:</p>	

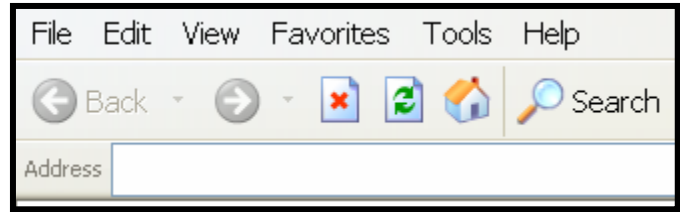
Progress Tracker

Unit / Topic	Task	√
What's Next?		
Summary Activities	Complete survey	<input type="checkbox"/>
	Reflection using tracking sheet	<input type="checkbox"/>
	Outline next steps	<input type="checkbox"/>
Extension Activities (Optional)	Create a Homepage	<input type="checkbox"/>
	Create a Blog	<input type="checkbox"/>
Notes / Questions:		



Additional Web Resources

Open your Internet Browser (e.g. **Internet Explorer**) and type any of the following website URLs in the address box.



Great Search Engines

Google www.google.ca



Yahoo www.yahoo.ca



Online References

Dictionary.com www.dictionary.com

Thesaurus.com www.thesaurus.com



Canada Post (you can look up a postal code) www.canadapost.com

Canada411 (you can look up a phone number) www.canada411.ca/

Great Government Sites



Human Resources and Skill Development Canada
www.hrsdc.gc.ca/en/home.shtml

HRSDC: Jobs
www.hrsdc.gc.ca/en/gateways/individuals/cluster/jobs.shtml

HRSDC: Career Planning
www.hrsdc.gc.ca/en/gateways/individuals/cluster/cp.shtml

Employment Standards

The Conference Board of Canada
Insights You Can Count On



The Conference Board of Canada's Employability Skills
www.conferenceboard.ca/education/learning-tools/employability-skills.htm

About the Developers of the Course

iSisters Technology Mentoring Inc.
www.isisters.org

Notes: