

Digital Life Skills

For community, work, learning and leisure

Digital life skills are an essential part of a comprehensive reentry framework for today's world. A base of digital skills and access to technology are vital to be successful in today's society. Digital life skills help to nurture a students' ability and confidence to excel both offline and later online in a world where access is needed to improve one's life.



Digital Citizenship

The ability to use digital technology and media in safe, responsible and effective way.

GCFLearnFree.org helps to attain digital citizenship skills. Its focus is on technology, job training, reading, and math competences. The program is from the Goodwill Community Foundation Inc. (GCF).

GCF LearnFree.org
Hundreds of high-quality illustrated articles and videos focusing on technology, job training, reading, and math skills, produced by the Goodwill Community Foundation.

Career Planning	Math Basics	Online Safety
Computers	Money	Photos and Graphics
Devices	Office 2000	Reading
Digital Lifestyle	Office 2003	Social Media
Email Basics	Office 2007	Using the Cloud
Everyday Life	Office 2010	Windows
Internet Basics	Office 2013	Workplace Skills
Job Development	Office XP	
Mac OS Basics	OpenOffice	

GCF LearnFree.org
Creating Opportunities For A Better Life®

This is awesome. There is no excuse not to learn!TM

Online Learner

All Topics Online Safety

Online Safety

Our Online Safety tutorials will provide you with the strategies, skills, and mindset needed to protect yourself, your computer, and your privacy when you connect with the Internet.

Internet Safety

Internet Safety for Kids

LEARN MORE

Tech Savvy Tips and Tricks

Computer Basics

Internet 101

Email 101

Internet Safety

Phishing, Trojans, Spyware, Trolls, and Flame Wars—oh my! If the idea of these threats lurking around online makes you nervous, then you can now be at ease. Our Internet Safety course will provide you with the strategies, skills, and mindset needed to protect yourself, your computer, and your privacy when you connect to the Internet.

Visit our [Internet Safety for Kids](#) tutorial for lessons related to your children's safety.

Internet Safety



Extras



Digital Creativity / Critical Thinking


Once students are digital citizens. The ability to become a part of the digital environment is to absorb and create new content and turn ideas into reality by using digital tools. Ongoing learning and practice are essential and necessary.

Office tools help students to create and organize ideas. Ideal for producing documents, spreadsheets, presentations, and more.



Learn to Set and Achieve Goals


Access to information can help to prepare students for seeking solutions and problem solving.



Creating Opportunities For A Better Life®

This site covers more than I ever dreamed.”


Online Learner





Job Success


Do you want to learn more about time management? Do you need help communicating with your boss? This tutorial discusses important factors in workplace success and what you can do to influence your career in positive ways.


Job Success

1 Increase Your Job Success 

2 Time Management 

3 Setting Goals 

4 Business Etiquette 

5 Avoid Five Common Work-Related Pitfalls 

Workplace Communication

6 Common Workplace Communication 

7 Building an Effective Business Presentation 

8 Listening Skills 


9 Coping with Stress and Anger 

10 Resolving Workplace Conflict 


Extras


Five Ways to Increase Your Chances of Workplace Success


Quiz




LEARN MORE

 **Money Basics**

 **Workplace Basics**

 **Career Planning and Salary**

 **Job Search and Networking**

Money Management

Students learn the process of budgeting, saving, investing, spending and overseeing their individual and/or family money matters.



Creating Opportunities For A Better Life®

This class was exactly what I needed for my job.”

Online Learner




All Topics Money Basics

Money Basics

Do you wish your money could go further? Do you want to save more? Money Basics discusses money management, banking, retirement planning, and more. Start learning the skills you need to better manage your money.

Money Management

Assessing How You Manage Money 1 	Creating a Budget 2 	Credit 3 	Staying Out of Debt 4 
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Banking and Retirement

Banking Options 5 	Managing a Checking Account 6 	Managing a Savings Account 7 	Planning for Retirement 8 	Investment Options 9 
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Money in the Marketplace

Shopping 10 	Buying a Car 11 	Finding a Place to Rent 12 	Buying a House 13 
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Extras

Budget Now - Before You Start Looking for a New Job	Living Within Your Means	How Much Does that Dream Job Cost?	Quiz
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Self-pace – Skill Building (Voc. Ed Resource)

Saddleback College
Algebra2go[®]

Prealgebra


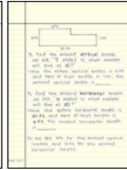
COURSES

- PREALGEBRA •
- add/subtract
- multiply/divide
- integers
- review 1
- fractions
- variables
- decimals
- review 2
- ratios
- review 3
- conversions
- review 4

Welcome to the **Algebra2go[®]** prealgebra resources page. Whether you are attending Saddleback College's prealgebra class (math 351), taking a prealgebra class at another school, or need to refresh your math skills for a business or science class, Professor Perez and his favorite student Charlie have the tools that can help you. We have five primary types of study materials: class notes, video worksheets, video lectures, practice problems, and practice quizzes. For some topics we have some additional tools to assist you. Whichever materials you decide to use, we would appreciate your feedback.

Class Notes

Charlie isn't the best note-taker, but fortunately for him (and for us), his fellow students are. They have loaned their comprehensive notes on every lecture to Charlie and you can see them here.

Video Worksheets

Every video is accompanied by a worksheet that mirrors the presentation so that you can work along with Charlie during the video. This kind of active learning process is a particularly good way to increase retention.




Video Lectures

Perhaps our most popular tools are the video lectures. Attend Professor Perez's virtual classroom alongside his favorite student, Charlie. Each lecture focuses on a particular skill set which is vital for success.

Explore interests and search for answers



Wikipedia for Schools

This curated selection of articles from Wikipedia can be used offline by school children around the world. 6000 articles, 26 million words and 50,000 images make Wikipedia for Schools a rich and safe resource for teaching, learning, and research.

Art
Business Studies
Citizenship
Countries
Design and Technology
Everyday life

Geography
History
IT
Language and Literature
Mathematics
Music

People
Portals
Religion
Science

Coping Skills – Mindfulness Course

Mindfulness is a self-improvement component for students, offering a virtual course with guided meditation practices. Practicing mindfulness involves breathing methods, guided imagery, and other exercises to relax the body and mind and help reduce stress.

Introduction

Mindfulness-Based Stress Reduction (MBSR)

"Mindfulness is about being fully awake in our lives. It is about perceiving the exquisite vividness of each moment." - Jon Kabat-Zinn

For most of us, when this happens, it's unexpected, maybe while walking on a mountain trail on a crisp autumn day, or being so focused in work or play that you are not thinking about past or future, or connecting with someone in a way that makes it seem like time is standing still. This state of being alive and whole in the present moment is always available, but it typically eludes us, especially in times of difficulty and external pressures.

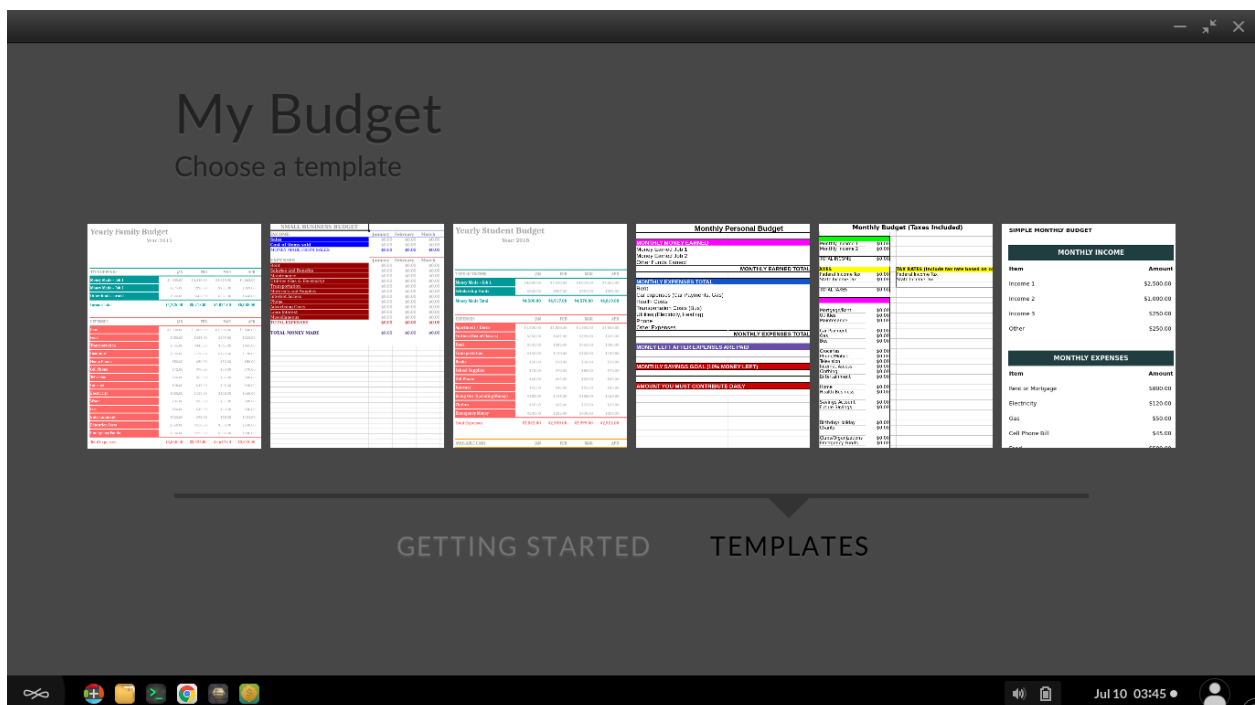
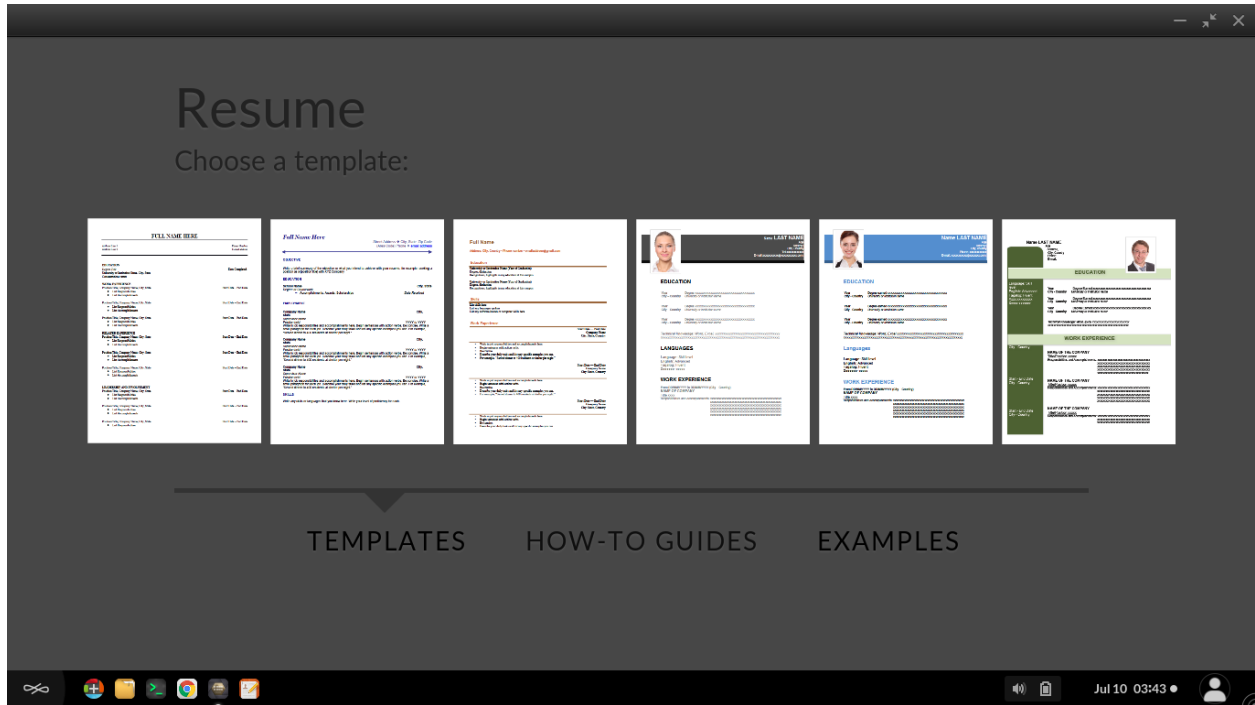


The screenshot shows a web browser displaying the Palouse Mindfulness website. The page title is "Palouse Mindfulness Mindfulness-Based Stress Reduction". The navigation menu includes Home, FAQ's, Testimonials, Graduates, Resources, Quotes, Contact, Donate, and What's New. The main content area is titled "Online Mindfulness-Based Stress Reduction (MBSR)" and features a video of Dave Potter, the instructor. Text on the page states that the course is 100% free and modeled after the program at the University of Massachusetts Medical School. A quote from Albert Einstein is also visible: "There are only two ways to live your life. One is as though nothing is a miracle. The other is as though everything is a miracle."

When appropriate, consider staff and student participation in Mindfulness practices. All members can benefit in engaging in contemplative practices to cultivate their inner well-being.

Quick Guides: Resume and Budgets

This software is designed as a “how to” quick guide with templates. Resume and My Budget can help students to develop skills and documentation for present and future employment and life needs.



Enjoy learning

Khan Academy's core mission is to "provide a free world-class education for anyone anywhere". They produce short lessons in the form of informative videos for students. Correctional facilities have found the lessons valuable to enhance student outcomes for GED, K -12 and higher education programs.



An offline version of Khan Academy.

A free lightweight solution providing high-quality education where you need it most. Bringing the power of online learning to the offline world.

Why Khan Academy works



Personalized learning

Students practice at their own pace, first filling in gaps in their understanding and then accelerating their learning.



Trusted content

Created by experts, Khan Academy's library of trusted, standards-aligned practice and lessons covers math K-12 through early college, grammar, science, history, AP®, SAT®, and more. It's all free for learners and teachers.



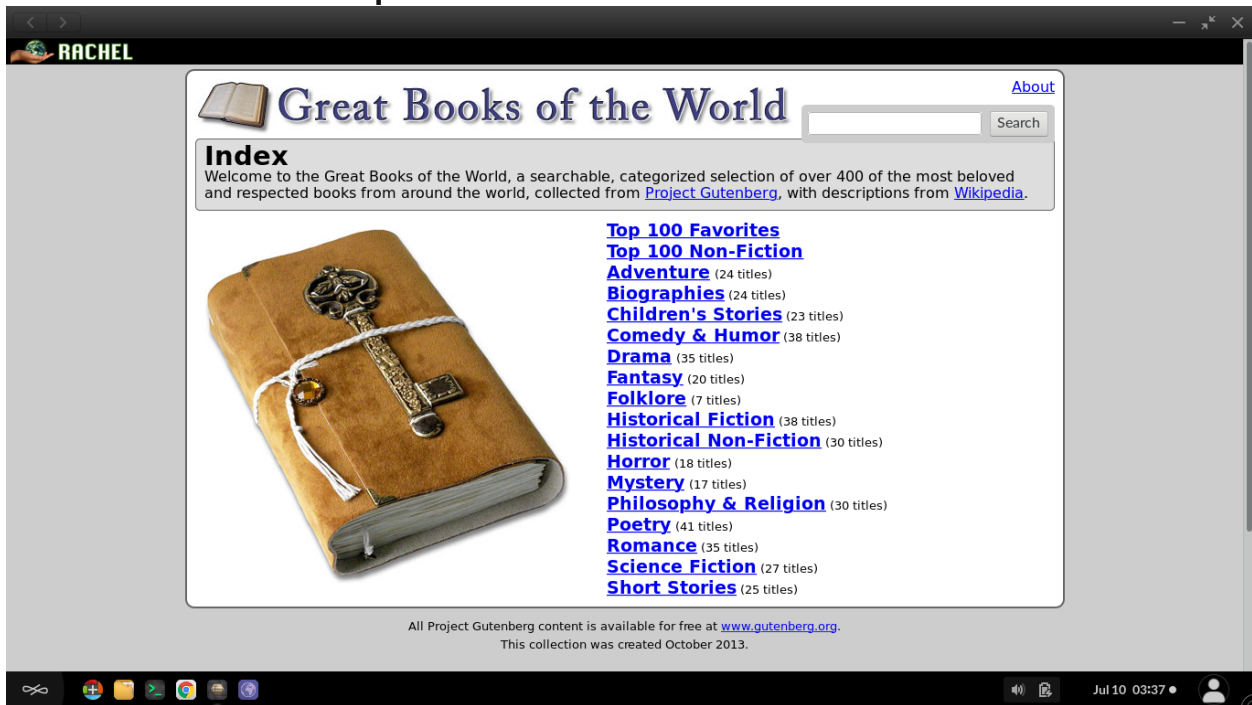
Tools to empower teachers

With Khan Academy, teachers can identify gaps in their students' understanding, tailor instruction, and meet the needs of every student.

KA Lite offers students the ability to search for academic and leisure inquiry.



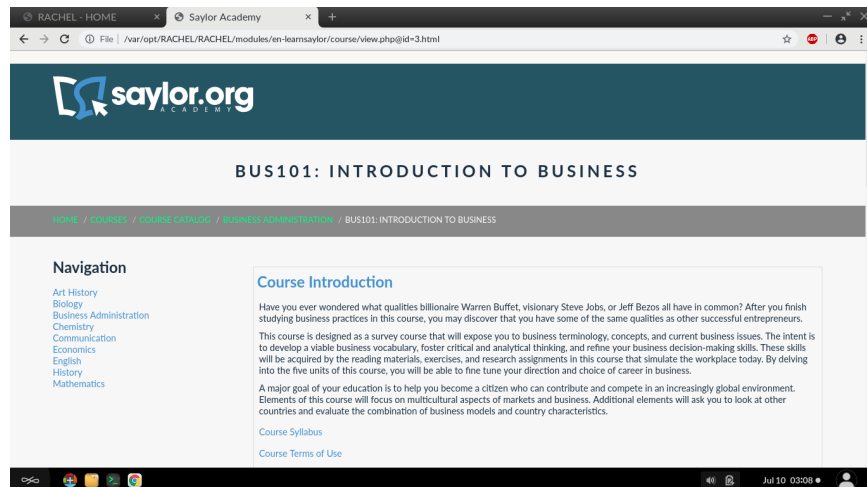
Take time to explore - READ.



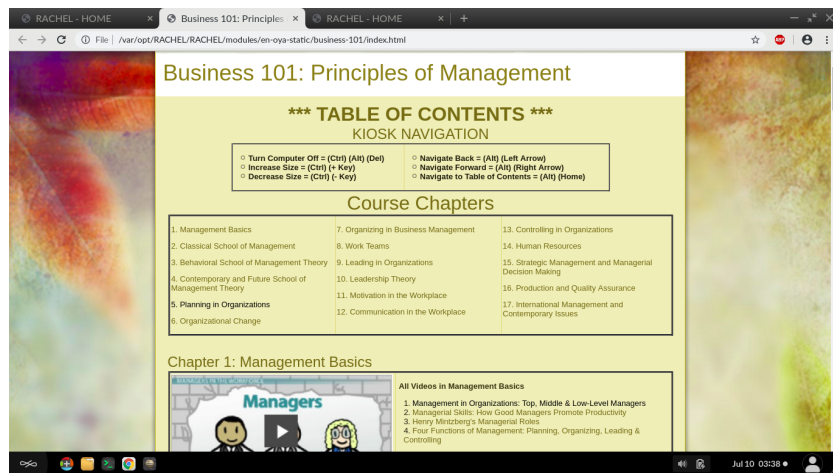
The Gutenberg project assembled these great books to be free.

Engagement - Higher Education

The ability to experience higher education content and to navigate in areas of interest is empowering. Using digital skills and technology can help students to create new opportunities. Saylor courses can be conducted offline and continued online in the community. With appropriate planning – testing can be conducted onsite.




Courses to expose students to college content and learning expectations.



Text Books – Freedom of Choice


Text Books offer background and inquiry for new interests of study.



Saylor Academy Textbooks

Over 100 Free Textbooks covering a wide range of topics that can help with earning college credits.


[Textbooks A - H](#)
[Textbooks I - O](#)
[Textbooks P - Z](#)



Boundless Textbooks

An amazing collection of searchable textbooks on a variety of advanced subjects, including extensive linked definitions of terms.

Accounting	Economics	Psychology
Algebra	Finance	Sociology
Art History	Management	Statistics
Biology	Marketing	U.S. History
Business	Microbiology	World History
Calculus	Physics	Writing
Chemistry	Physiology	
Communications	Political Science	



CK-12 Textbooks

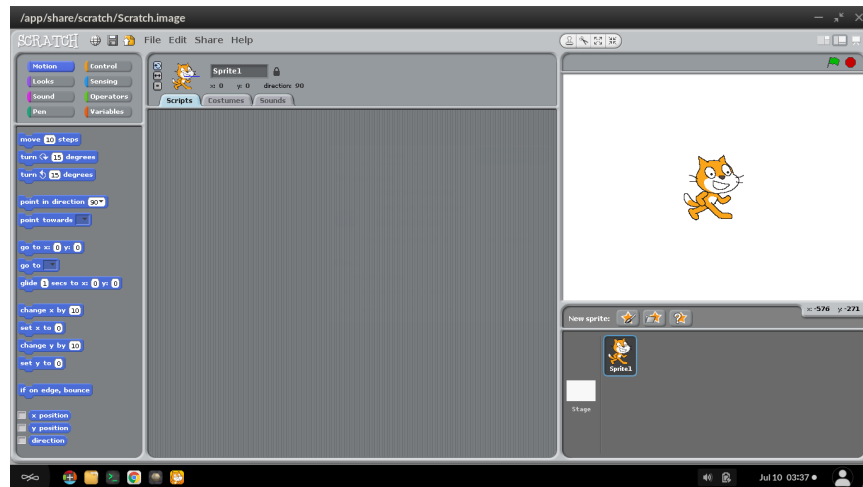
High quality textbooks on STEM (Science, Technology, Engineering and Math) from ck12.org.

<p>Math (by Subject)</p> <p>Algebra** Geometry** Trigonometry** Calculus**</p> <p>Math (by Age)</p> <p>Grade 6 (age 11-12) - U.S. Grade 7 (age 12-13) - U.S. Grade 8 (age 13-14) - U.S.</p> <p>Science (by Subject)</p> <p>Biology** (Exercises) (Tests) Physics** (Exercises) (Tests) Chemistry** (Exercises) (Tests) Astronomy Discoveries and Projects</p>	<p>Science (by Age)</p> <p>Earth Sciences 1** (age 11-14) - U.S. (Exercises) (Tests) Earth Sciences 2** (age 14-18) - U.S. (Exercises) (Tests) Physical Sciences** (age 11-14) - U.S. (Exercises) (Tests)</p> <p>Engineering</p> <p>Engineering</p> <p>Humanities</p> <p>U.S. History Spelling**</p> <p>Standardized Tests</p> <p>U.S. SAT1 (College Entrance Exam) U.S. SAT2 (College Entrance Exam) U.S. SAT3 (College Entrance Exam)</p>
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Books marked with ** have a teacher's edition available here.

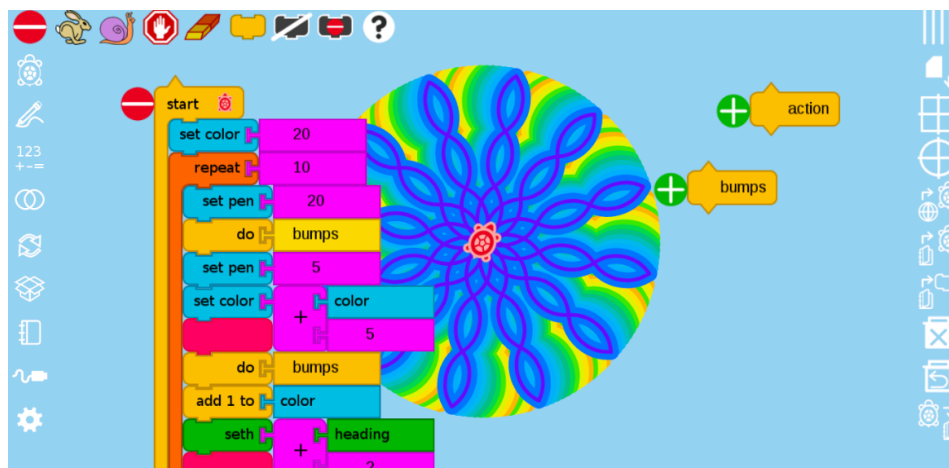
Coding Opportunity – employable skill development

Scratch is a block-based visual programming language and online community targeted early coders - developed by the MIT Media Labs



Turtle Blocks Javascript is an activity with a Logo-inspired graphical "turtle" that draws colorful art based on snap-together visual programming elements. Its "low floor" provides an easy entry point for beginners. It also has "high ceiling" programming, graphics, mathematics, and Computer Science features which will challenge the more adventurous student.

The TurtleBlocks logo, a green turtle, is positioned to the left of the text "TurtleBlocks". Below the logo and text are three buttons: "Add to Desktop", "Launch", and "Copy to USB". The text "A Logo-inspired turtle that draws colorful pictures with snap-together visual programming blocks" is centered below the buttons.



Coding for designing Web Pages



CSS is a computer language that describes the style of an HTML document. CSS describes how HTML elements should be displayed. This tutorial will teach students CSS from basic to advanced.

CSS Example

```
body {  
  background-color: lightblue;  
}  
  
h1 {  
  color: white;  
  text-align: center;  
}  
  
p {  
  font-family: verdana;  
  font-size: 20px;  
}
```

Try It Yourself »

Contact Information

These software packages and other content material can be found on Endless Justice – Secure Book Laptops. <https://justicetechsolutions.com>

RACHEL Servers contain expansive education content and are used within correctional facilities. <https://worldpossible.org/us-justice>



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