

Foundational Skills Course Pack from Penn Foster: Online literacy courses through your local library

**CAREER
SKILLS
TRAINING**

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Penn Foster*

Connect with the link on your library's webpage. Check the Course Pack out with your library card. Read the coursework and do the assignments to increase your skills, complete the course, and receive a badge.

10 licenses will be available Oct. 1, 2019, through the Chautauqua-Cattaraugus Library System

This course pack provides opportunities to learn, review, and practice essential skills. The content covers topics that can be applied immediately to your personal life, and those that employers look for when hiring.

Adult Literacy

Review the basic skills and strategies used by adults for reading and writing in everyday life, including grammar, punctuation, spelling, and text analysis and comprehension.

- **Basic English (20 Hours)**
Study important skills involved in writing efficiently and effectively. You will study the process of planning, writing, and revising written material to create strong, accurate reports, essays, and other writings. You will also explore the eight primary types of punctuation, the rules for using punctuation, and the rules for capitalizing words. To better comprehend what role each word plays in a sentence, you will dissect sentences. Dissecting sentences will help you use nouns, pronouns, verb tenses, adverbs, prepositions, conjunctions, and interjections.
- **Reading Skills (15 Hours)**
Learn tips and techniques to make you a better reader. You can collect important information from your reading by previewing and scanning reading material. You will build your vocabulary by learning to recognize multiple-meaning words and find context clues. By dissecting the individual paragraphs of what you read, you can find central ideas and supporting details. You will study the various ways authors organize writing, such as compare/contrast, examples/explanations, chronological order,



and cause/effect. You will learn to make inferences, draw conclusions, and identify key details in a reading. You will also explore the imagery used in poetry, along with the fictional elements of characterization, setting, plot, conflict, and theme.

Soft Skills

Discover the people, personal, and workplace skills needed for entry-level and front-line job readiness, including respect, integrity, teamwork, communication skills, problem solving, and decision making.

- **Personal Skills (18 Hours)**
Learn the personal qualities that employers look for in their employees, such as integrity and dependability. You will review the baseline responsibilities common to most jobs and the importance of employee handbooks in a successful work environment. You will also learn strategies to help you be more productive and adapt to change.
- **People Skills (26 Hours)**
Learn how to ensure positive interactions with diverse populations. You will explore various channels of communication and strategies for overcoming communication barriers. You will also learn about the importance of teamwork, different roles of team members, characteristics of leadership, and strategies for overcoming conflict employed by successful teams.
- **Workplace Skills (34 Hours)**
This course focuses on a number of critical workplace skills. Skills include time management, prioritization, the decision-making process, the problem-solving process, and open-mindedness. You will also learn how to interact with customers in a professional manner.



Basic Math

Practice the basic skills and strategies needed for math used in everyday life, including basic operations, problem solving, personal financial management, and budgeting.

- **General Math (46 Hours)**
Get an introduction to some fundamental forms of numbers used throughout all levels of math. You will focus on each of these specific types of numbers and how to perform addition, subtraction, multiplication, and division with each. You will also study different types of measurement units found in math, such as the English and metric measuring systems, and how to make conversions between them. You will learn the relationship among number types and how to use them interchangeably. Finally, you will come to

understand how to use operations with these different number forms to solve real-world problems.

- **Consumer Math (20 Hours)**

This course is designed to review basic math operations and how they're used in real-life situations. The course consists of three lessons, each designed to further your knowledge of how math is used in everyday life. You will review the basic operations found in math. You will focus on everyday situations, such as calculating your salary, evaluating payment options, and designing a personal budget to track your income and expenses. You will also explore ways to save and invest your money and design a master plan for your personal life.



Digital Literacy Skills

Work with and integrate computer applications skills used in a variety of work environments, including Microsoft Word, Excel, and PowerPoint.

- **Microsoft Office (100 Hours)**

Microsoft Office 2016 allows people to create documents, spreadsheets, presentations, and databases. Learn how to use three popular tools from the MS Office Suite-MS Word, MS Excel, and MS PowerPoint. Learn how to use MS Word 2016 to create and edit text documents, insert figures and tables, and format pages for a variety of uses. You'll then learn how to use MS Excel to organize and format data, including charts, formulas, and more complex tables. Next, you'll learn how to use MS PowerPoint to create and deliver slide shows.

- **Social Media & Web Tools (27 Hours)**

In this course, you will learn how to work with a variety of social media and web-based tools to effectively market a business and yourself online and to perform common business organization, communication, and productivity tasks necessary for virtual assistant work.



Math for Careers

Review the practical application of the basic math skills and strategies used in business and industrial settings, including basic operations, problem solving, percentages, basic algebra, measuring, and measurement systems.

Business Math (15 Hours)

This course provides a review of basic math skills and principles along with a study of various business math topics such as income, maintaining a checking account, interest, installment buying, discounts, and markups.

- **Industrial Math (55 Hours)**

To work in an industrial setting, you will need a basic foundation in math. Review basic math skills, such as addition, subtraction, multiplication, and division before moving onto an introduction of algebra and variables. You will then study practical measurements, including area, volume, temperature, and energy.



Curriculum support and assistance is directly through Penn Foster by email, chat, and phone. Penn Foster is the oldest correspondence school in the country with 128 years of experience.

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