

## Online Resources Guide

### GCFLearnFree

<https://edu.gcfglobal.org/en/>

GCFLearnFree.org funded by the Goodwill Community Foundation, GCFLearnFree.org provides free computer, technology, and life skills training online. Users can sign up for scheduled online classes, or take any of the free tutorials at their own pace. Popular topics include computer technology, math and money basics, career and workplace development, and other everyday life skills.

### Yale

<https://oyc.yale.edu/courses>

Open Yale Courses provides free and open access to a selection of introductory courses taught by distinguished teachers and scholars at Yale University. The aim of the project is to expand access to educational materials for all who wish to learn. All lectures were recorded in the Yale College classroom and are available in video, audio, and text transcript formats. Registration is not required. No course credit, degree, or certificate is available through the Open Yale Courses website.

### CareerVillage Lesson Plans and Resources

[https://resources.careervillage.org/?](https://resources.careervillage.org/)

CareerVillage mission is to provide access to career information and advice for underrepresented youth. It provides a massive open-access reference source that every online learner can access anytime, anywhere.

### MIT OPENCOURSEWARE

<https://ocw.mit.edu/courses/>

MIT OpenCourseWare (OCW) is a free web-based publication of virtually all MIT course content. OCW audience is divided among students, educators and self-learners. MIT OCW is successfully used for enhancing personal knowledge and exploring professional fields.

### edX

<https://www.edx.org/>

edX is the trusted platform for education and learning. edX is home to more than 20 million learners, the majority of top-ranked universities in the world and industry-leading companies. Fulfilling the demand for people to learn on their own terms, edX is reimagining the possibilities of education, providing the highest-quality, stackable learning experiences including the groundbreaking MicroMasters® programs. Supporting learners at every stage, whether entering the job market, changing fields, seeking a promotion or exploring new interests, edX delivers courses for curious minds on topics ranging from data and computer science to leadership and communications.

### Class Central

<https://www.classcentral.com/>

Class Central is a search engine, discovery platform, and review site for massive open online courses (MOOCs). They aggregate courses from many providers to help students find the best courses on almost any subject, wherever they exist. Through Class Central, you can find courses; review courses you've taken and read other people's reviews.

### Digital Literacy

<https://www.microsoft.com/en-us/digitalliteracy/home>

Microsoft Digital Literacy is for anyone with basic reading skills who wants to learn the fundamentals of using digital technologies. Microsoft Digital Literacy offers resources, including SCORM packages, lesson guides, transcripts, videos, and closed caption files.

### iTunes U

iTunes U

iTunes U is a dedicated section of Apple's iTunes Music Store that features educational audio and video files from universities, museums and public media organizations for free download to PCs and mobile devices

### The Muse

<https://www.themuse.com>

The Muse is a content-rich recruitment site that matches job seekers and all kinds of information about different career paths, as well as with companies that are hiring. The Muse offers career advice for the digital world, including exciting job opportunities, expert advice, and a peek behind the scenes into companies & career paths. The Muse creates in-depth profiles of companies seeking top talent, showcasing their brand through behind-the-scenes videos of the office and team culture, interviews with employees, and current job openings.

### ALISON

<https://alison.com/>

ALISON is a free online education platform that mostly focuses on workplace-based skills. The certificate level courses require two to three hours of study while the more rigorous diploma level courses require ten to fifteen hours of study.

### Coursera

<https://www.coursera.org/>

Every course on Coursera is taught by top instructors from world-class universities and companies, so you can learn something new anytime, anywhere. Hundreds of free courses give you access to on-demand video lectures, homework exercises, and community discussion forums. Paid courses provide additional quizzes and projects as well as a shareable Course Certificate upon completion.

### SkillSoft

<https://www.skillssoft.com/content-solutions/business-skills-training/soft-skills-training/>

Skillsoft is a learning management system that offers a plethora of eLearning, online training and talent solutions on a corporate scale, enabling businesses and organizations to further develop and add more value to their most precious resource, its employees.

### LONG BEACH PUBLIC LIBRARY

<http://www.longbeach.gov/library/>

Brainfuse JobNow: The Adult Learning Center provides comprehensive academic support from trained adult education specialists in areas such as US Citizenship testing, resume and cover letter assistance, and core skills building. Live, anytime, anywhere job assistance, including up-to-date nation-wide and local job search engines, professional resume critique and proven interview techniques. Experience personalized career center seamlessly integrated with advanced virtual technology to help job seekers of diverse backgrounds and needs.

Gale Courses : Gale Courses offers a wide range of highly interactive, instructor led courses on a large variety of subjects that you can take entirely online. These six-week online courses feature well-crafted lessons, expert online instruction, and interaction with fellow students.

ReferenceUSA is the premier source of business and residential information for reference and research. It's the perfect resource for small business owners, researchers, and entrepreneurs.

- Find jobs by job skills, location, and industry
- Find business opportunities

### ePARACHUTE

<https://eparachute.com/>

Discover most loved strengths, determine a college major or courses to help reach career goals, explore hundreds of potential career paths, and see how well careers match what you love to do most.

## Online College Learning Resources

Visit the following college websites to learn more about the classes they offer as open courseware:

University of California - Irvine: <http://ocw.uci.edu/>

University of Washington: <https://www.pce.uw.edu/online/free-online-courses>

Yale University: <https://oyc.yale.edu/>

University of Michigan: <https://open.umich.edu/>

Johns Hopkins University: <https://ocw.jhsph.edu/>

Massachusetts Institute of Technology: <https://ocw.mit.edu/index.htm>

University of Massachusetts: <http://ocw.umb.edu/>

University of Wisconsin - Eau Claire: <https://open.uwec.edu/>

## Career Quizzes and Skills Assessments

Career Quiz- Find the Type of Work You Like: <https://joboutlook.gov.au/careerquiz>

Know Your Interests: <https://www.careerkey.org/>

Skills Profiler / Matcher: <https://www.careeronestop.org/Toolkit/Skills/skills-matcher-questions.aspx>

## Business and Technology

Microsoft Office Online: <https://support.office.com/en-us/office-training-center>

Microsoft offers free online training tutorials to help you learn how to use the popular suite of Office products, such as Excel (spreadsheets), Access (databases), and Word (word processing).

GROVO: <https://www.grovo.com/product>

Knowing how to use technology is an essential skill in today's job market, but with so many new technologies popping up all the time, it can be hard to keep up with them all. That's where Grovo help. The online learning site specializes in offering video lessons on top Internet products. Visitors to the site can expand their knowledge of sites like Twitter, Gmail, Facebook, and WordPress, or just learn a bit more about netiquette and online marketing.

## Soft Skills

**How to Write a Winning Resume:**  
<https://www.skillshare.com/browse/resume>

**Practice Job Application:**  
<https://careerwise.minnstate.edu/exoffenders/find-job/job-application-online.html>

**Emotional Intelligence:**  
[https://www.gptraining.net/training/leadership/emotional\\_intelligence/index.htm](https://www.gptraining.net/training/leadership/emotional_intelligence/index.htm)

**Personal Branding for Career Success:**  
<https://www.open.edu/openlearn/money-business/personal-branding-career-success/content-section-overview?active-tab=description-tab>

**Stress and Anxiety in the Digital Age:**  
<https://www.open.edu/openlearn/health-sports-psychology/mental-health/managing-stress-and-anxiety-the-digital-age-the-dark-side-technology>

**Soft Skills Interview Questions:**  
<https://www.harpercollege.edu/jprc/student/interviewing/index.php>