Accessible Online Tools for Contextualizing Learning: IT, Business Administration & Finance

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Mustard Seed Training

Who Am I?

Author
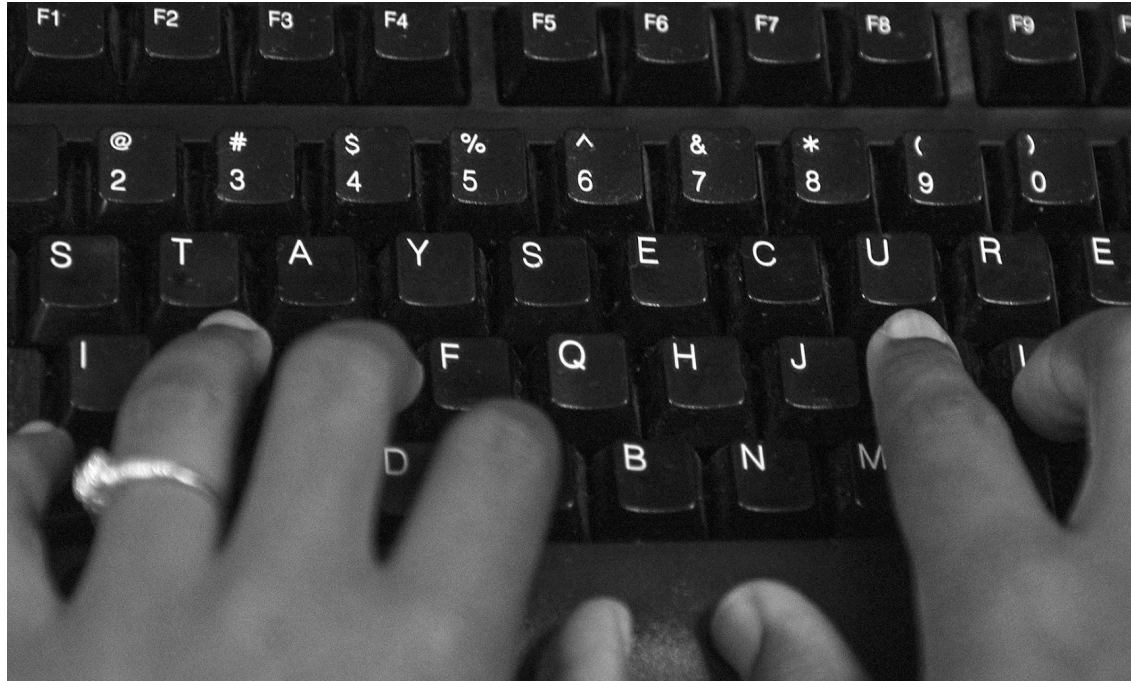
Trainer

Woodworker

Chicken Lady

Mom

Many Thanks!

Can Teaching Trades Transform Lives?

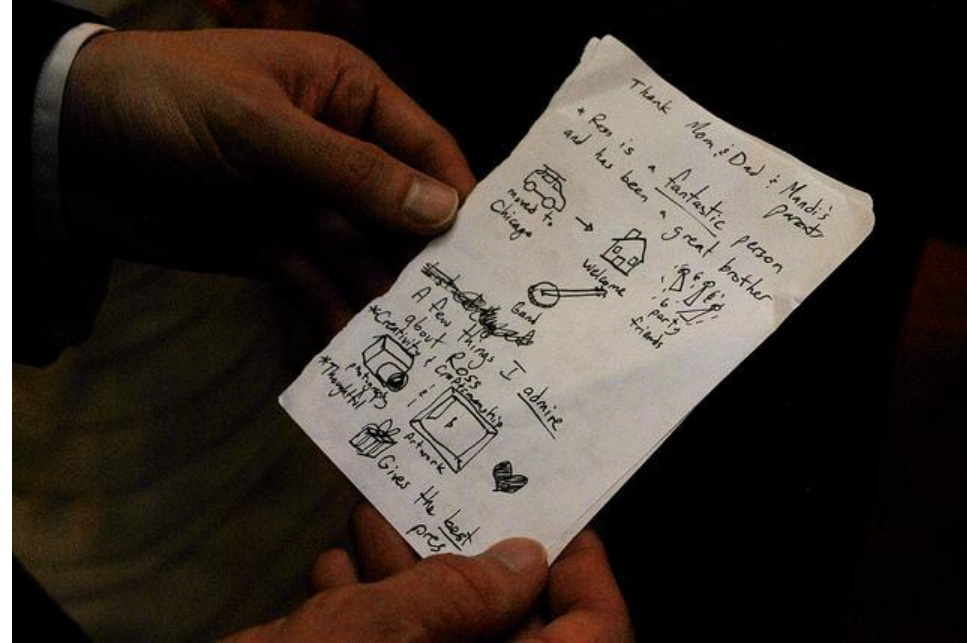Yes, if you focus on relevant, essential skills!

What to Expect

Objective: You will leave this session with new tools & strategies to enliven instruction with occupational skills training.

➜ **Contextualized Lesson Plan**
Blank template for all industries

➜ **IT/Business Lesson Plan**
Module 2, Lesson 6: Creating Invoices & Using Formulas

➜ **Top Picks for DC Educators**
A curated selection of learning tools for IT, Business Administration & Finance

Get a pen or pencil and
Take Notes!

Contextualized Lesson Plan Template

Keep learners engaged!

Download from Blog.MustSeed.org:
- Lesson Plan Template, blank or with notes
- Sample contextualized lesson plans for seven industries
- Slideshows from all OSSE/UDC webinars

Sample Lesson From

➡️ **The Literacy Cooperative's Contextualized Curriculum**

Aspire, and Project LEARN of Summit County) and workforce development organizations to collaborate on an industry-based curriculum for healthcare, manufacturing, hospitality, construction, and IT.

All instructors using the curriculum will be part of a three-year study that will be conducted by The Literacy Cooperative. The study will include surveys on the effectiveness of the curriculum, sharing aggregate classroom data on the progress of students when using contextualized curriculum, and the instructor feedback on the ease of use.

Instructor Resources

Healthcare Contextualized Curriculum

Manufacturing Contextualized Curriculum

Digital Literacy Contextualized Curriculum

Construction Contextualized Curriculum

Hospitality Contextualized Curriculum

Digital Literacy Contextualized Curriculum

Digital Literacy/IT

Curriculum originally created for digital c, an organization providing IC3 exam preparation for entry level IT jobs.

➜ **Table of Contents: Modules**
Three modules integrate adult basic education lessons into existing IC3 preparation curriculum.

➜ **Sample Lesson**
Numeracy: Creating Invoices and Using Formulas

Quick Check: What is Contextualized Learning?

Quick Check: What is Contextualized Learning?

⭐ Lessons in a specific real world context ⭐

Three Key Strategies:

Interdisciplinary

Contextualize

Differentiate

Source: Farrell, M. (2013) "Teaching Adults: GED Test Resource Book" New Readers Press

Differentiation: IT/Digital Literacy

All the Activities!

Self-Paced
Pair & Share
Small & Large Group

Review PEMDAS & Algebra: MathisFun.com, Khan Academy

On Computer (large group):
- Find MS Word template
- Create cost formulas
- Hourly wage scenarios
- Filling in a template

Accelerated: Teach back to other students, make additional scenarios

Sample Lesson: IT, Business, Finance

➜ **Creating Invoices & Using Formulas**

➜ **Student Activities**

  ➜ Searching for an Invoice Template

  ➜ Creating Cost Formulas

  ➜ Filling in the Template

Highlighted Resource & Certification

for DC Educators:

[Northstar Digital Literacy Assessment](#)
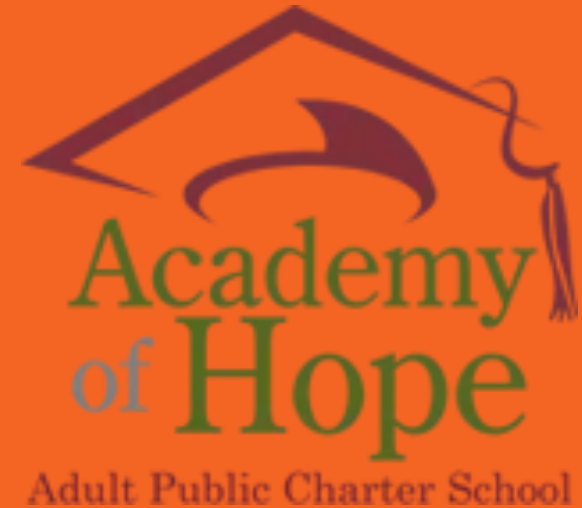
Highlighted Certification

for DC Residents:

[Certiport's IC3 Digital Literacy Certification](#)

Highlighted Program

for DC Residents:

[Academy of Hope
Adult Public Charter School](#)

Top Picks for DC Educators

IT/Business:

[Khan Academy](#)

[Monster.com](#)

[Quizlet](#)

[GCF Learn: Tech](#)

[Business Communication](#)

OSSE Resources:

[Main Page](#)

[Career Coach DC](#)

[Essential Education](#)

[Virtual Job Shadow](#)

[Northstar DLA](#)

Finance:

[Khan Academy](#)

[SCORE](#)
[LINCS: Financial Literacy](#)

[A Day at Dollar General](#)

[Investopedia](#)

Links subject to change

Add your favorites in chat!

ALL THE LINKS!

Just want the websites? They're listed in order near the end of the document.

Any other
Questions?

Thanks for Coming!

blog.mustseed.org