



Step Up to Your Future

**COMPREHENSIVE
CAREER ENTRY PREPARATION
Independent Study**

Workbook Links

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Lesson 1: Self-Assessment

Workbook Links

Personal Self-Assessment Worksheet Links

www.educationplanner.com/careerkey/code/holland_type.asp?sponsor=2859&path=ug.gs.discover

www.educationplanner.com/careerkey/default.asp?sponsor=2859

<http://keirseey.com/handler.aspx?s=keirseey&f=fourtemps&tab=1&c=overview>

www.keirseey.com/sorter/register.aspx

www.humanmetrics.com/cgi-win/JTypes2.asp

www.personalitytype.com/quiz.asp, www.personalitypathways.com/type_inventory.html

www.mypersonality.info/personality-types

Lesson 2:

Career Entry Organizer/ High School Records

Workbook Links

- ▶ Familiarize yourself with the *STEP™ Resource Guide* under Free Online Resources located on this website.

Lesson 3:

Academic Readiness Self-Assessment

Workbook Links

Multiple Intelligences Links

MI Identified —

<http://lth3.k12.il.us/rhampton/mi/MIIDENTIFIED.htm>

This website gives an excellent overview of each type of intelligence and possible careers that each intelligence supports.

Multiple Intelligences —

www.bgfl.org/bgfl/custom/resources_ftp/client_ftp/ks3/ict/multiple_int/index.htm

This site is dedicated to testing and exploring multiple intelligence theory.

Multiple Intelligence Assessment—

www.berghuis.co.nz/abiator/lsi/lsiframe.html

This site offers a simple assessment of multiple intelligences.

Multiple Intelligence Inventory —

www.ldrc.ca/projects/miinventory/miinventory.php

This is a slightly more detailed inventory of your multiple intelligences.

Learning Styles Links

Learning Centre —

www.ncistudent.net/StudySkills/LearningSkills/LearningStyle1.htm

This site offers information on learning styles and a learning style questionnaire.

University of South Dakota—

www.usd.edu/trio/tut/ts/stylest.html

This is a short learning styles test.

Online Learning Styles Inventory —

www.berghuis.co.nz/abiator/lsi/lsiframe.html

This site offers two versions of a learning styles test.

Ageless Learner —

<http://agelesslearner.com/assess/learningstyle.html>

Try this chart to help you assess your learning style.

Personal Penn State —

www.personal.psu.edu/bxb11/LSI/LSI.htm

This learning style inventory is easy to take.

Education Planner —

[www.educationplanner.com/education_planner/discovering_article.asp?sponsor=2859&articleName=Learning Styles Quiz](http://www.educationplanner.com/education_planner/discovering_article.asp?sponsor=2859&articleName=Learning_Styles_Quiz)

Education Planner offers a learning styles quiz.

Meta Math —

www.metamath.com/multiple/multiple_choice_questions.html

This is a simple multiple choice learning style survey.

Lesson 4:

Cognitive and Study Skills

Workbook Links

Reasoning Links

Inductive and Deductive Reasoning —

www.sjsu.edu/depts/itl/graphics/induc/ind-ded.html

This website provides an overview of inductive and deductive reasoning.

Brain Boosters —

<http://school.discoveryeducation.com/brainboosters>

This site offers a number of brain teasers that target your reasoning.

Superkids —

www.superkids.com/aweb/tools/logic

This site offers fun online games involving logic and reasoning.

LSAT Logic Game —

www.west.net/~stewart/lwsample.htm

This page offers an excellent exercise in reasoning and links to additional exercises.

Logic Games —

[www.alpha-score.com/Free LSAT Course/Logic Games/Free LSAT Course Game Intro.html](http://www.alpha-score.com/Free%20LSAT%20Course/Logic%20Games/Free%20LSAT%20Course%20Game%20Intro.html)

This site offers additional logic game exercises.

TSA Oxford —

www.admissionstests.cambridgeassessment.org.uk/adt/tsa/oxford/Test+Preparation

This practice test focuses on reasoning and problem-solving.

Inductive Reasoning Activities —

www.csun.edu/science/ref/reasoning/inductive_reasoning/inductive_reasoning.html

This website offers an explanation of inductive reasoning and links to practice activities.

Attention Links

Concentration —

www.academictips.org/acad/concentration.html

This site has tips for improving your concentration.

Kansas State University —

www.k-state.edu/counseling/topics/career/concentr.html

This Kansas State University website offers techniques for improving concentration.

Improving Concentration —

www.ucc.vt.edu/lynch/ImprovConcentration.htm

The Virginia Tech website offers a tutorial on improving concentration.

Alt Medicine —

<http://altmedicine.about.com/od/optimimumhealthessentials/a/Concentration.htm>

Five practical tips are given on this page about improving your concentration.

eHow Articles —

www.ehow.com/how_3823_improve-concentration.html

This page offers a practical strategy for improving your concentration to get work done.

Active Listening —

www.mindtools.com/CommSkill/ActiveListening.htm

This site provides tips for improving your attention while listening.

Games for the Brain —

www.gamesforthebrain.com/game

This fun site offers games involving multiple cognitive skills including attention to detail.

Lost in Migration —

www.lumosity.com/brain-games/attention-games/lost-in-migration

You can sign up for a free account at Luminosity and play this game which is excellent for improving concentration and attention to detail.

Simon Game —

www.thepcmanwebsite.com/media/simon

Simon is a classic game that improves attention and memory.

Memory Links

Self-Assessment —

www.oakton.edu/learn/memsvy.htm

This is a memory self-assessment tool with links to information on memory.

Memory Skills —

www.ctl.ua.edu/CTLStudyAids/StudySkillsFlyers/MemorySkills/memoryskills.htm

This page is from the University of Alabama and focuses on memory skills improvement.

Remembering —

www.ucc.vt.edu/stdysk/remember.html

This Virginia Tech page discusses the two types of memory skills you need to succeed.

Memory Principles —

<http://frank.mtsu.edu/~studskl/mem.html>

This web page lists memory principals and tips for improving your memory.

Mind Tools —

www.mindtools.com/memory.html

This website has memory improvement tools and techniques.

Intelegen, Inc. —

www.web-us.com/memory

This page has links to information and strategies related to improving memory.

The Memory Page —

www.thememorypage.net

This website is dedicated to helping you improve your memory and includes games and tutorials.

The Memory Gym —

www.memorise.org

Exercise your brain and improve your memory with the lessons and exercises on this website.

Simon Game —

www.thepcmanwebsite.com/media/simon

Simon is a classic game that improves memory and attention.

Braingle —

www.braingle.com/mind/memory.php

This site offers memory-building games, strategies and tests.

Memory Matrix —

www.lumosity.com/brain-games/memory-games/memory-matrix

You can sign up for a free account at Lumosity and play this game which is excellent for improving spatial and visual recall.

BBC Human Body and Mind —

www.bbc.co.uk/science/humanbody/mind/surveys/memory

This site provides a memory test and ways to improve your memory.

Simon —

www.freegames.ws/games/kidsgames/simon/simon.htm

This classic game combines memory and sequence.

Sequence —

[www.kongregate.com/games/mindlesslabs/sequence#game instructions](http://www.kongregate.com/games/mindlesslabs/sequence#game_instructions)

This is another online memory and sequence game.

Which Came First? —

<http://web.mit.edu/invent/www/ima/which1.html>

This MIT page offers a game that combines memory and sequencing.

Memory Match —

<http://dsc.discovery.com/fansites/dirtyjobs/games/match/match.html?emc=el&m=447380&l=3&v=670068bf42>

The Discovery Channel offers a fun version of the classic concentration game.

Biography Channel Games —

www.biography.com/games

Trivia games are a good way to exercise long-term memory.

History Channel Games —

www.history.com/games.do

This site offers history trivia games to exercise long-term memory.

Types of Processing —

www.ldinfo.com/process_areas.htm

This website has links to simple explanations of specific types of processing, all of which are intricately related to memory.

Eye Can Learn —

www.eyecanlearn.com

This site provides simple exercises to improve visual processing and memory.

Problem-Solving Links

Study Guides and Strategies —

www.studygs.net/problem/

This site provides an overview and strategies for problem-solving and decision-making.

Mind Tools —

www.mindtools.com/pages/article/newTMC_00.htm

This site offers some useful tools and strategies for problem-solving.

Braingle —

www.braingle.com/mind/categories.php?cat=&s=Problem+Solving

This site provides problem-solving exercises.

PedagoNet Problem Solving —

www.pedagonet.com/brain/brainers.html

This site provides a variety of problem-solving brain teasers.

Brain Bashers —

www.brainbashers.com/logic.asp

This site provides problem-solving logic puzzles.

Icebreaker Collection —

www.mwls.co.uk/icebreakers/puzzles.pl

This page has links to some problem-solving puzzles.

The Problem Site —

www.theproblemsite.com/games.asp

This is a site with a wide variety of problem-solving games.

Play Kids Games —

www.playkidsgames.com/problem_solveGames.htm

This site is recommended for adults as well as kids and offers problem-solving games that focus on music, science, geography and more.

Math Playground —

www.mathplayground.com/logicgames.html

This site offers fun math problem-solving games.

Gamequarium —

www.gamequarium.com/problemsolving.html

This is another site with math problem-solving games.

Absurd Math —

www.learningwave.com/abmath

This is a fun site that combines an interactive computer game with math problem-solving.

Study Skills Links

University of Minnesota —

www.d.umn.edu/kmc/student/loon/acad/strat

This University of Minnesota site has self-assessments, tips and record-keeping tools.

Virginia Tech —

www.ucc.vt.edu/stdyhlp.html

Virginia Tech offers online study skills workshops at this site. Begin with the study skills inventory.

How to Study —

www.how-to-study.com/pqr.htm

This comprehensive site covers many study related topics and strategies. The explanations are incredibly simple and straightforward, but the tips are helpful for high school and college students, as well as adults.

Academic Tips —

www.academictips.org/acad/index.html

This site has excellent and concise study tips.

Study Guide Zone —

www.studyguidezone.com/resource_tips.htm

This website offers specific study strategies based on learning style, as well as general study skills and advice on testing.

Learning Style Study Tips —

www.metamath.com/lswb/fourls.htm

This is another site that offers study tips based on learning styles.

Cal Poly University —

<http://sas.calpoly.edu/asc/ssl.html>

This Cal Poly University website has practical plans for improving a number of study skills.

Sites to Promote Academic Success —

www.uni.edu/walsh/linda7.html

This educational website has links to a number of sites that provide support for academic success.

Study Guides and Strategies —

www.studygs.net

This comprehensive study strategy site offers information on a number of study-related topics.

Student-Created Study Skills Site—

www.columbia.edu/cu/augustine/study

This is a helpful study skills site created by students.

George Washington University —

<http://gwired.gwu.edu/counsel/asc>

The George Washington University website offers both long-term tools and last minute advice for studying and academic success.

Education Atlas —

www.educationatlas.com/study-skills.html

This excellent site is frequently updated and offers one page explanations of study techniques and strategies.

Study Skills Guide —

www.csbsju.edu/academicadvising/helplist.htm

This is yet another college website with study skills improvement strategies.

Study Stack —

www.studystack.com

This interactive website enables you to study multiple topics using other students' notes and games or to create your own.

Internet Detective —

www.vts.intute.ac.uk/detective

This is an excellent tutorial focusing on how to use the Internet for research.

Research Skills —

www.vts.intute.ac.uk

This site offers a number of independent study research tutorials focusing on specific subject areas.

Lesson 5:

Internet Safety

Workbook Links

Internet Safety Links

Stay Safe Online —

www.staysafeonline.org/content/self-assessment-quiz

www.staysafeonline.org/sites/default/files/resource_documents/What%20Home%20Users%20Can%20Do%202010%20NCSAM%20Letterhead.pdf

This National Cyber Security Alliance site offers a self-assessment and excellent tips.

FTC Identity Theft Site —

www.ftc.gov/bcp/edu/microsites/idtheft

This is the Federal Trade Commission's Identity Theft Site.

Identity Theft Resource Center —

www.idtheftcenter.org/scams/s_intro.shtml

The Identity Theft Resource Center is an excellent site for information on prevention.

On Guard Online —

www.onguardonline.gov

This government site provides tips for protecting your computer and personal information.

FaceBook Safety —

www.allfacebook.com/facebook-places-privacy-2010-08

This page offers information on customizing Facebook privacy setting to protect yourself.

Get Net Wise —

www.getnetwise.org

This website offers information and how-to videos for online safety.

Online Safety —

www.microsoft.com/protect

This website offers tips for staying safe in the online world.

Wired Safety —

www.wiredsafety.org

This is the world's largest online safety and help group.

USA Today —

http://usatodayeducate.com/wordpress/wp-content/files/20081011_GAFRI_Fall_08_12.pdf

<http://usatodayeducate.com/wordpress/index.php/technology-cyber-security>

These pages offer helpful articles and lessons related to Internet safety.

Lesson 6:

Career Self-Assessment

Workbook Links

Career Self-Assessment Links

www.ioscar.org/tx/wil/wilinject.asp

www.iseek.org/sv/Skills

www.ioscar.org/tx/wil/wilinject.asp

Additional Career and Skills Assessment Links

www.driveofyourlife.org

This interactive multi-media game takes you through short assessments to help you consider the options for your future.

www.ioscar.org/tx/assessment/samenu.asp

This website has a work importance locator tool to assess your work values and an interest profiler.

www.educationplanner.com/careerkey/default.asp?sponsor=2859

This education planner site offers a free career assessment.

www.cacareerzone.com/index.html

This site offers a number of interactive career assessments.

www.humanmetrics.com/cgi-win/JTypes1.htm

Take a Jung Typology test to determine your personality type and a list of occupations that match.

www.personalitytype.com/quiz.asp

This is a shorter personality type quiz.

www.mypersonality.info/personality-types

This is another online version of the Jung Typology test.

www.keirsey.com/sorter/register.aspx

This is an excellent personality test that can point you toward the right careers.

www.iseek.org/sv/10210.jsp

This page has links to a number of career assessments.

www.careerinfonet.org/skills

This website will help you self-assess your skills and match them with potential careers.

<http://online.onetcenter.org/skills>

The O*Net Skills search is another helpful career search tool that helps you match your skills with careers.

www.onetcenter.org/tools.html

O*NET® Career Exploration Tools™ help you to explore the transition from school to work.

www.careerpath.com/career-tests/colorcareercounselor.aspx

This career assessment based on color preferences is scientifically based.

www.bbc.co.uk/labuk/experiments/personality

This is a questionnaire that can tell you interesting things about your general personality type.

Lesson 7:

Career Options

Workbook Links

Education and Career Links

www.bls.gov/emp/ep_table_103.htm

This page offers information on some of the fastest-growing careers including the level of training or education required.

www.acinet.org/acinet/oview1.asp?level=baplus

This page allows you to explore the fastest-growing careers based on the level of training or education required.

www.careeronestop.org/EducationTraining/Plan/Goals.aspx

This page helps you to develop education and training goals for specific careers. You can also follow links to high-growth and highest paying occupations.

www.bls.gov/oco/home.htm

You can find information on the education required for specific careers at the Occupational Outlook Handbook Online.

Career Clusters Links

www.careerclusters.org

This website, created by a multi-state initiative, divides careers into 16 groups to help you focus your search.

http://dese.mo.gov/divcareered/career_clusters.htm

This is a helpful, interactive site focused on the 16 career clusters.

Lesson 8:

Education and Careers

Workbook Links

Salary and Income Links

Career One Stop —

www.careeronestop.org/SalariesBenefits/Sal_default.aspx

Salary information listed by occupation is offered on this website.

http://www.careerinfonet.org/occupations/select_occupation.aspx?next=compare_get_msa&level=&optstatus=&id=1&nodeid=209&stfips=&jobfam=

This page provides information on wages by metropolitan area.

www.careerinfonet.org/select_state.asp?next=wages1&level=&optstatus=&id=1&nodeid=208&soccode=&jobfam=&SOC=

Wages by state are supplied on this page.

College Grad Salary Information —

www.collegegrad.com/salaries

Find salaries and compare the cost of living on this site.

Bureau of Labor and Statistics —

www.bls.gov/bls/wages.htm

This is the Department of Labor site with information on pay and benefits.

Way 2 Go Maryland —

<http://way2gomaryland.org/howmuch>

This page offers information on annual salaries for a number of careers.

Reality Check —

www.californiarealitycheck.com

This site allows you to work out the income you need for the lifestyle you plan and match it with careers that can provide that income. Be aware that the average costs/salaries are for California, but the general information is easily relevant for any state.

Lesson 9:

Career Exploration

Workbook Links

Career Exploration Links

Get Access Now —

<http://getaccess.westone.wa.gov.au/izone/career-game>

This career game provides an overview of the career planning process.

Career Pathways —

www.iseek.org/sv/10042.jsp

This site offers three grouping levels by which to explore careers.

Work Personality Style —

http://career.ucsb.edu/students/career_planning/CareersByInterests.html

This site lists careers by work personality style.

My Future Careers —

www.myfuture.com/careers

This website allows you to search careers based on field of study, industry, type of work or career/personality traits.

Be What I Want to Be —

<http://bewhatiwanttobe.com/page.php?topic=1#idontknow>

This Maryland website allows you to find information on area careers and read interviews with local workers.

Kids.gov —

www.kids.gov/6_8/6_8_careers.shtml

This page provides an alphabetical listing of careers with helpful overviews.

www.kids.gov/educators/ed_careers.shtml

This is a listing of links to government sites organized by career types.

Occupational Outlook Handbook Online —

www.bls.gov/oco/home.htm

Use this online government guide to browse through occupations or research specific careers that interest you.

US Department of Labor Employment and Training Administration —

www.doleta.gov/jobseekers

This government website offers information on assessing yourself and exploring careers.

Bureau of Labor and Statistics —

www.bls.gov/k12/index.htm

This interactive government site is great for exploring careers based on your interests.

O*Net™ Online —

www.onetcenter.org

O*Net™ provides interactive occupational information. You can search for occupations using a list of your skills.

www.onetcenter.org/tools.html

This page provides tools for career exploration.

<http://online.onetcenter.org/search/t2>

This is an excellent tool that allows you to search by machines, equipment, tools, or software you are skilled with for potential career matches.

OSCAR —

www.ioscar.org/tx/mainmenu.asp

The OSCAR website offers excellent tools for your career search.

Career Options —

www.actstudent.org/wwm/index.html

This ACT page offers an interactive tool to explore your career options.

www.careerinfonet.org/edutraining/default.aspx?searchMode=occupation

Explore job families and occupations on this page.

Career Launch —

<http://careerlaunch.net>

This fun site from the Boys & Girls Clubs of America has interactive games and resources for career planning and self-assessment.

College Board Information on Careers —

www.collegeboard.com/student/csearch/majors_careers/index.html

This page has links to a number of articles on choosing a career.

Mapping Your Future —

<http://mappingyourfuture.org/planyourcareer/careership>

Explore your career interests and conduct a career search at this non-profit website.

School to Career —

www.careers.iptv.org/enhanced/1131/ec_careerhome.cfm

Sponsored by Iowa Public Television, this site offers enhanced career information and a searchable database of careers.

Next Step —

www.nextstepmagazine.com/nextstep/career-profiles.aspx

This is a site which has career profiles with video.

Career Apple —

<http://careerapple.com>

This is another site offering career profiles with videos.

Specific Career Links —

www.wisemantech.com/guidance/careerspecific.htm

This site, from a former guidance counselor, provides a number of career-specific links.

<http://jobstar.org/tools/career/spec-car.php>

This is another excellent website with links by career.

Career Games —

www.careergames.com

This fun site helps you to explore career and job search topics.

Outdoor and Environmental Careers —

www.princeton.edu/~oa/jobs/careeroe.html

Princeton University provides this job resource guide.

Careers in Science, Technology, Engineering and Math —

www.usatoday.com/educate/NASA

This career exploration website was developed by USA Today and NASA.

www.careercornerstone.org

This is another site providing information on careers in these fields.

Lesson 10:

Setting Career Goals

Workbook Links

- Refer back to the links in the previous lessons.

Lesson 11: Career Planning

Workbook Links

- Refer back to the links in the previous lessons.

Lesson 12:

Career Pathways

Workbook Links

- Refer back to the links in the previous lessons.

Lesson 13:

Job Readiness

Workbook Links

Job Readiness Skills Self-Assessment Links

Psychology Tests —

<http://testyourself.psychtests.com/testid/2150>

This communication self-assessment is a good place to start. You don't need to purchase the in-depth version to get an overall score.

www.psychtests.com/cgi-bin/tests/transfer.cgi

This is an interesting listening skills self-assessment. You don't need to purchase the in-depth version to get an overall score.

4 Tests —

www.4tests.com/exams/examdetail.asp?eid=50

This page offers a short mathematics and writing exam.

Test Prep Review —

www.testprepreview.com/teas_practice.htm

This site offers self-assessments in a number of essential academic skills.

www.testprepreview.com/clast_practice.htm

There are more basic academic skill self-assessments on this page.

www.testprepreview.com/act_practice.htm

Scroll down this page to find links for self-tests in a number of math, reading and writing skills.

www.testprepreview.com/sat_practice.htm

Scroll down this page to find more links for self-tests in a number of math, reading and writing skills.

Salisbury University—

www.salisbury.edu/educationspecialties/practice_praxis.html

These practice basic skills tests can help you to assess your own abilities.

College Level Academic Skills Test —

<http://bcs.bedfordstmartins.com/bedhandbook7enew/ch08/clast4.pdf>

This is a practice basic skills test that you can take to find out your strengths and weaknesses.

Communications Skills Improvement Links

Mind Tools —

www.mindtools.com/CommSkll/ActiveListening.htm

A strategy for becoming an active listener is provided on this page.

www.mindtools.com/page8.html

This page has links to a number of articles and strategies for improving your communication skills.

CollegeBoard —

www.collegeboard.com/student/plan/boost-your-skills/9847.html

The CollegeBoard offers tips on improving communication.

Inc. Communication Articles —

www.inc.com/articles/2000/08/20000.html

This article offers excellent insights into improving your communication skills.

www.inc.com/articles/2000/04/18619.html

Learning to be assertive rather than aggressive can improve your communication and increase your success.

Open Loops —

http://hwebbjr.typepad.com/openloops/2005/05/ten_ways_to_imp.html

Try these ten strategies to improve your communication skills.

eHow —

www.ehow.com/how_2080970_improve-communication-skills.html

This article has six simple tips to improve your communication.

About.com —

<http://stress.about.com/od/relationships/ht/healthycomm.htm>

This page has some great tips for avoiding conflict and communicating clearly.

Math Skills Improvement Links

Awesome Library —

www.awesomelibrary.org/Classroom/Mathematics/Middle-High_School_Math/Middle-High_School_Math.html

This website includes links to specific math topics, lessons, games and discussions.

Math Archives—

<http://archives.math.utk.edu/k12.html#topics>

This archive has multiple links to specific math topics and tutorials.

Interactive Math —

www.shodor.org/interactivate/activities

These interactive games help you to strengthen your math skills.

About Math —

http://math.about.com/od/mathtests/Math_Tests_and_Assessment_Samples.htm

This page has math tests and assessment samples to help you review.

Calculus on the Web —

www.math.temple.edu/~cow

This is an excellent website with interactive books for precalculus, calculus, linear algebra, number theory and abstract algebra.

Algebra Basics —

www.algebasics.com/3way6.html

Algebasics talks you through algebra examples.

University of Saskatchewan —

http://math.usask.ca/mrc-cgi-bin/emr/first_page.cgi

The University of Saskatchewan offers exercise in math readiness as well as a free math readiness online course and math foundations course.

SOS Math —

www.sosmath.com/index.html

This free website offers math review material and cyberexams.

Study Guides and Strategies —

www.studygs.net

This comprehensive study strategy site offers strategies and information on a number of math topics.

Info Please —

www.infoplease.com/homework/hwmath.html

This site offers math games and explanations of specific math concepts and topics.

Greta's Game Station —

<http://games.pppst.com/math.html>

Scroll to the bottom of the page to find links to higher-level math games in subjects including algebra, geometry and trigonometry.

Fact Monster —

www.factmonster.com/games.html

This site also offers a number of math games; scroll to the bottom to find subjects including geometry.

Multnomah County Library —

www.multcolib.org/homework/mathhc.html

This helpful site provides many math links organized by subject.

Math Playground —

www.mathplayground.com/logicgames.html

This site offers fun math problem-solving games.

Gamequarium —

www.gamequarium.com/problemsolving.html

This is another site with math problem-solving games.

Absurd Math —

www.learningwave.com/abmath

This is a fun site that combines an interactive computer game with math problem-solving.

Mathway —

www.mathway.com

This site offers step-by-step solutions to math problems you input and sample problems.

Coordinate Plotting —

www.plottingcoordinates.com

This site offers easy to understand instructions for how to plot coordinates.

Reading Skills Improvement Links

Self Growth —

www.selfgrowth.com/articles/Allen9.html

This page has ten simple tips for improving your reading skills.

Learning Centre —

www.ncistudent.net/StudySkills/LearningSkills/ReadingEffect1.htm

This site explains how to skim, scan, read for understanding and increase your reading speed.

CollegeBoard —

www.collegeboard.com/student/plan/college-success/26666.html

This is an excellent page from the College Board on the reading technique of SQ3R.

Braindance—

<http://braindance.com/bdiread1.htm>

This page provides links to explanations and exercises for improving reading skills.

Mind Tools —

www.mindtools.com/pages/main/newMN_ISS.htm

This website provides links to a number of reading and study strategies and techniques.

University of Victoria —

www.coun.uvic.ca/learning/reading-skills/comprehension.html

The University of Victoria website has an excellent strategy for improving reading compre-

hension and learning.

Dartmouth —

www.dartmouth.edu/~acskills/success/reading.html

This Dartmouth site addresses reading myths and strategies.

Study Guides and Strategies —

www.studygs.net

This comprehensive study strategy site offers strategies and information on a number of reading topics.

Writing Skills Improvement Links

Learning Centre —

www.ncistudent.net/StudySkills/WritingSkills/Introduction.htm

This website offers a thorough overview of how to write well.

CollegeBoard —

www.collegeboard.com/student/plan/boost-your-skills/123.html

The College Board page for improving writing is excellent.

Mind Tools —

www.mindtools.com/CommSkill/WritingSkills.htm

This page has helpful tips for good writing.

Purdue University —

<http://owl.english.purdue.edu/owl/resource/606/01>

This is an excellent writing resource website from Purdue University.

Wonderful Writing Skills —

www.wonderfulwritingskillsunhandbook.com/Information

This site uses a very informal style to teach strong writing skills.

Info Please —

www.infoplease.com/homework/writingskills1.html

This site covers a wide variety of writing skills and strategies, also providing practice writing prompts.

Study Guides and Strategies —

www.studygs.net

This comprehensive study strategy site offers strategies and information on a number of writing topics.

Cliff Notes —

www.cliffsnotes.com/writing-grammar-english-study-guides.html

This article looks at simple strategies for improving English, grammar and writing skills.

Guide to Grammar and Writing —

<http://grammar.ccc.commnet.edu/grammar>

This page offers many links to improve writing from sentences to research papers.

Research and Writing —

www.ipl.org/div/aplus

Links on this page offer tips for writing research papers.

The Writing Resource —

<http://thewritingresource.net>

This site provides short, focused articles with tips for improving grammar and writing.

Colorado State University —

<http://writing.colostate.edu/guides>

This is an excellent site that offers step by step online textbooks on numerous writing elements along with practice.

Personality Type and Writing —

www19.homepage.villanova.edu/karyn.hollis/prof_academic/Courses/common_files/personality_types/The%20Keirsey%20TempermentTest.html

This is an interesting page that offers insight into how your personality may affect your writing.

Lesson 14:

Emotional Readiness Introduction

Workbook Links

Emotional Intelligence Links

Emotional Intelligence —

www.businessballs.com/eq.htm

This site offers a brief overview of emotional intelligence theory.

Institute for Health and Human Potential —

www.ihhp.com/testsite.htm

This site offers a free emotional intelligence quiz.

Psychology Test —

www.psychtests.com/cgi-bin/tests/transfer.cgi

This is another emotional intelligence test.

Discovery Health —

http://discoveryhealth.queendom.com/eiq_abridged_access.html

This site has an emotional IQ test.

Emotional Quotient Quiz —

www.allthetests.com/eq-tests-emotional-quotient-quizzes.php

This is another free online quiz of emotional intelligence.

Attachment Style —

www.web-research-design.net/cgi-bin/crq/crq.pl

This site offers a free attachment style test.

Spot the Fake Smile —

www.bbc.co.uk/science/humanbody/mind/surveys/smiles/index.shtml

This is an interesting test of your ability to recognize true emotion in others.

Lesson 15:

Emotional and Social Intelligence

Workbook Links

Social Intelligence Links

http://en.wikipedia.org/wiki/Social_intelligence

http://socrates.berkeley.edu/~kihlstrm/social_intelligence.htm

http://www.google.com/search?q=social+intelligence&num=10&hl=en&prmd=ivnbl&source=univ&tbs=vid:1&tbo=u&ei=PJi8TIPuKsT58Aa51_zKDw&sa=X&oi=video_result_group&ct=title&resnum=8&ved=0CGEQqwQwBw

Emotional Intelligence Links

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Discovery Health —

http://discoveryhealth.queendom.com/eiq_abridged_access.html

This site has an emotional IQ test.

Emotional Quotient Quiz —

www.allthetests.com/eq-tests-emotional-quotient-quizzes.php

This is another free online quiz of emotional intelligence.

Attachment Style —

www.web-research-design.net/cgi-bin/crq/crq.pl

This site offers a free attachment style test.

Spot the Fake Smile —

www.bbc.co.uk/science/humanbody/mind/surveys/smiles/index.shtml

This is an interesting test of your ability to recognize true emotion in others.

Lesson 17:

Emotional Readiness for

Relationships and Independence

Workbook Links

Emotional Health Links

Everyone experiences feelings of stress, anxiety and depression at some time in his/her life. It is normal to struggle with emotional issues occasionally, but if you have upsetting symptoms that occur regularly or interfere with daily life, it can indicate serious problems. Symptoms of emotional and psychological disorders can vary greatly, so it is essential to consult with a professional if you think that you or someone you know may need help. These resources can assist you in maintaining and assessing your emotional health.

Family Doctor —

<http://familydoctor.org/online/famdocen/home/articles/589.html>

Family Doctor offers an excellent and brief discussion of emotional health on this page.

Teen Health —

www.teenhealthfx.com/answers/Emotional/index.php

This is a great place to find answers to questions about your emotions and moods. If you are wrestling with a problem, look here for help.

The Human Mind —

www.bbc.co.uk/science/humanbody

This amazing website has many interactive games and activities for learning about your mind and emotions.

APA Health Center —

<http://apahelpcenter.org>

This website from the American Psychological Association is an excellent resource offering brochures, tips and articles.

Web MD —

www.webmd.com/balance

WebMD is an excellent resource for health and balance information. Find out more about stress, anxiety and other emotional, physical and psychological health issues.

Princeton University —

www.princeton.edu/uhs/ih_Q_A_emotional_health.html

This site from Princeton University focuses on adjusting to college life and overall emotional health.

Psychological Stress —

www.nlm.nih.gov/medlineplus/stress.html

This site from the US National Library of Medicine provides links to a number of stress-related articles and resources.

Everyday Health —

www.everydayhealth.com/emotional-health/index.aspx

Everyday Health offers an emotional health center online.

Anxiety Assessment —

www.psych.uncc.edu/pagoolka/StateAnxiety-intro.html

This anxiety assessment may be a helpful tool to assess your state of anxiety.

Depression Self-Screening —

<http://psych.med.nyu.edu/patient-care/depression-screening-test>

This is a self-screening test for symptoms of depression. Keep in mind that only a doctor can truly diagnose depression.

Depression Screening —

www.depression-screening.org/screeningtest/screeningtest.htm

Another confidential depression-screening test is provided on this site.

Psych Central —

<http://psychcentral.com/quizzes>

This site offers a number of psychological self-tests. Just remember that if you suspect you have a psychological disorder, you should see a doctor as soon as possible.

Personal Counseling Issues —

www.wisemantech.com/guidance/personal.htm

This site provides links to a number of issue-specific resources.

Lesson 18:

Conducting a Job Search

Workbook Links

Job Search Internet Links

Career Infonet —

www.careerinfonet.org/HelpAndInfo.asp?helpcontent=Workers&nodeid=102

This page offers ways to assess your job marketability and carry out a successful job search.

www.careerinfonet.org/skills/default.aspx

This is a skills profiler that will compare your skills with jobs in which you are interested.

www.careerinfonet.org/crl/library.aspx?LVL2=45&LVL3=n&LVL1=8&CATID=310&PostVal=2

This page lists free databases where you can post your resume and find employment opportunities.

www.careerinfonet.org/employerlocator/employerlocator.asp?nodeid=18

Search here for employers by location, occupation, industry or keyword.

Career Launch —

<http://careerlaunch.net>

This fun site from the Boys & Girls Clubs of America has interactive games and resources for your job search and career planning.

Career Games —

www.careergames.com

From working conditions to job targeting, this site helps you to explore career and job search topics.

QuintCareers —

www.quintcareers.com/tutorials.html

This site offers job search tutorials on a variety of topics.

Job Search Articles —

www.cliffsnotes.com/WileyCDA/Section/Your-Career.id-305413.html

This website has a number of articles on preparing for and completing your job search successfully.

Job Star —

<http://jobstar.org/hidden/hidden.php>

Information on the hidden job market and how to explore it is provided on this site.

Employer Research —

www.uwec.edu/Career/students/JobSearch/employer_research.htm

This site provides resources to research prospective employers and businesses.

Career One Stop —

www.careeronestop.org/JobSearch/JobSearch.aspx

This website supplies tips for how to conduct a job search and more.

Riley Guide —

www.rileyguide.com/execute.html

This is another valuable site with online job search resources.

Hot Jobs —

<http://hotjobs.yahoo.com/>

Use Yahoo to search for jobs, and try the career tools offered here.

Experience.com —

www.experience.com/

Find jobs and internships as well as career advice on this useful website.

Campus Career Center —

www.campuscareercenter.com

This site provides links for researching companies, searching for jobs and much more.

Craigslist —

<http://geo.craigslist.org/iso/us/md>

You can choose the geographical area nearest you and find job openings on this website.

Monstertrak —

www.monstertrak.monster.com/seekers

Search for jobs on Monstertrak.

Career Builder —

http://jobs.careerbuilder.com/?sc_cmp2=JS_Nav_FindJobs

CareerBuilder allows you to search for jobs and post your resume.

Simply Hired —

www.simplyhired.com

You can find jobs with this large search engine.

Job Bank USA —

www.jobbankusa.com/jobs_search/job_search_engine.html

Job Bank USA is a job search engine with links to other sites.

Campus Program —

www.campusprogram.com/employment/subject/index.html

Job listings by occupation are listed here.

All Star Jobs —

www.allstarjobs.com

This site has city and state career directories, links to national and career specific listings and other resources.

Indeed —

www.indeed.com

This site allows one-stop access to millions of job openings on major job boards, newspapers, and company websites nationally.

Wall Street Journal Careers—

www.fins.com/Finance

This site from the Wall Street Journal provides a job search focusing on financial careers as well as finance career news.

Internship Opportunity Links

QuintCareers —

[www.quintcareers.com/internship tutorial](http://www.quintcareers.com/internship_tutorial)

This tutorial offers advice and resources for internship success.

Federal Career Intern Program —

www.makingthedifference.org/federalinternships/employmentprograms.shtml

This site provides an overview of federal student hiring programs and internships.

Maryland State Internships —

<http://dbm.maryland.gov/jobseekers/Pages/Internships.aspx>

This site provides an overview of Maryland state internships.

Rising Star Internships —

www.rsinternships.com

This site for students allows you to post your resume and search for available internships.

Internship Search —

www.internweb.com

This is a website devoted to matching students with internships.

www.internjobs.com

This is another site dedicated to internships.

www.internship.com

Another website offering an internship search.

Monstertrak —

www.monstertrak.monster.com/seekers

Search for internships on Monstertrak.

Lesson 19:

Resume Planning

Workbook Links

Resume Links

Worktree —

www.worktree.com/tb/CL_tips.cfm

This website has tips for writing cover letters and resumes, as well as a job finder portal and more.

Career Infonet —

www.careerinfonet.org/resume/resume_intro.asp?nodeid=26

This page offers a free resume tutorial.

QuintCareers —

www.quintcareers.com/job-hunting_free_samples.html

This website has samples and resources for resumes, cover letters and interview questions.

Career One Stop —

www.careeronestop.org/ResumesInterviews/ResumesInterviews.aspx

The site provides resources for creating resumes and preparing for job interviews.

Lesson 20:

Resume & References

Workbook Links

Reference and Resume Writing Links

Microsoft —

<http://office.microsoft.com/en-au/templates/CT101043371033.aspx>

Find Microsoft Office templates for resumes at this site.

<http://office.microsoft.com/en-au/templates/CT010147174.aspx>

Microsoft Office has templates for references here.

QuintCareers —

www.quintcareers.com/sample_reference_lists.html

This website has samples and resources for providing references.

Career One Stop —

www.careeronestop.org/ResumesInterviews/ResumesInterviews.aspx

The site provides resources for creating resumes and preparing for job interviews.

Worktree —

www.worktree.com/tb/CL_tips.cfm

This website has tips for writing cover letters and resumes, as well as a job finder portal and more.

Lesson 21: Job Applications

Workbook Links

Job Application Links

Job Applications

<http://www.job-applications.com/>

This website allows you to download and print job applications for a number of companies.

Lesson 22: Job Interviews

Workbook Links

Job Interview Links

Career One Stop —

www.careeronestop.org/ResumesInterviews/ResumesInterviews.aspx

The site provides resources for creating resumes and preparing for job interviews.

Career Games —

www.careergames.com/interviews.html

This website offers a job interview game.

QuintCareers —

www.quintcareers.com/job-hunting-free-samples.html

This website has samples and resources for interview questions.

Lesson 23:

Logistical Readiness Introduction

Workbook Links

Budgeting Links

Show Me the Future —

<http://showmethefuture.org>

Show Me the Future is a fun computerized game that helps you learn how to budget.

Money Management —

www.ipl.org/div/pf/entry/79903

This website for teenagers has links to teach you about money management.

You Can Deal With It —

<http://youcandealwithit.com>

This website offers tools for budgeting, saving and paying off student loans.

My Money —

www.mymoney.gov

This government site has information on financial planning topics as well as calculators.

Citi —

<http://financialeducation.citigroup.com/citi/financialeducation/curriculum/teens.htm>

Citigroup offers lessons on finance designed for teenagers.

Reality Check —

www.californiarealitycheck.com/personal.asp

This interactive site helps you discover how much money you will actually need to make.

Visual Economics —

www.visualeconomics.com/how-the-average-us-consumer-spends-their-paycheck

This site provides a visual chart of how the average consumer spends annual income.

Multnomah County Library —

www.multcolib.org/homework/perfinhc.html

This website provides many links organized by personal finance topics.

Money Matters 101 —

<http://usatodayeducate.com/wordpress/index.php/independent-living-101>

This USA Today website offers articles and lessons related to money management.

Lesson 24:

Logistical Readiness and Careers

Workbook Links

Health Links

<http://medlineplus.gov>

The US National Library of Medicine offers this site for searching hundreds of health topics.

www.intelihealth.com

This website has information on diseases, nutrition, fitness and other health topics.

www.mlanet.org/resources/consumr_index.html

This Medical Library Association has a number of resources for health consumers including a tool for deciphering medical terms.

www.ipl.org/div/teen/browse/he0000

TeenSpace offers links on many health topics aimed at teens.

www.bbc.co.uk/science/humanbody

This amazing website has many interactive games and activities for learning about your body and your mind.

www.healthfinder.gov

This is a wonderful resource offering an encyclopedia of health topics and tips on choosing doctors and health centers.

<http://consumer.gov/ncpw/category/health>

This government site has information on many health-related topics.

www.google.com/intl/en-US/health/about

Google Health offers a simple system for organizing and managing your health records.

<http://firstaid.webmd.com/tc/dealing-with-emergencies-overview>

This site offers practical information on first aid and dealing with emergencies.

<http://organizedwisdom.com/Home>

This site provides information and links to articles on a number of health topics.

www.mayoclinic.com

The Mayo Clinic offers many helpful tools including a symptom checker and first aid guide.

www.mentalhelp.net

This is an excellent government-recommended site for mental health information.

Lesson 25:

Financial Literacy

Workbook Links

Financial Literacy Links

www.handsonbanking.org

This is a great website for learning more about banking and budgeting.

www.visualeconomics.com

This is an excellent site offering articles and informative infographics.

www.fdic.gov/consumers

The FDIC site offers helpful financial information for consumers.

www.investopedia.com/dictionary

This site provides definitions and explanations of investment terms and plans.

www.investopedia.com/university

Investopedia offers a number of helpful free tutorials on investing.

www.youngmoney.com/calculators

This website has a calculator for savings and retirement planning, as well as for automobiles and housing.

Lesson 26:

Protecting Yourself Financially

Workbook Links

Credit Links

Credit Card Tools —

www.cardweb.com

This site offers articles and information on credit cards including a glossary and card calculator.

Ready, Set, Credit —

www.in.gov/dfi/2627.htm

This government website provides important information on getting a credit card.

Federal Trade Commission —

www.ftc.gov/credit

This site is an excellent resource for information on credit and loans.

Credit Card Comparison —

www.cardratings.com

This award-winning website compares credit cards and providing information for consumers.

Credit Card Comparison —

www.cardlocator.com

This site listing credit cards and comparing terms and benefits is government-recommended.

Free Credit Report —

www.annualcreditreport.com

This site allows you to order your free annual credit report from each of the three main national credit bureaus.

Credit Bureaus —

www.equifax.com

www.experien.com

www.transunion.com

These are the three major national credit bureaus that record and report your credit history.

Independent Living 101 —

<http://usatodayeducate.com/wordpress/index.php/independent-living-101>

This USA Today website offers articles and lessons related to credit and debit cards.

Identity Theft Links and Fraud Protection Links

www.ftc.gov/bcp/edu/microsites/idtheft/video/avoid-identity-theft-video.html.

Snopes —

www.snopes.com

This site offers a database you can search to verify and identify myths, email hoaxes, computer virus warnings, and more.

National Fraud Information Center —

www.fraud.org

This site sponsored by the National Consumers League provides information on preventing and fighting fraud.

Federal Bureau of Investigation —

www.fbi.gov/majcases/fraud/fraudschemes.htm

This site from the FBI deals with fraud issues.

Consumer Protection —

<http://consumer.gov/ncpw/category/scam-watch>

This government site archives scam watch articles.

Lesson 27:

Budgeting for Life

Workbook Links

Housing Links

City Profile Report —

www.homefair.com/real-estate/city-profile/index.asp

This site enables you to get a city profile with average household costs.

City Data —

www.city-data.com/zips

This site allows you to find data on a specific city including average housing costs.

US Census Bureau —

www.census.gov/hhes/www/housing/ahs/ahs05/ahs05.html

The US Census Bureau has detailed tables with information on owned and rented homes.

www.census.gov/compendia/statab/cats/construction_housing.html

This page provides links to home ownership and housing costs for 2010.

Cost of Home Ownership —

www.visualeconomics.com/the-cost-of-home-ownership

This chart shows the average mortgage rate through 2009.

Average Rent —

<http://rentbits.com/rb/t/rental-rates/>

This site lists the average rent for a number of major US cities.

Finance Calculators —

www.realtor.com/home-finance/financial-calculators/?id=10021

This site offers numerous calculators for comparing loans and predicting monthly payments.

Utilities Links

WhiteFence —

www.whitefence.com

This site enables you to shop for and compare home utilities.

www.whitefenceindex.com/

This page lists averages for utility bills in more than 20 cities.

Consumer Federation of America —

www.consumerfed.org

This site has links for learning more about energy and communications options.

US Census Bureau —

www.census.gov/hhes/www/housing/ahs/05dtchrt/05adtchrt/tab3-13.html

This is an overview of median rates for utilities from 2005.

Utility Cost Savings —

www.psc.state.ga.us/consumer_corner/moneytips.htm

This page has consumer tips for cutting your utility costs.

Utility Connection —

www.utilityconnection.com

This site provides links to information on utilities.

Public Utility Home —

www.publicutilityhome.com

This site provides information on Internet resources for utility consumers.

Insurance Links

www.carinsurance.com/CoverageDefinitions.aspx

This page offers definitions for car insurance terms and coverages.

www.carinsurance.com/Coverage-Calculator.aspx

This is a calculator for determining car insurance.

www.insure.com

This website offers insurance quotes for many types of insurance.

www.insweb.com

This is another helpful website where you can compare insurance plans.

www.mdinsurance.state.md.us/sa/jsp/Mia.jsp

This is the website of the Maryland Insurance Administration, with information for consumers on insurance plans in Maryland.

www.census.gov/hhes/www/hlthins/hlthins.html

The US Census Bureau provides information on health insurance coverage.

www.consumerchoice.com/empower/costofcare/Welcome.do;jsessionid=921MLLGBdQg8f7mvspch977rj8zK7CQm88G1GppLpHSQnhWTvIWg!-593239688!1663866406

This site offers cost estimates for annual healthcare and specific health issues.

www.familyhealthbudget.com/basics/fsacalculator.asp

www.money-zine.com/Calculators/Insurance-Calculators/Health-Care-Insurance-Cost-Calculator/

www.familyhealthportfolio.com/costsCalculator

These pages have out of pocket health cost calculators.

Auto/Transportation Links

www.kbb.com

Kelly Blue Book is one of the main sites for determining the average value and pricing for new and used cars.

www.nadaguides.com

This is another great site for determining fair prices for new and used cars.

www.caranddriver.com

This is a well-known site for information on vehicles, offering an online new car buying guide.

www.bankrate.com/brm/rate/calc_home.asp

Calculators for car loan and home loan payments are provided here.

www.youngmoney.com/calculators

This website has calculators for automobile costs.

www.nhtsa.dot.gov

The National Highway Traffic Safety Administration offers information on recalls, defect and complaints for cars as well as fuel economy.

Loan Links

Income-Based Repayment —

www.ibrinfo.org

This website provides information about Income-Based Repayment of federal student loans.

College Board —

<http://apps.collegeboard.com/fincalc/sla.jsp>

The College Board has a student loan calculator.

Finaid —

www.finaid.org/calculators/loanpayments.phtml

This site offers a student loan repayment calculator.

Sallie Mae —

www.collegeanswer.com/financing/lt_financial_planning/ltfp_monthrep.jsp

This is Sallie Mae's loan repayment calculator.

BankRate —

www.bankrate.com

This comprehensive site offers free loan and credit card comparisons as well as calculators.

Children Links

<http://moneycentral.msn.com/articles/family/kids/tlkidscost.asp>

This page provides a chart with the average yearly cost by age for raising a child.

www.csgnetwork.com/childcostcalc.html

This site has a calculator for the cost of raising a child.

www.mdchildcare.org/mdcfc/pdfs/demographics.pdf

This report presents cost information for childcare in Maryland.

Lesson 28:

Job Offers & Decision-Making

Workbook Links

Job Offer/Decision-Making Links

Weighing Job Offers —

www.learnmoreindiana.org/careers/getajob/Pages/WeighingJoboffers.aspx

This page has a good overview for evaluating a job offer.

Evaluate a Job Offer —

http://careerplanning.about.com/cs/joboffers/a/evaluate_offer.htm

This is a helpful article on elements to consider when evaluating a job offer.

Riley Guide —

www.rileyguide.com/offers.html

Use this site to find links to specific concerns for evaluating and negotiating job offers.

Lesson 29:

Career Choice & Job Security

Workbook Links

Career Choice/Job Security Links

www.bls.gov/oco/cg

This Internet guide provides information on industries with links to job markets by state.

www.acinet.org

This site allows you to find occupation, industry and state information.

www.citytowninfo.com/employment

This site provides information on jobs, salaries and predicted growth rate. You can also find out about top cities for specific careers.

Lesson 30:

Preparing for Your Career

Workbook Links

- Refer back to the links in the previous lessons.

Lesson 31:

Career Entry Preparation Review

Workbook Links

- Refer back to the links in the previous lessons.