



Weekly GCF Global Learning Time Sheet
<http://www.gcflearnfree.org/>

Customer Name: _____ Case # _____

*****This is to be completed between Monday and Friday*****

Modules	Date completed:	Start time:	End Time:	Total time:	CareerSource Pinellas staff signature
Microsoft:(Identify the Year version that you are completing next to the program)					
Office:					
Access:					
Power Point:					
Excel:					
Word:					
Publisher:					
Other:					
Career					
Career Planning & Salary					
Cover Letters					
Resume Writing					
Interviewing Skills					
Workplace Basics					
Job Search & Networking					
Other:					
Google/Internet Basics/Every Day Life					
Gmail					
Google Search Tips					
Email Basics					
Pay Bills					
Pay Debt					
Other:					
Math Basics					
Add/Subtraction					
Cash Back					
Counting Change					
Decimals/Percents					
Fractions					
Multiplication/Division					
Money					
Reading					
Blast Off!!					
Reading Comprehension					
Text Explorer					
Word Explorer					
Word Fill-ins					
Word Videos					

**These hours are to be included under job Search and Job Readiness.*

To be completed by the WorkNet Staff:

For week of Monday: _____ and Friday: _____					
Monday hours	Tuesday hours	Wednesday hours	Thursday hours	Friday hours	Weekly total

Customer signature: _____

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