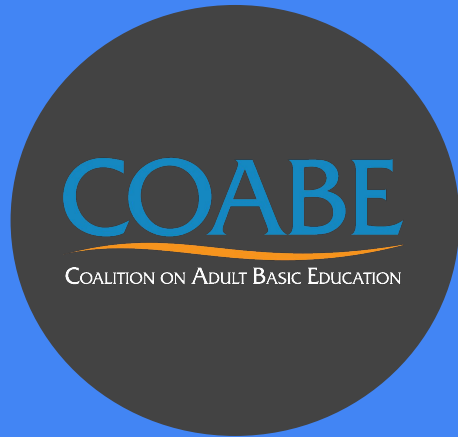


# Google Boot Camp

Provided in partnership by



# Courtney Monnette

[courtney.monnette@accs.edu](mailto:courtney.monnette@accs.edu)

Phone

Social media



# Early to the Session?

Please make sure you're registered for this  
<https://formstack.io/28E56>

If you don't have a Google account,  
sign up for one for free:  
<https://accounts.google.com/signup>

## Enter for your chance to win \$1,000!

Submit your success stories NOW at  
[www.educateandelevate.org/google](http://www.educateandelevate.org/google)

Every month the COABE office will select one lucky winner to receive \$1,000! If you utilize the Google Applied Digital Skills curriculum, you can submit a success story.



**Enter for your chance to win \$1,000!**

Submit your success stories at

[www.educateandelevate.org/google](http://www.educateandelevate.org/google)

**May's Winner:**  
Dave Christopher  
from AMPED in  
Louisville, KY



**June's Winner:**  
Michelle Schallmo  
from Triton College's AE  
Program in Chicago, IL



**July's Winner:**  
Maureen Rudy  
from Metropolitan State  
University of Denver in  
Colorado





# Applied Digital Skills

Introduction to our digital skills curriculum

[g.co/applieddigitalskills/COABE](https://g.co/applieddigitalskills/COABE)



## OBJECTIVES

1. Introduction to digital literacy, G Suite and Applied Digital Skills
2. Getting Hands-On Practice
3. Share Project Progress and Discussion
4. Next Steps: Use Applied Digital Skills with your Adult Learners

# Introduction to digital literacy, G Suite and Applied Digital Skills



## Discussion Topics

- How has digital literacy impacted your life?
- What is digital literacy? What are digital skills?
- Name some things you've done in this week that required digital skills.
- Name one job that doesn't require digital skills.
- What are some of the challenges you've seen students face when making a resume, creating a budget or filling out a job application?

## Introduction to Digital Literacy

### CHALLENGE:

The job market is changing — and employers are looking for skills that many people aren't learning.

### OPPORTUNITY:

Technology lessons can build practical skills that prepare people for the fastest growing job sectors.

Think of 2005 and how mobile technology has changed since then.  
Having basic digital skills is key to life and jobs today.

Get a new job with  
more open doors

Keep up with the  
changing landscape  
in the US

Learn practical life  
skills like sending  
emails

Grow in their  
careers in  
meaningful ways

# Digital Literacy for Adults is important.

Grow economic and  
educational  
opportunities

Understand kids'  
homework  
assignments

Use free tools that  
help them with  
everyday tasks like  
making a budget

Access online social  
services and other  
government services

## G SUITE:

G Suite Apps include Gmail, Docs, Slides, Drive, Calendar, Sheets, and more. Knowing how to use these online apps is high-in-demand.

### Snapshot of Usage

- Gmail has more than 1.4 billion users.
- More than 800 million Drive users.



Script



Slides



Search



Sheets



Maps



Mail



Docs



Sites



Forms

# Example: Google Drive

---

- An online hard drive where you can store all your files - stories, designs, drawings, recordings, videos - anything! And it's **free!**
- Drive has lots of storage, so you and your students don't have to worry about full disks, deleting old files, or losing anything when a computer crashes.



# Google products that promote collaboration

Students can work together, in class or at home, to complete assignments and group projects. All of their work is auto-saved, and they can even edit without WiFi.

- **Google Docs:** documents come to life with smart editing and styling tools to help you easily format text and paragraphs.
- **Google Sheets:** spreadsheets for analyzing, visualizing, & charting data
- **Google Forms:** quick & easy surveys to gather information
- **Google Slides:** a presentation tool that makes it easy to tell stories
- **Google Drawings:** Graphics and flowchart creation with shapes, text, and images
- **...and more like Gmail, Search, Maps, etc.**

## SOLUTION:

Applied Digital Skills is a set of **free, video-based technology lessons** that prepare learners of all ages for the growing number of jobs that require basic digital skills.



# Builds Real-life Skills



## Digital skills

Coding

Spreadsheets

Data visualization

Graphic design

Website publishing

Document formatting

Internet search

File organization



## Life & soft skills

Communication

Organization

Budgeting

Event planning

Research

Group decision-making

Creating presentations

Resume writing



Script



Slides



Search



Sheets



Maps



Mail



Docs



Sites



Forms

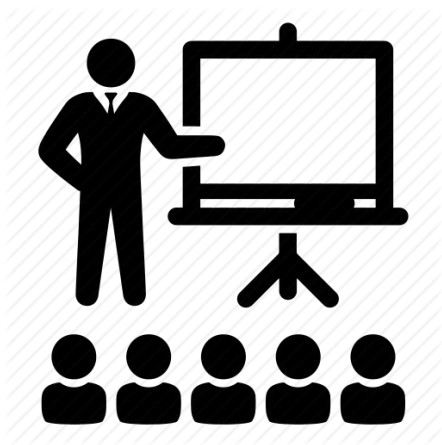


# Some key features...

- **Video-based** so you don't need to be an expert to teach it
- **Self-paced** so students can work at their own speed
- **Project-based** so it's all relevant (students come out with actual research reports, resumes, cover letters, etc.)
- **Extensive** with 250+ hours of lessons, from basic lessons (i.e. conduct a Google search for the first time) to advanced lessons (i.e. making a business plan)
- **Flexible** with lessons as short as 45 minutes, and as long as 9+ hours so you can pick whatever is best for you
- **Online and FREE**

Applied Digital Skills is used in lots of learning environments ....

## TRADITIONAL LEARNING



## BLENDED LEARNING



How might using a computer-driven curriculum impact what our classrooms look like?  
What might change? What shouldn't change?

# Example: Intergenerational (Parent - Child) Community Center in KY

“At the Academy of Music Production, Education, and Development in Louisville, KY, Applied Digital Skills is helping provide free job training for parents. AMPED offers music programs for children and teens, ages 8-17. Because the community is primarily low-income families, these classes are free, on a “Pay with your Grades” system. Students are able to learn valuable music production, comprehension and development skills that help them see a future beyond the poverty line.

**Applied Digital Skills became part of the weekly classes once instructors saw that the adults needed a more foundational digital literacy base to succeed. The parents loved the Applied Digital Skills curriculum, which helped them develop both technical and soft skills for applying and interviewing for, then succeeding in, jobs.**

**Families work together on a service learning project using the Plan an Event lesson. Then, parents use budgeting, resume building, and other job search lessons in their adult-only time.”**

# Example: Community College in TX

“As the technology coordinator for Triton College, I was looking for curriculum that would enable my students to gain skills necessary for post-secondary and workplace placement.

**Google's Applied Digital Skills affords students this opportunity. My students are working independently with no prior coding background, and the majority have English as their second language.**

This curriculum has helped them to develop maps with locations using coding. Additionally, these students have very limited computer backgrounds, **some of whom had no prior computer experience before taking classes with me. Now, these students are writing papers, and working in small groups to complete projects that they would in the workforce and in post-secondary education. Everyone is amazed at how adept these students are at creating something from nothing just by using the Applied Digital Skills curriculum and with minimal assistance from me!** They have **increased their confidence with computers** and their self-efficacy is evident from their stories and presentations.”

# Getting Hands-On Practice

Open your Web Browser and go to the  
Applied Digital Skills website:

[g.co/applieddigitalskills/coabe](https://g.co/applieddigitalskills/coabe)



/coabe is  
important!

## Get Hands On Practice

1. Make a Teacher Account and Set up your Profile
2. Make your first class
3. Start using a lesson and completing an activity to share with the rest of the class



## STEP 1:

Sign into the website [g.co/applieddigitalskills/COABE](https://g.co/applieddigitalskills/COABE). Click Sign Up.

**You will need a Google account to sign in.**

If you do not already have a Google account, you can create one for free at [www.accounts.google.com/signup](https://www.accounts.google.com/signup)

Google

For Education

Applied Digital Skills

For Teachers

For Students

Curriculum

Sign in

Sign up

## Applied Digital Skills

Teach and learn practical digital skills using our free project-based video curriculum



## STEP 2:

Choose your role as  
a **teacher**



I am a **student**



I am a **teacher**

## STEP 3:

# Set up your profile

Adding more information, like how you heard about the curriculum, will enable the Google team to email you support, tips and tricks and more.

The screenshot shows the 'My profile' section of a Google Classroom account. On the left is a navigation menu with options: 'Create class', 'Current classes', 'Archived classes', 'Join a class', and 'My profile' (which is highlighted). The main content area is titled 'PROFILE' and shows the user's name 'Dejea Edwards' and email 'dejea.edwards.teaches@gmail.com'. Below this is a link to 'Manage' account settings. The 'Account type' is set to 'Teacher', with a link to 'Switch to student'. The 'EMAIL PREFERENCES' section states the user may be contacted for feedback and has 'Yes' selected. The 'LANGUAGE' is set to 'English (United States)'. At the bottom, there is a 'Send Feedback' button and a 'DOWNLOAD YOUR DATA' section with explanatory text.

[+ Create class](#)

[Current classes](#)

[Archived classes](#)

[Join a class](#)

**My profile**

**PROFILE**

Dejea Edwards  
dejea.edwards.teaches@gmail.com

Change your password and security options, and access other Google services.  
[Manage](#)

Account type: **Teacher**  
[Switch to student](#)

**EMAIL PREFERENCES**

I may be contacted for feedback, product improvement purposes, and announcements.

Yes  No

**LANGUAGE**

English (United States)

**DOWNLOAD YOUR DATA**

Export a copy of content in your account if you want to back it up or use it with a service outside of Google. Data is provided in JSON, which is a standard file format that's readable and easy for computers to work with. It may take up to 30 seconds for your download to start, depending on how much data you have.

[Send Feedback](#)

## STEP 4:

# Create a class and share class code with students

Use the blue plus button to add a class to your dashboard.

A unique code will be provided for you. This is the code the students will use so they can join your class.

+ Create class

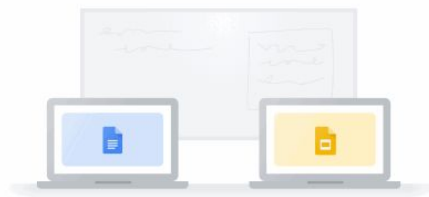
+ Create class

 Current classes

 Archived classes

 Join a class

 My profile



### Welcome to Applied Digital Skills

To start, [create a class](#) for your students to join. Then, add lessons from the curriculum and track your students' progress.

Have a teacher code? [Join a class as a co-teacher](#)

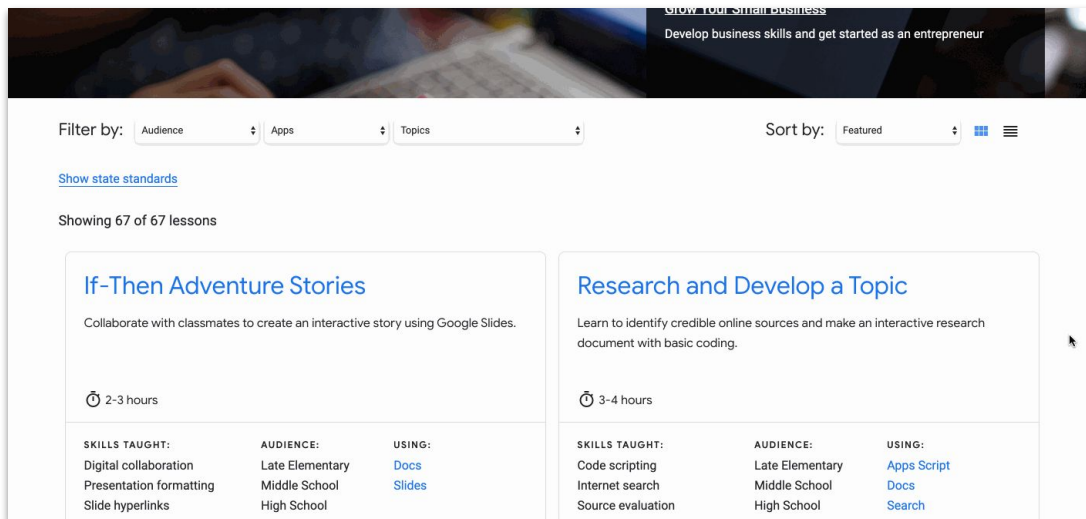
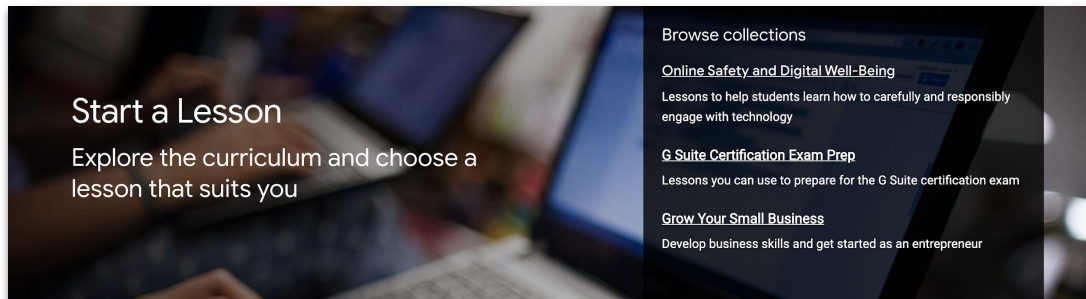
## STEP 5:

# Start using the curriculum!

Browse the lessons and choose the one(s) you'd like to teach.

Use **filters** to find specific lessons that interest you such as:

- Lessons for adult learners
- Lessons for job skills



## STEP 6:

# Add lessons to your class

Click the "Add to class" button on the curriculum page, the "Add to class" button on the lesson page, or the "Add lessons" button on your teacher dashboard to add lessons to your class.

Your students will see a list of added lessons after they sign in and join your class.

**If-Then Adventure Stories**

Collaborate with classmates to create an interactive story using Google Slides.

🕒 2-3 hours

SKILLS TAUGHT:	AUDIENCE:	USING:
Digital collaboration	Late Elementary	Docs
Presentation formatting	Middle School	Slides
Slide hyperlinks	High School	

[View](#) [Add to class](#) [Share to](#)

**Edwards' English Class**

[+ Add lessons](#)

**Progress summary**  
Number of students and percent completed

0 10 20 30 40 50 60 70 80 90 100  
% completed

[View progress details](#)

[< SEE ALL LESSONS](#)

# If-Then Adventure Stories

Collaborate with classmates to create an interactive story using Google Slides.

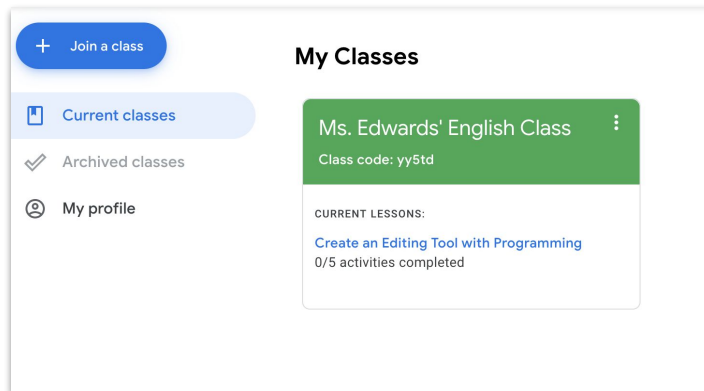
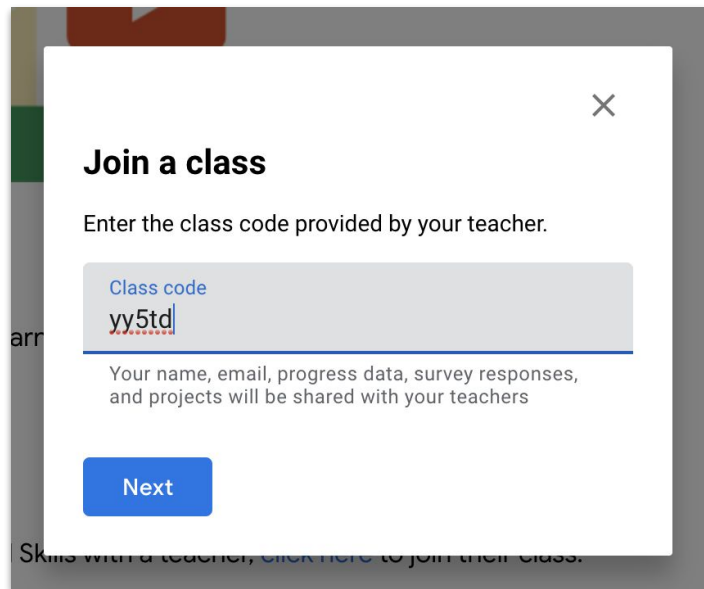
[START](#) [ADD TO CLASS](#) [Share to](#)

## STEP 7:

# Students start learning

After students join your class with your class code, they should see your class and the lessons that you've added.

Tell students to click on a lesson to get started.



# Lesson Examples

- **Digital Tools for Everyday Tasks** [4-9 hours]
- **Track your Monthly Expenses** [45 minutes]
- **Create a Presentation “All About a Topic”** [45 minutes]
- **Start a Resume** [45 minutes]



# HANDS ON TIME

Temporarily switch to a student account from your profile. Join my class with the Class Code: [XXXX]

Watch the video lessons, which will guide you through the lesson assignment. Be prepared to share your project with the rest of the class. Work in small groups or raise your hand with questions.

Go back to your profile and switch your account back to a TEACHER account.

# Share Project Progress and Discussion

## Discussion Questions

1. Which project / lesson did you undertake? Can you share your project progress with your colleagues?
2. What other lessons look interesting to you?
3. How might you begin sharing this free resource with your students using the class you created?

# Next Steps: Use Applied Digital Skills with your Adult Learners

With your teacher account, make your first virtual class. Name your class and select a lesson to “Assign” to your class.

## Discussion

Which lesson did you pick and why did you decide to assign that one to your students?

## Next Steps

1. Share an Applied Digital Skills lesson with your students in the next few classes you teach
2. Share your Story and encourage your students to share theirs as well for a chance to win \$1000 and be featured by Google and COABE
3. Keep in touch with your trainer by visiting our “Community of Practice”. Directions on next slide on how to connect with us there!



# Join our Community of Practice

Now that you've completed your COABE/Google Boot Camp, you can keep in touch with your trainer and access other resources. We wanted to design a place to communicate and continuing growing together after your Boot Camp is over. Please follow these steps to meet us:

1. Go to [www.coabe.org](http://www.coabe.org)
2. Click on Resources Tab along the top
3. Scroll down to Adult Educator Resources and click on it
4. Click on Community of Practice Tab along the top
5. You will find a variety of resources and you can keep in touch with your trainer by clicking on "Ask an Expert"

# Post Workshop Survey

Please open your Web Browser and  
complete the anonymous survey at:

[g.co/applieddigitalskills/postPD](https://g.co/applieddigitalskills/postPD)

Every month the COABE office will select one lucky winner to receive \$1,000! If you utilize the Google Applied Digital Skills curriculum, you can submit a success story.



**Enter for your chance to win \$1,000!**

Submit your success stories at

[www.educateandelevate.org/google](http://www.educateandelevate.org/google)

# APPENDIX 1: Lessons

A list of ALL the lessons available on Applied Digital Skills for you to choose from in case you want trainees to focus on specific lessons



4 - 8 hours for lesson

# Use Google to Get a New Job

## DESCRIPTION

Practice job search skills with Google tools

## PRACTICAL LIFE SKILLS

Research, resume writing, job search

## DIGITAL APPLICATION SKILLS

Document formatting, spreadsheet organization

The screenshot shows a Google Slides presentation titled "Job Guide". The current slide is titled "Getting a job in Pittsburgh, PA". The slide content includes:

- My notes:
- Popular jobs - Health field, Construction, Tech, Business
- Places to apply - Verizon, Station Square, 5th Avenue Place, LifeCare Hospitals, UPMC Mercy, Mascaro Construction, Tri-State Capital Bank, Heinz, PNC Bank, Allegheny Technologies, American Eagle
- How to get a job - online resume, apply in person, temp agency, ask a friend

The screenshot shows a Google Docs document titled "Salas Resume". The resume content is as follows:

**Adrian Salas**  
**Retail Sales Associate**

512 State Way  
Pittsburgh, PA 15224  
618.212.8302  
asalas92874@gmail.com

**Summary**  
Friendly, courteous, responsible, professional, high energy and dedicated to providing excellent customer service for 5 years.

**Experience**  
Starlight Grill / Server



7 - 9 hours for lesson

# Plan and Budget

## DESCRIPTION

Make good financial decisions by analyzing spending, researching and comparing costs, and planning major purchases

## PRACTICAL LIFE SKILLS

Research, financial analysis, problem solving, decision making

## DIGITAL APPLICATION SKILLS

Data analysis, conditional formulas, spreadsheet organization

**Product Comparisons** ☆

File Edit View Insert Format Data Tools Add-ons Help Last edit was 11 days ago

fx Product

	A	B	C	D	E	F	G	H
1	Product	Battery Life	Camera	Screen Size	Storage Capacity	Website	Silver Available?	Coolness Factor
2	HTV Desire 626	14.5 hrs	8mp	5 in	8 GB	<a href="https://www.crick">https://www.crick</a>	No	Pretty Cool
3	Galaxy S7	33 hrs	12 mp	5.1 in	32 GB	<a href="https://republicwi">https://republicwi</a>	No	Really Cool
4	HTC 10	28 hrs	12 mp	5.3 in	32 GB	<a href="http://www.gsmar">http://www.gsmar</a>	Yes	Not That Cool
5	Droid Maxx 2	48 hrs	21 mp	5.5 in	16 GB	<a href="http://www.gsmar">http://www.gsmar</a>	No	Really Cool
6	LG G5	27 hrs	16 mp	5.3 in	32 GB	<a href="http://www.gsmar">http://www.gsmar</a>	Yes	Really Cool

Type	Description	Debit	Credit	Category
	School	\$39.99		
	Shopping	\$57.10		
	Car	\$65.01		
	Other	\$14.00		
Debit	Fast Food	\$7.83		Food
Debit	Casa Mexicana	\$22.76		Restaurant
Debit	Rent Payment	\$509.10		Rent
Credit	Birthday Gift		\$50.00	
Debit	Online Movie Streaming	\$7.99		Entertainment
Debit	Clothing Store	\$23.21		Shopping
Debit	Haircut	\$14.00		Other
Deposit	Online Deposit		\$100.00	
Debit	Taco Shop	\$8.24		Restaurant
Debit	University Bookstore	\$39.99		School
Deposit	Check Deposit		\$25.00	
Debit	Gas	\$21.01		Car
Debit	Online Purchase	\$33.89		Shopping
Debit	Apartment Electricity	\$39.00		Utilities
Debit	Oil Change	\$44.00		Car
Debit	Water Bill	\$18.84		Utilities
Debit	Overdraft Fees	\$6.99		

**Monthly Expenditures**

- Utilities
- Rent (64.5%)
- Food
- Restaurants
- Entertainment
- School
- Shopping
- Car (8%)
- Other



4 - 9 hours for lesson

# Digital Tools for Everyday Tasks

## DESCRIPTION

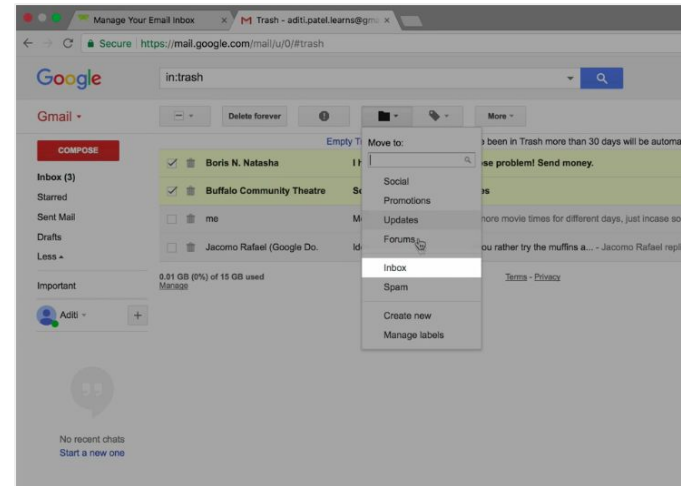
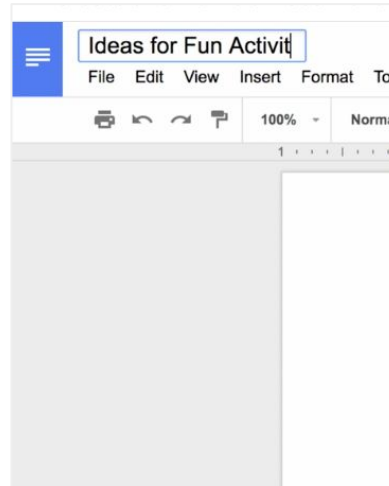
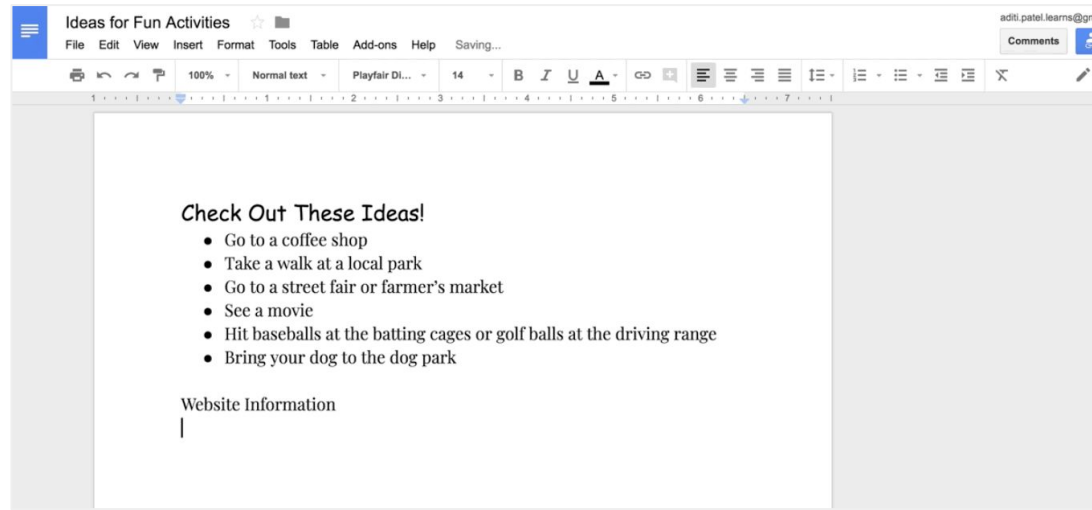
Learn foundational digital skills to make your life more efficient

## PRACTICAL LIFE SKILLS

Communication, research

## DIGITAL APPLICATION SKILLS

Account setup, email, documents, internet search





6 - 9 hours for lesson

# Plan an Event

## DESCRIPTION

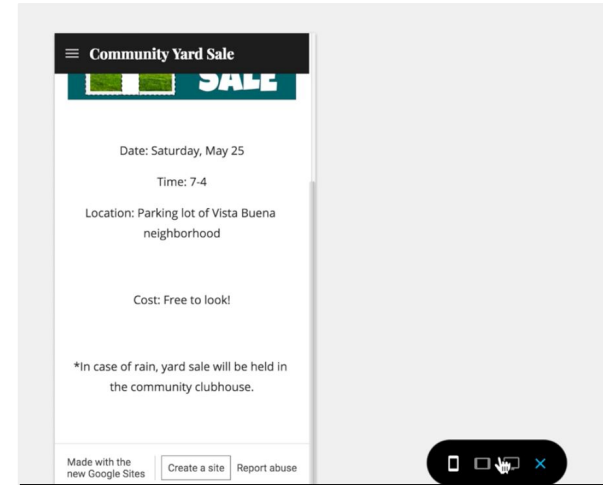
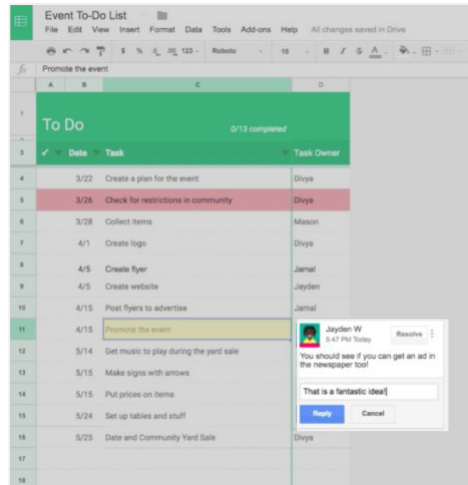
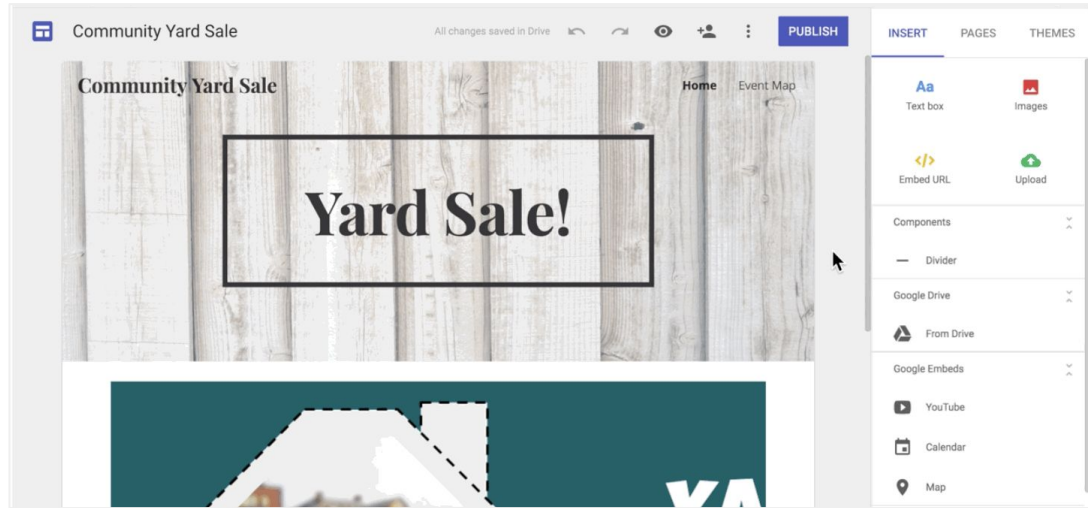
Create to-do lists, assign tasks and promote an event

## PRACTICAL LIFE SKILLS

Decision making, planning, organizing

## DIGITAL APPLICATION SKILLS

Digital publishing, document formatting, effective communication







7 - 9 hours for lesson

# Plan and Budget

## DESCRIPTION

Make good financial decisions by analyzing spending, researching and comparing costs, and planning major purchases

## PRACTICAL LIFE SKILLS

Research, financial analysis, problem solving, decision making

## DIGITAL APPLICATION SKILLS

Data analysis, conditional formulas, spreadsheet organization

Grow with Google

**Product Comparisons** ☆

File Edit View Insert Format Data Tools Add-ons Help Last edit was 4 days ago

fx Product

	A	B	C	D	E	F	G	H	I	J
1	Product	Battery Life	Camera	Screen Size	Storage Capacity	Website	Silver Available?	Coolness Factor	Phone Cost	Service Plan (per month)
2	HTV Desire 626	14.5 hrs	8mp	5 in	8 GB	<a href="https://www.crick">https://www.crick</a>	No	Pretty Cool	\$89	\$5
3	Galaxy S7	33 hrs	12 mp	5.1 in	32 GB	<a href="https://republicwi">https://republicwi</a>	No	Really Cool	\$699	\$3
4	HTC 10	28 hrs	12 mp	5.3 in	32 GB	<a href="http://www.gsmal">http://www.gsmal</a>	Yes	Not That Cool	\$624	\$3
5	Droid Maxx 2	48 hrs	21 mp	5.5 in	16 GB	<a href="http://www.gsmal">http://www.gsmal</a>	No	Really Cool	\$384	\$4
6	LG G5	27 hrs	16 mp	5.3 in	32 GB	<a href="http://www.gsmal">http://www.gsmal</a>	Yes	Really Cool	\$688.99	\$5
7										
8										
9										

## ICE

Run Publish Resources Help

```
Code.gs
1
2 function drivingDistance(origin, destination) {
3   //var origin = "505 Bel Air Boulevard, Mobile, AL 36606"
4   //var destination = "351 N. Broad St., Mobile, AL 36603"
5   Logger.log(origin);
6   Logger.log(destination);
7
8   var directions = Maps.newDirectionFinder()
9   .setOrigin(origin)
10  .setDestination(destination)
11  .getDirections();
12
13  Logger.log(directions.routes[0].legs[0].distance.value);
14  var meters = directions.routes[0].legs[0].distance.value;
15  var miles = meters / 1609.34;
16  Logger.log(miles);
17  return miles;
18 }
```

**Monthly Budget** ☆

File Edit View Insert Format Data Tools Add-ons Help Last edit was made on July 7 by Ivy McIntyre

fx

	A	B	C	D	E	F	G	H
1				By Category				
2	Income	550		Rent	250			
3	Expenses	500		Utilities	62			
4	Balance	50		Food	30			
5				Restaurant	36			
6				Entertainment	17			
7				School	15			
8				Shopping	55			
9				Car	25			
10				Other	10			
11	Date	Type	Description	Debit	Credit	Category		
12	6/22	Debit	Gas	25		Car		
13	6/22	Debit	Casa Mexicana	12		Restaurant		
14	6/22	Debit	Haircut	10		Other		
15	6/21	Debit	Power Company	50		Utilities		
16	6/20	Debit	Movie Streaming Service	10		Entertainment		
17	6/20	Debit	Groceries	30		Food		
18	6/19	Credit	Happy Birthday from Grandma		550			
19	6/19	Debit	Movies Plus Cinema	7		Entertainment		
20	6/19	Debit	Big Box Retail	35		Shopping		
21	6/18	Debit	University Bookstore	15		School		
22	6/18	Debit	Coffee Shop	4		Restaurant		
23	6/17	Debit	Pizza Place	12		Restaurant		
24	6/17	Check	Rent Payment		250	Rent		
25	6/17	Debit	Burger Prince	8		Restaurant		
26	6/15	Check	Water Bill	12		Utilities		

Monthly E



4 - 8 hours for lesson

# Use Google to Get a New Job

## DESCRIPTION

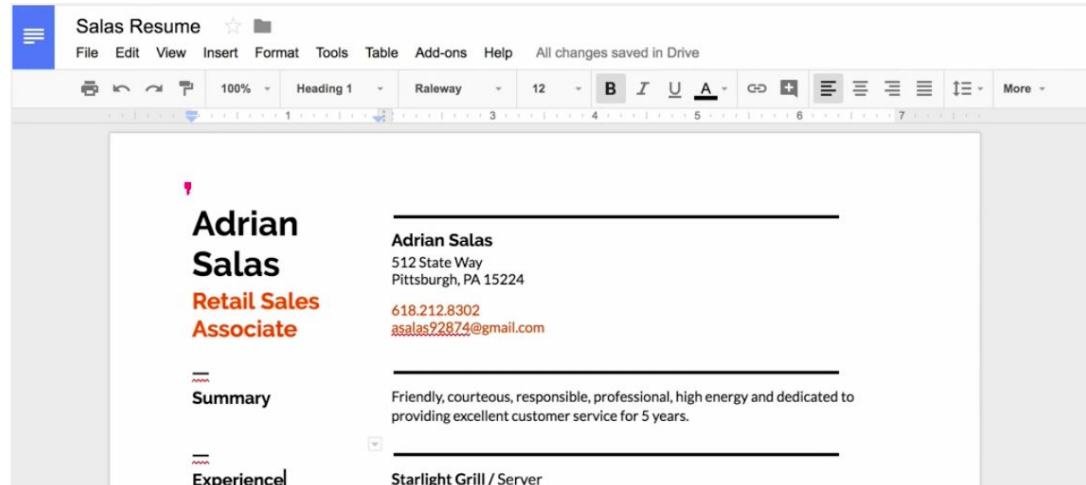
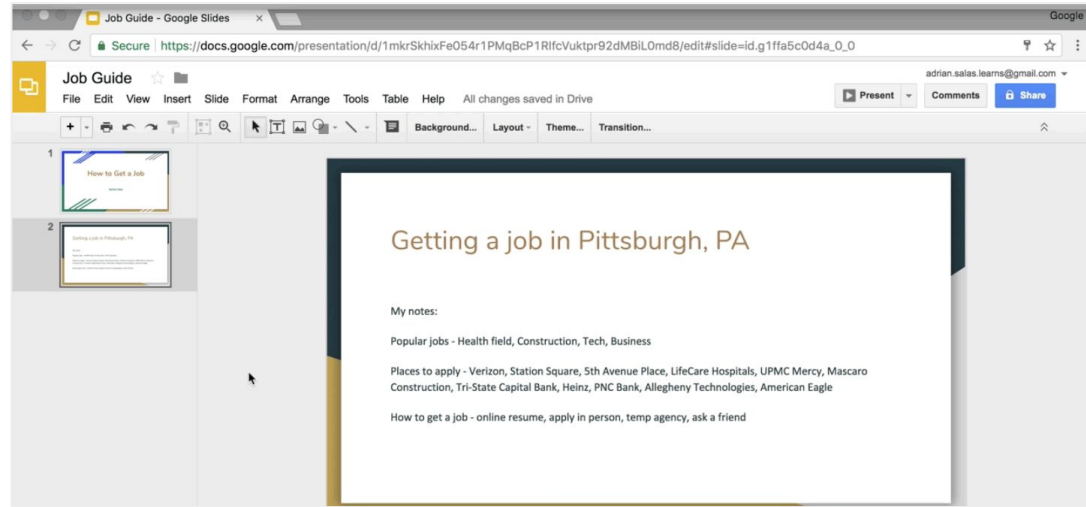
Practice job search skills with Google tools

## PRACTICAL LIFE SKILLS

Research, resume writing, job search

## DIGITAL APPLICATION SKILLS

Document formatting, spreadsheet organization





4 - 9 hours for lesson

# Manage a Project with Digital Tools

## DESCRIPTION

Plan a team project, track its progress and budget, and prepare a summary report

## PRACTICAL LIFE SKILLS

Planning, organizing, budgeting, collaboration

## DIGITAL APPLICATION SKILLS

Project management and team organization using Docs, Slides and Sheets

Items	Category	Estimated Cost	Actual Cost	Net
dog park fence	dog park	\$12,000.00	\$9,400.00	\$2,600.00
bike path design	bike path	\$11,035.00	\$13,500.00	-\$2,465.00
picnic tables	general	\$3,500.00	\$3,500.00	\$0.00
tree removal	landscaping	\$5,500.00	\$5,000.00	\$500.00
plants and shrubs	landscaping	\$8,700.00	\$8,900.00	-\$200.00
playground equipment	playground	\$3,700.00	\$3,600.00	\$100.00
restrooms	general	\$8,000.00	\$8,000.00	\$0.00
construction documents	general	\$1,250.00	\$1,000.00	\$250.00
equipment rental	general	\$2,300.00	\$4,000.00	-\$1,700.00
insurance premiums	general	\$4,000.00	\$4,100.00	-\$100.00
basketball goals	basketball co	\$3,500.00	\$5,900.00	-\$2,400.00
playground surface	playground	\$1,000.00	\$900.00	\$100.00
sewage line	general	\$4,500.00	\$4,250.00	\$250.00
basketball accessories	basketball co	\$1,800.00	\$1,900.00	-\$100.00

**Brainstorming**

What problem is this project trying to solve?  
 We want a place for people to relax and play in the neighborhood.  
 People need a place to walk their pets because there aren't many sidewalks in the neighborhood.

What is the project's purpose?  
 To provide free, comfortable outdoor space for the community.  
 To create outdoor space with several distinct areas, including a dog park, a bike path, a basketball court, and a playground.

Goals

- Build enjoyable community space
- Dog park
- Running trails
- Use vacant lots



5 - 10 hours for lesson

# Research and Writing

## DESCRIPTION

Write and revise a paper from start to finish

## PRACTICAL LIFE SKILLS

Research on the internet, evaluate sources, draft and publish findings

## DIGITAL APPLICATION SKILLS

Document formatting, digital collaboration, digital publishing

Grow with Google

The screenshot shows a Google Books page for the book "The Story of My Life" by Helen Keller. The page displays the title, author, and a foreword by Roger Shattuck. The foreword begins with the text: "Helen Keller's story comes close to being backward and upside down. Yet it remains one of the most wonder-filled tales of all time. Helen was born a swan—fair-haired and fair-faced, without..."

Below the foreword, there is a paragraph of text with several lines highlighted in yellow. The text reads: "When we think of the people who have made large contributions to society, Helen Keller tops the list. After suffering a brief but dangerous illness as just an infant, she lost the ability to hear and sea. For several years, she struggled to communicate with her family members. She learned how to spell the word 'water' with her hand when her teacher showed her. After an important breakthrough, Keller became an important example and advocate for people with disabilities and a movie was made about her. Born in Tuscumbia, Alabama, in 1880, Keller could hear and see. Helen Keller's family lost most of what they owned during the Civil War. Not much is known about her life as a young child, but when she was 19 months old, she got very sick, perhaps with scarlet fever, and almost died. Later, she overcame this by learning to sign. Although she survived the high fevers, she lost the ability to see and heard. Keller's parents took her to many doctors, but none could restore her sight. For years, Keller could not communicate with other people, even her family members. She got very frustrated when people did not understand her. Sometimes she lashed out in frustration, throwing tantrums, breaking things, and even slapping or biting her siblings and parents. Eventually, her parents knew they had to do something more to help her. After her breakthrough, Helen was able to learn much more. Eventually, she entered Radcliffe College and graduated with honors. Keller went on to raise awareness of deafness and blindness and showed that deaf-blind people could do the same things as hearing and seeing people. She wrote several books, including her autobiography, The Story of My Life, The World I Live In, and Out of the Dark. She helped raise money for the American Foundation for the Blind. A movie, The Miracle Worker, was even produced about her life and based on her autobiography. She was so influential that her picture appeared on the Alabama state quarter in 2003, and it is the only coin to include braille, the raised language that blind people use to communicate. For years, Keller could not communicate with other people, even her family members. She got..."

On the right side of the page, there is a chat window with three messages from Zach Jones:

- Message 1: "Delete: 'and a movie was made about her.'" (11:56 AM Today)
- Message 2: "Resolve" (12:10 PM Today). The message content reads: "Refine the thesis so it only describes the main point of the paper. This is not a main point, it is a detail that supports the thesis. Cut from thesis."
- Message 3: "Delete: 'Helen Keller's family lost most of what they owned during the Civil War.'" (11:56 AM Today)



4 - 9 hours for lesson

# Digital Tools for Everyday Tasks

## DESCRIPTION

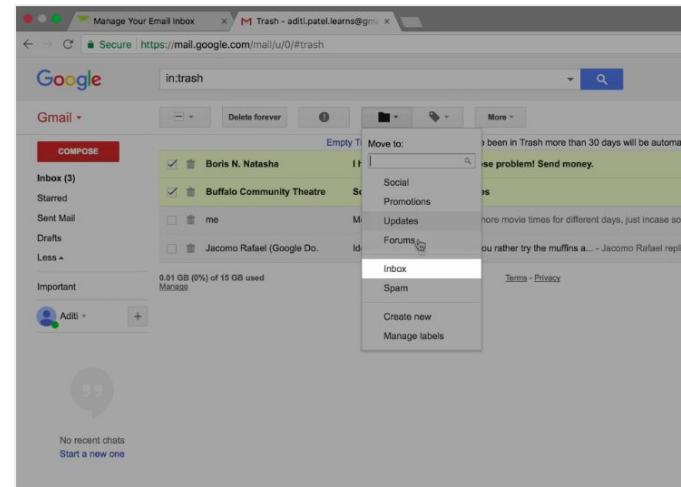
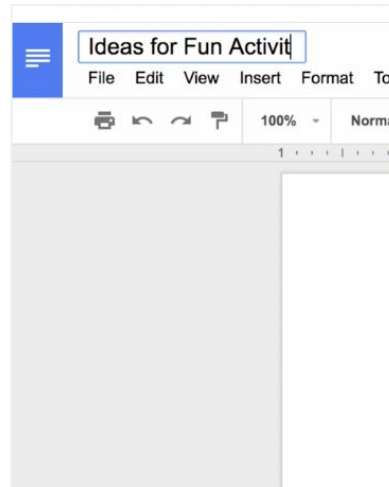
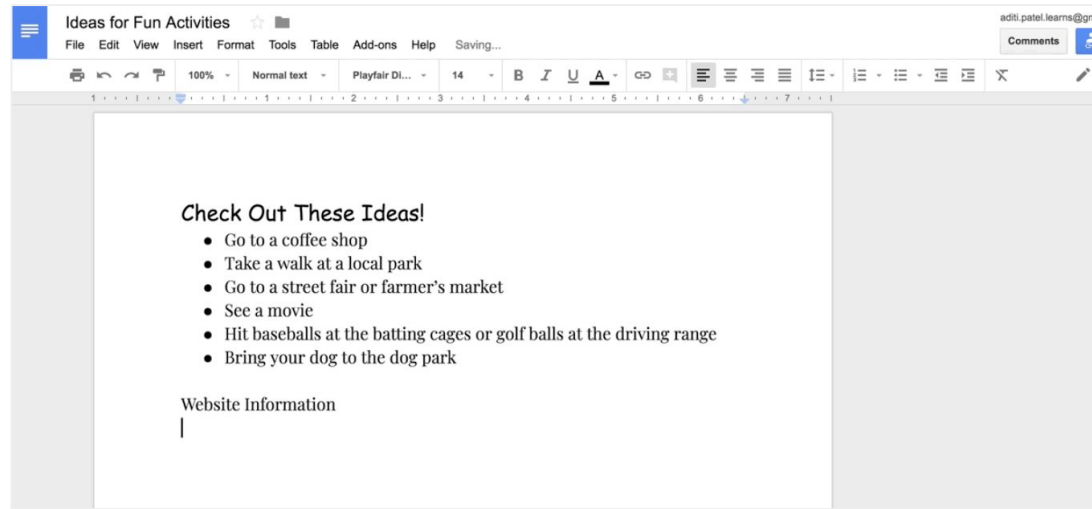
Learn foundational digital skills to make your life more efficient

## PRACTICAL LIFE SKILLS

Communication, research

## DIGITAL APPLICATION SKILLS

Account setup, email, documents, internet search





6 - 9 hours for lesson

# Effective Communications at Work

## DESCRIPTION

Use digital tools to effectively communicate and collaborate with others at work

## PRACTICAL LIFE SKILLS

Organize meetings, share information, collect feedback, communicate and present complex ideas

## DIGITAL APPLICATION SKILLS

Digital collaboration, presentation tools, online scheduling, data collection

Grow with 

**Sandwich Shop Team Meeting Agenda**

File Edit View Insert Format Tools Add-ons Help All changes saved in Drive

**Team Meeting**

**Details**  
September 20, 2018, 10:00 AM  
South Conference Room

**Attendees**  
Sakira Harley, Linda Yamamoto, Zach Jones

**Purpose**  
To find ways to increase sandwich sales

**Topics to Discuss**

1. Possibility of adding an AM or PM shift
2. New hires and new process if we add a shift
3. Identify team members for training new hires
4. Decide if new shift will be breakfast or dinner

**Who has access**

Private - Only you can access [Change...](#)

Boris Natasha (you) megan.pirato.learns@gmail.com is owner

**Invite people:**

linda.yamamoto.learns@gmail.com x  
 sakira.harley.learns@gmail.com x Zach Jones x

Add more people...

Notify people - Discard message

Here is the agenda for our upcoming meeting. Please change or add discussion topics as needed.

Send a copy to myself  Paste the item itself into the email

Owner settings [Learn more](#)

Prevent editors from changing access and adding new people  
 Disable options to download, print, and copy for commenters and viewers

**Sandwich Shop Team Meeting**

Sep 20, 2018 to Sep 20, 2018

All day  Does not repeat

**EVENT DETAILS** FIND A TIME **GUESTS**

Add location

Add conferencing

**ADD NOTIFICATION**

megan.pirato.learns@gmail.com

Free  Default visibility

**Guests can:**

Invite or add guests

Modify or delete events

See guest list



45 - 90 minutes for lesson

# Negotiate Your Salary

## DESCRIPTION

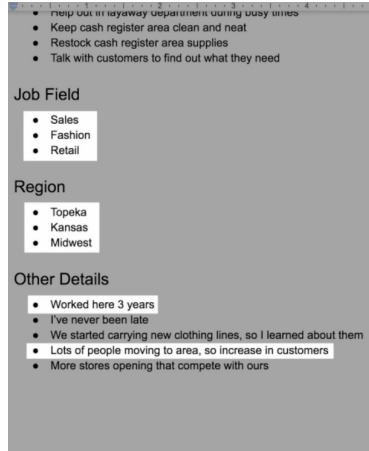
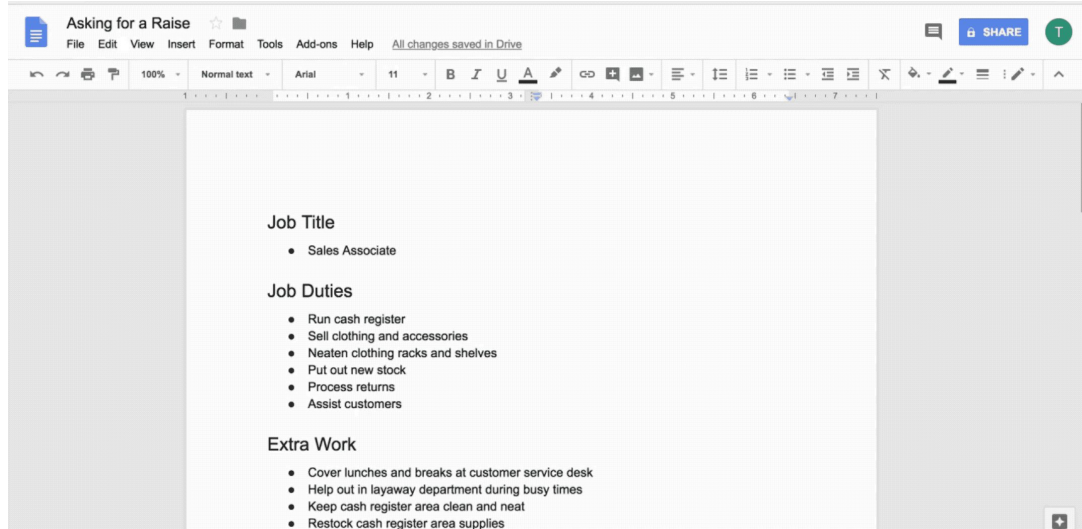
Gather and organize information, assess your timing and prepare to ask for a raise

## PRACTICAL LIFE SKILLS

Research, negotiation, communication

## DIGITAL APPLICATION SKILLS

Digital collaboration, document formatting, internet search, spreadsheet design



Employer Priorities	My Accomplishments
Customer service	Was given straight "excellents" on customer surveys Volunteered to cover meal breaks and busy times on customer service desk
Efficiency	Made sure all registers were well stocked with register tape, pens, and supplies Cleaned up register area between customers
Reliability	Have not been late Always find someone to cover my shift if I need to be out
Teamwork	My team sold the most belts during out "accessories challenge"



6 - 9 hours for lesson

# Build Your Online Business

## DESCRIPTION

Create or grow an online business to sell a product or service

## PRACTICAL LIFE SKILLS

Business planning, market research, collecting feedback

## DIGITAL APPLICATION SKILLS

Digital publishing, document formatting, internet search, spreadsheet organization

Grow with Google

Online Business Brainstorming

Skills and Interests

Services: Pricing Automations, Auto Order Fulfillment, Inventory Auto Updates, Multiple Accounts, Ship...  
Oberlo Reviews - Free ebooks - Pricing - Oberlo Traffic Calculator - Oberlo Blog - Features  
Starter Plan - \$0.00 - Perfect for a beginner - More >

**Sell Online. Beautifully. | WooCommerce**  
[www.woocommerce.com/](https://www.woocommerce.com/)  
WooCommerce Powers Over 40% of All Online Stores. Start Selling Online Today.  
Get Hosting - WooCommerce Extensions - WooExperts - WooCommerce Themes

**The 10 Best Products to Sell in 2018 - Shopify**  
<https://www.shopify.com/blog/best-products-sell-2018>  
Rev Up Your Revenues: 10 Trending Products to Sell in 2018. by Nicole Martins Ferreira · How to Sell Online. Dec 14, 2017; 9 minute read; 102 comments.  
How To Sell Online - Sell Clothes Online - How Two Ecommerce ... - Lingerie

**What To Sell Online: 10 Interesting Product Ideas Trending Right Now**  
<https://www.shopify.com/.../13259337-what-to-sell-online-10-interesting-product-ide...>  
Mar 15, 2014 - This is the third part in a series of articles on finding a product to sell online, we choose 10 interesting and trending products.

**What to Sell Online: 8 Strategies for Finding Your First Product - Shopify**  
<https://www.shopify.com/.../12932121-what-to-sell-online-8-strategies-for-finding-yo...>  
One of the biggest challenges aspiring ecommerce entrepreneurs face is figuring out what to sell online - whether it's a single product or multiple products that ...

**What To Sell Online: 21 Trending Products and Niches For 2018**  
<https://selfstartr.com/what-to-sell-online/>  
Apr 24, 2018 - Stepping into the uncharted world of selling online can get your anxiety pumping. You want to hit a home run with your first idea, but you don't ...

**9 Ways to Find Niche Products and Start Selling Online [in 2018]**  
<https://www.bigcommerce.com/blog/find-product-niche-start-selling-online/>

ig  
bots Add-ons Help All changes saved in Drive

Arial 11 B I U A  
Organized

- Good photographer
- Friendly

Resources

- Vehicles (deliveries)
- Storage shed
- Sewing machine
- Camera equipment
- Woodworking tools

Availability

- Monday, Wednesday, Friday from 3-6 p.m.
- No Sundays

Online Business Ideas

- Online glassware boutique
- Reclaimed wood crafts
- Event photography
- Paleo bars
- Pocket squares

James Terrence 9:07 AM Today  
Add: "Friendly"

James Terrence 9:07 AM Today  
How big of a vehicle do you have?

James Terrence 9:07 AM Today  
Delete: "from 3-6 p.m."

James Terrence 9:08 AM Today  
Do you need a "food" permit?

James Terrence 9:08 AM Today





45 - 90 minutes for lesson

# Give and Receive Feedback

## DESCRIPTION

Learn to request, give and receive written feedback in shared documents

## PRACTICAL LIFE SKILLS

Effective communication, collecting feedback, writing and editing

## DIGITAL APPLICATION SKILLS

Digital collaboration, digital communication

Grow with 


Retirement Party Invitation

You're Invited!  
When: Friday  
Where: Billy's Barbeque & Grill  
Why: Celebrate John's retirement!  
RSVP: Xavier Greene

Rachel Evans 9:17 AM Today  
You did a good job with making this sound welcoming, but the lettering needs to be changed to make it look more exciting.

Rachel Evans 9:22 AM Today  
This party sounds fun, but your invitation is missing important details. I made suggestions about things you could fix to make this invitation easier to understand so more people will come to the party.  
+xavier.greene@leams@gmail.com

You're Invited!  
When: Friday  
Where: Billy's Barbeque & Grill  
Why: Celebrate John's retirement!  
RSVP: Xavier Greene



You're Invited!

When: Friday  
Where: Billy's Barbeque & Grill  
Why: Celebrate John's retirement!  
RSVP: Xavier Greene





45 - 90 minutes for lesson

# Plan Effective Meetings

## DESCRIPTION

Create a meeting agenda to share with others, collect feedback, run a successful meeting, take notes, and assign action items

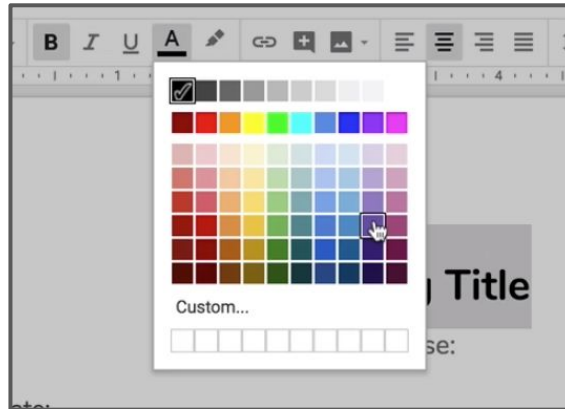
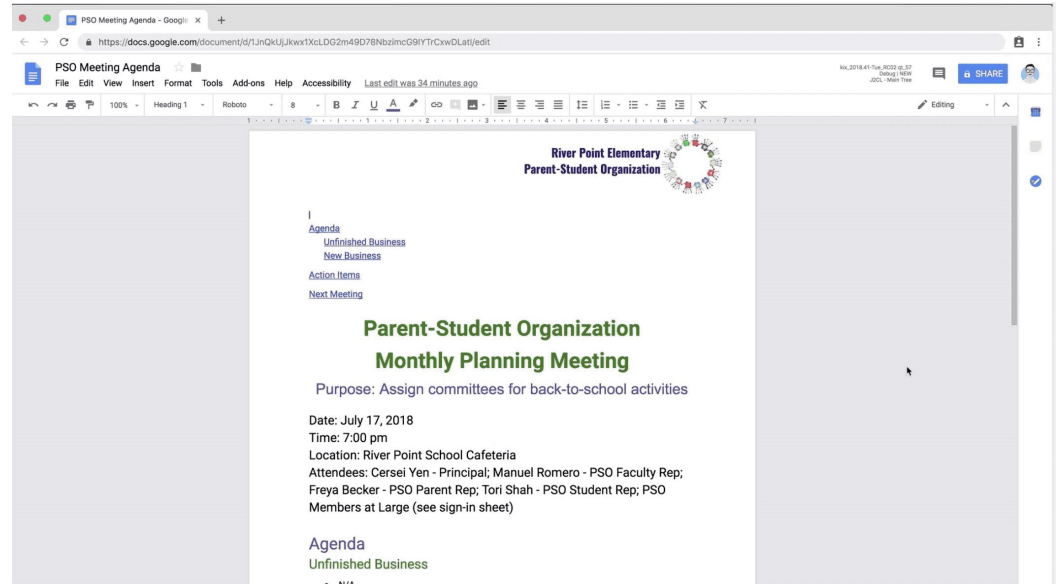
## PRACTICAL LIFE SKILLS

Effective communication, professional communication

## DIGITAL APPLICATION SKILLS

Digital collaboration, document formatting, effective communication

Grow with 



### New Business

- Discuss vacation days - submit requests allowed, clarify blackout dates  
Notes:
- Brainstorm and vote on new menu proposal  
Notes:
- Discuss Christmas vacation  
Notes:
- Item 4  
Notes:

### Action Items

- Item 1  
Notes:



45 - 90 minutes for lesson

# Start a Resume

## DESCRIPTION

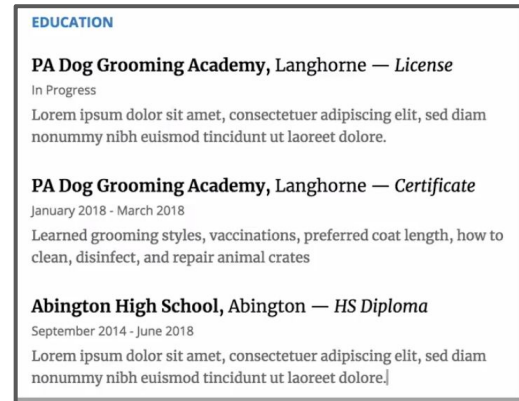
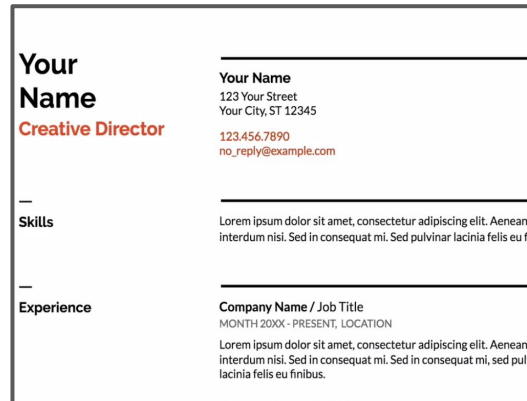
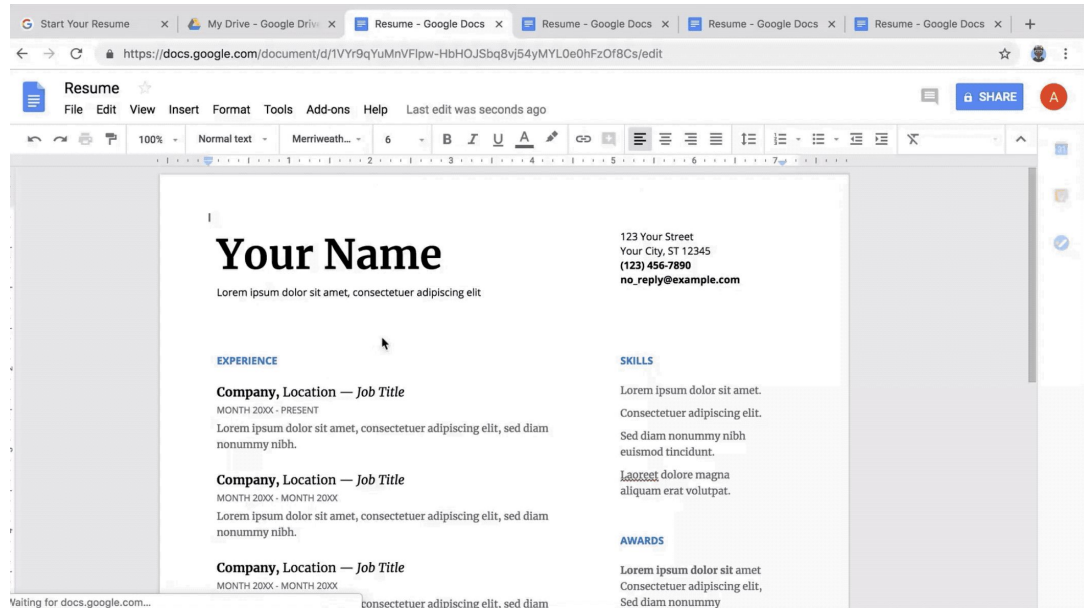
Select a resume template, use headings, and add your information to a resume

## PRACTICAL LIFE SKILLS

Resume writing

## DIGITAL APPLICATION SKILLS

Document formatting, templates, headings





45 - 90 minutes for lesson

# Edit Your Resume

## DESCRIPTION

Edit your resume to make it stronger and more appealing to an employer

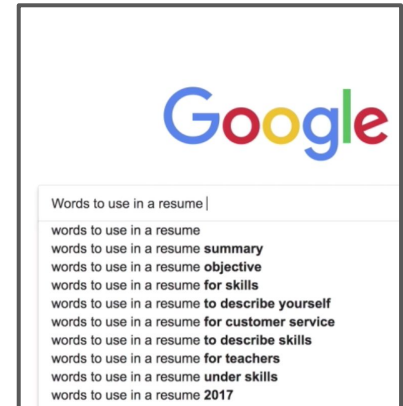
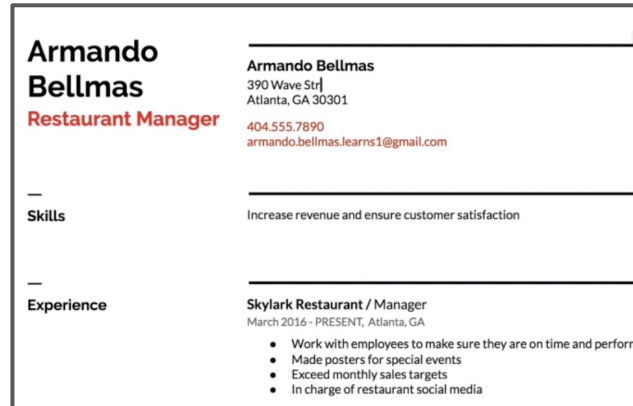
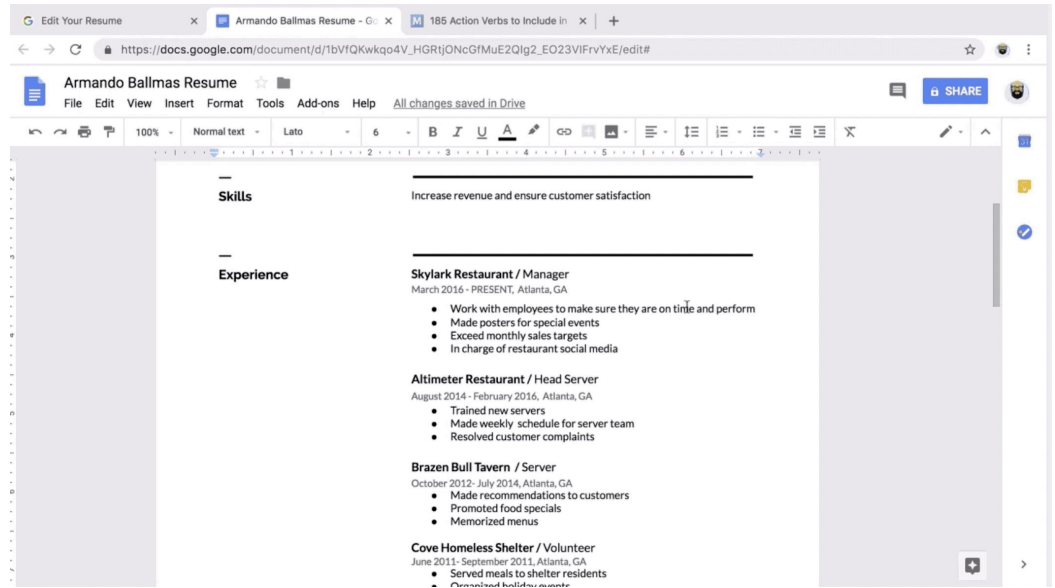
## PRACTICAL LIFE SKILLS

Resume writing, document editing, online research

## DIGITAL APPLICATION SKILLS

Document formatting, templates, headings

Grow with 





45 - 90 minutes for lesson

# Track Your Monthly Expenses

## DESCRIPTION

Use a spreadsheet to track your monthly expenses

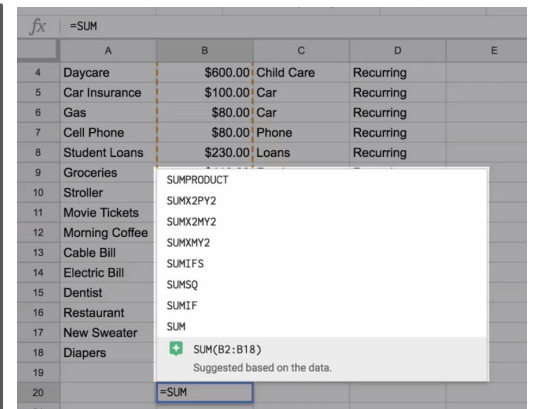
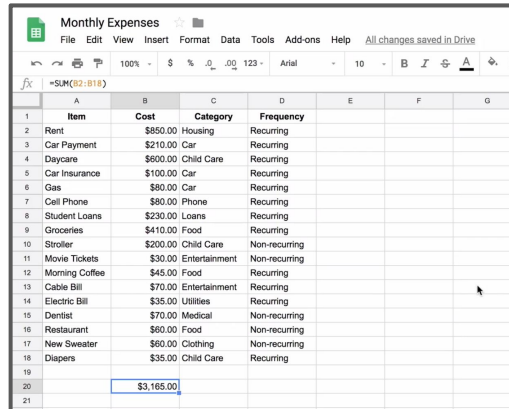
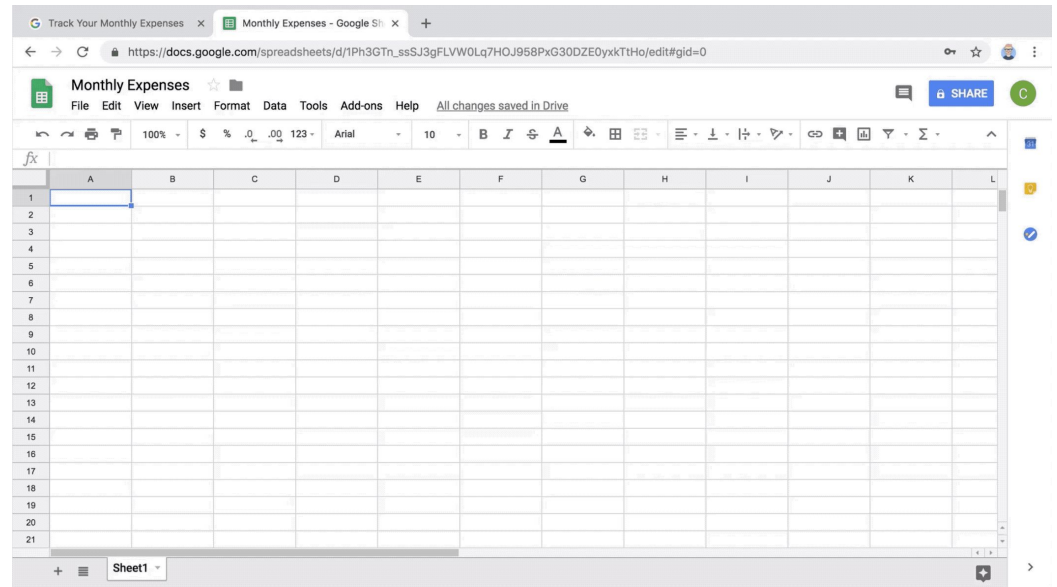
## PRACTICAL LIFE SKILLS

Budgeting, financial planning, personal finances

## DIGITAL APPLICATION SKILLS

Spreadsheet formatting, spreadsheet organization, conditional formulas, data organization

Grow with Google





2 hours, 10 minutes for lessons

# G Suite Certification: Slides (3 lessons)

## DESCRIPTION

Prepare for the G Suite Certification exam by creating, adding information to, and sharing a presentation in Google Slides.

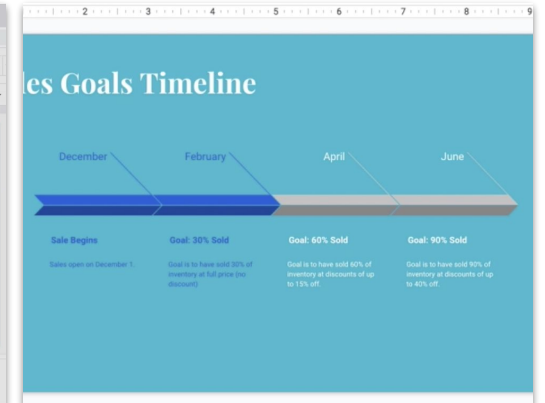
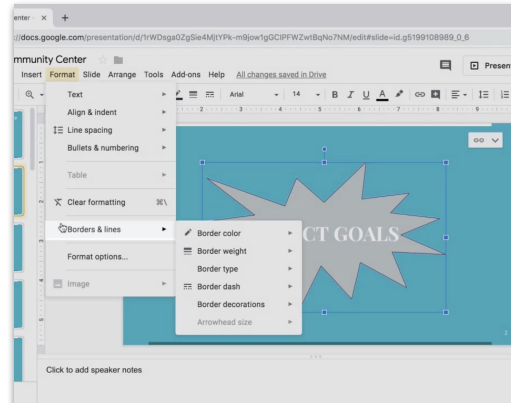
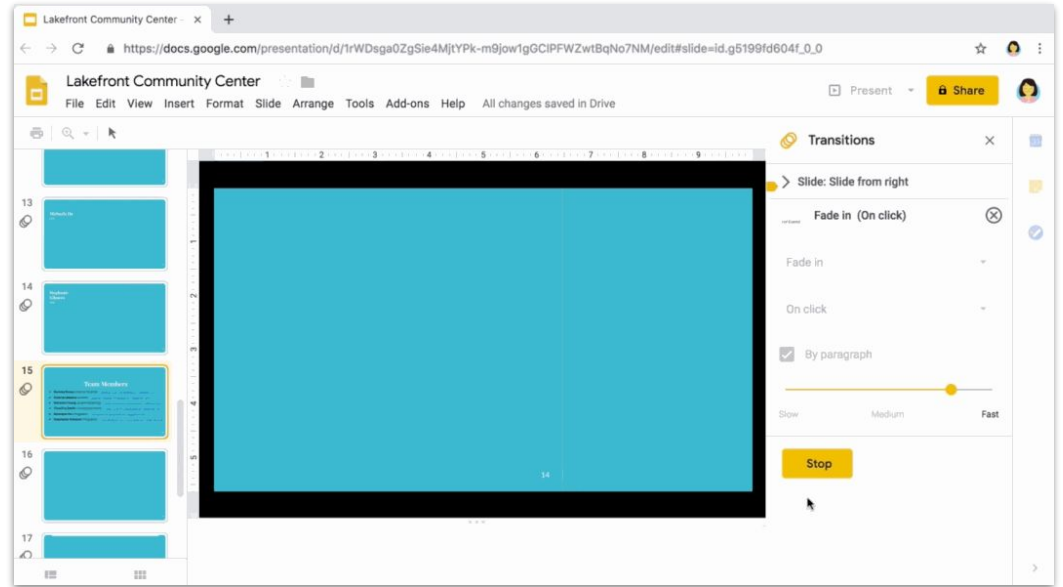
## PRACTICAL LIFE SKILLS

Slideshow creation for work or life, flexible presentation of information

## DIGITAL APPLICATION SKILLS

Presentation formatting, presentation design, presentation sharing

Grow with 





3 hours, 30 minutes for lessons

# G Suite Certification: Sheets (3 lessons)

## DESCRIPTION

Prepare for the G Suite Certification exam by editing, organizing, analyzing, managing, and maximizing data in Google Sheets.

## PRACTICAL LIFE SKILLS

Budgeting, tracking time, tracking finances, managing a business

## DIGITAL APPLICATION SKILLS

Spreadsheet formatting, spreadsheet organization, data analysis, functions, filters

Grow with Google

The screenshot shows a Google Sheet with the following data structure:

	A	E	F	G	H	I	J	K	L	
1										
2		Shirt 1			Shirt 2			Shirt 3		
3	Sale ID	Size	Design	Type	Size	Design	Type	Size	Design	
4	1	L	Design 5 - Graffiti	V-neck	L	Design 2 - Sunset	Crewneck	L	Design 4 - Skyline	
5	2	M	Design 4 - Skyline	V-neck	M	Design 2 - Sunset	Long-sleeved	S	Design 2 - Sunset	
6	3	M	Design 1 - Waves	V-neck	M	Design 2 - Sunset	Long-sleeved	S	Design 2 - Sunset	
7	4	M	Design 5 - Graffiti	V-neck	M	Design 3 - Boat	Sweatshirt	M	Design 6 - Midtown	
8	5	M	Design 3 - Boat	Long-sleeved	L	Design 5 - Graffiti	V-neck	M	Design 6 - Midtown	
9	6	M	Design 5 - Graffiti	Tank Top	L	Design 6 - Midtown	Long-sleeved	M	Design 1 - Waves	
10	7	L	Design 1 - Waves	V-neck	M					
11	8	M	Design 2 - Sunset	V-neck	M	Design 5 - Graffiti	V-neck	M	Design 6 - Midtown	
12	9	S	Design 2 - Sunset	V-neck	S	Design 1 - Waves	V-neck	S	Design 3 - Boat	
13	10	XXL	Design 2 - Sunset	V-neck	S	Design 1 - Waves	Sweatshirt			
14	11	L	Design 1 - Waves	V-neck						
15	12	M	Design 2 - Sunset	Long-sleeved	L	Design 1 - Waves	Sweatshirt			
16	13	M	Design 2 - Sunset	Crewneck						
17	14	S	Design 2 - Sunset	V-neck	M	Design 4 - Skyline	Tank Top	M	Design 5 - Graffiti	
18	15	XS	Design 1 - Waves	Crewneck						
19	16	XL	Design 5 - Graffiti	V-neck	XL	Design 4 - Skyline	V-neck			
20	17	XL	Design 1 - Waves	Tank Top						
21	18	L	Design 3 - Boat	Crewneck						
22	19	L	Design 1 - Waves	Crewneck	L	Design 2 - Sunset	V-neck	L	Design 4 - Skyline	
23	20	S	Design 4 - Skyline	V-neck						

The screenshot shows a pivot table for 'Shirt Sales Information' with the following data:

Date	Point of Sale	Amount	Size	Design	Type	Size
12/1/2019	Online	4	L	Design 5 - Graffiti	V-neck	L
12/2/2019	Michaela Ho	1	M	Design 4 - Skyline	V-neck	M
12/2/2019	Online	5	M	Design 1 - Waves	V-neck	M
12/3/2019	Online	2	M	Design 5 - Graffiti	V-neck	L
12/4/2019	Online	3	M	Design 3 - Boat	Long-sleeved	M
12/8/2019	Nazasha Young	3	M	Design 5 - Graffiti	Tank Top	L
12/7/2019	Daniela Rossa	1	L	Design 1 - Waves	V-neck	L
12/8/2019	Daniela Rossa	4	M	Design 2 - Sunset	V-neck	M
12/9/2019	Michaela Ho	5	S	Design 2 - Sunset	V-neck	S
12/10/2019	Charley Smith	2	XXL	Design 2 - Sunset	V-neck	S
12/10/2019	Gabriel Medina	1	L	Design 1 - Waves	V-neck	S
12/11/2019	Gabriel Medina	2	M	Design 2 - Sunset	Long-sleeved	L
12/12/2019	Michaela Ho	1	M	Design 2 - Sunset	Crewneck	M
12/12/2019	Online	3	S	Design 2 - Sunset	V-neck	M
12/13/2019	Online	1	XS	Design 1 - Waves	Crewneck	M
12/14/2019	Michaela Ho	2	XL	Design 5 - Graffiti	V-neck	XL

The screenshot shows a pivot table for 'Cost' and 'Revenue, Profit' with the following data:

Shirt type	Units purchased	Cost	Revenue	Profit
Crewneck	50	\$175.00	\$20	
V-neck	50	\$182.50	\$20	
Tank Top	50	\$192.60	\$20	
Long-sleeved	50	\$54.45	\$25	
Sweatshirt	50	\$13.50	\$25	
Total:	250		\$35	

An error message is displayed: "Error: Function MULTIPLY parameter 1 expects number values. But 'Crewneck' is a text and cannot be coerced to a number."



85-90 minutes for lessons

# G Suite Certification: Docs (2 lessons)

## DESCRIPTION

Prepare for the G Suite Certification exam by setting up, formatting, and working successfully in Google Docs.

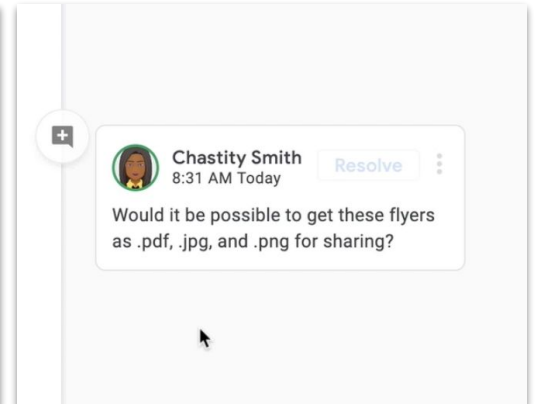
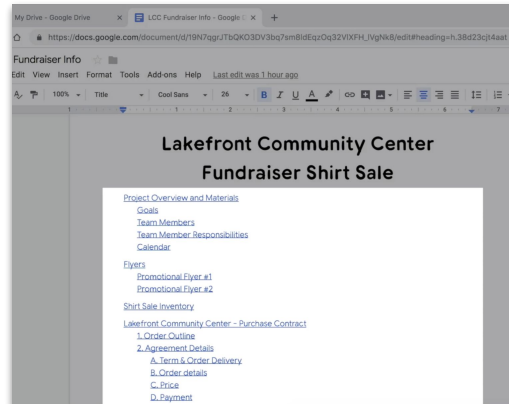
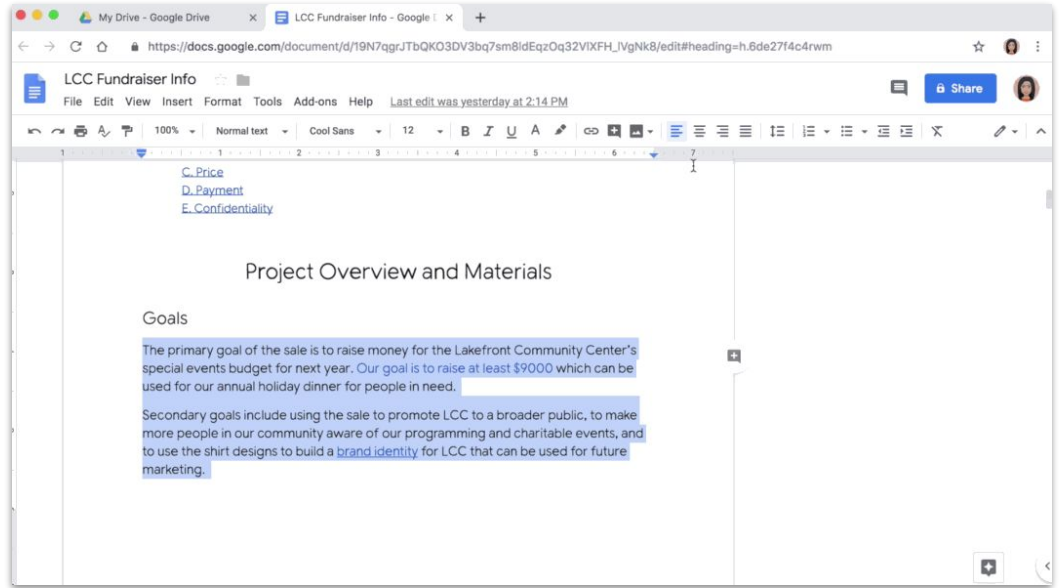
## PRACTICAL LIFE SKILLS

Note taking, creating agendas, sharing assignments or information, collaborating

## DIGITAL APPLICATION SKILLS

Document set up, text formatting, digital collaboration

Grow with 







40 minutes for lesson

# G Suite Certification: Hangouts

## DESCRIPTION

Explore the basic tools and functions in Hangouts and Hangouts Meet to prepare for the G Suite Certification exam.

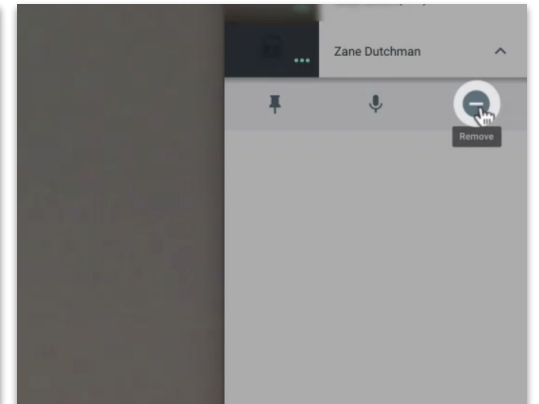
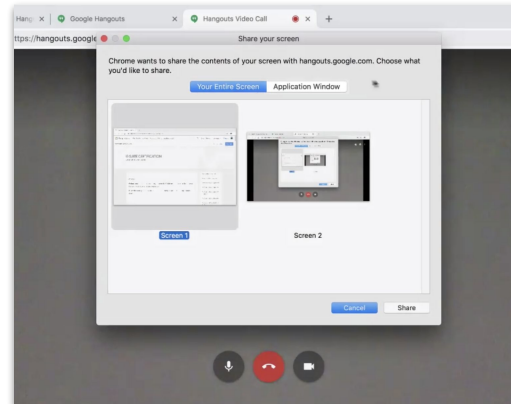
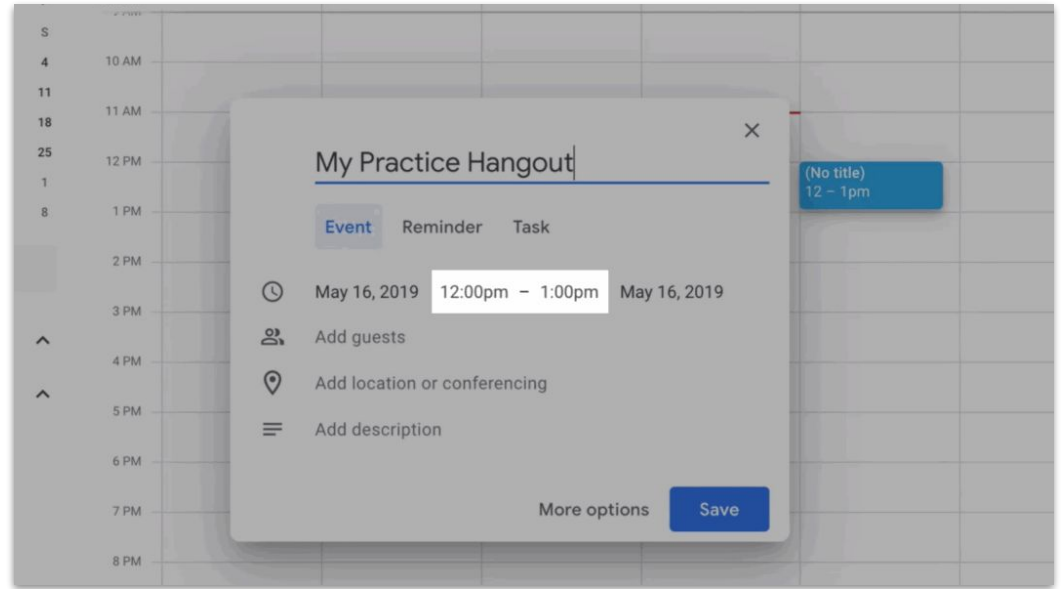
## PRACTICAL LIFE SKILLS

Communicating with family, friends, associates, and colleagues

## DIGITAL APPLICATION SKILLS

Instant messaging, video chat, troubleshooting

Grow with 





45 minutes for lesson

# G Suite Certification: Gmail

## DESCRIPTION

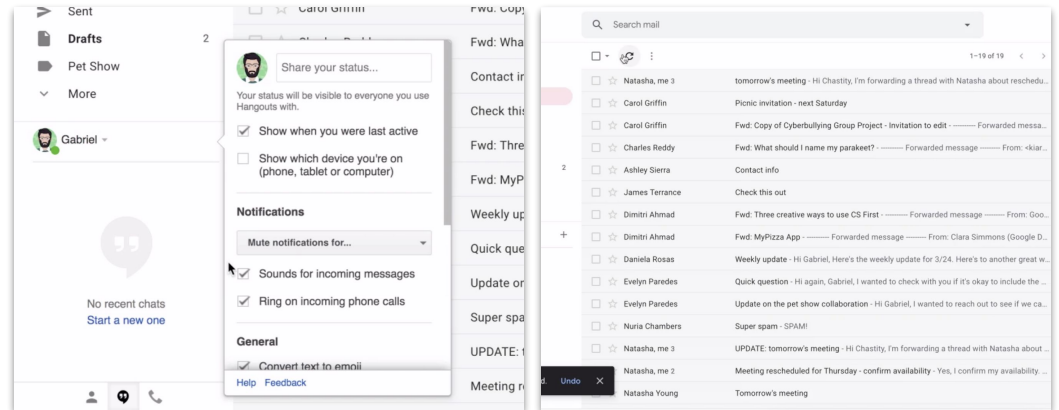
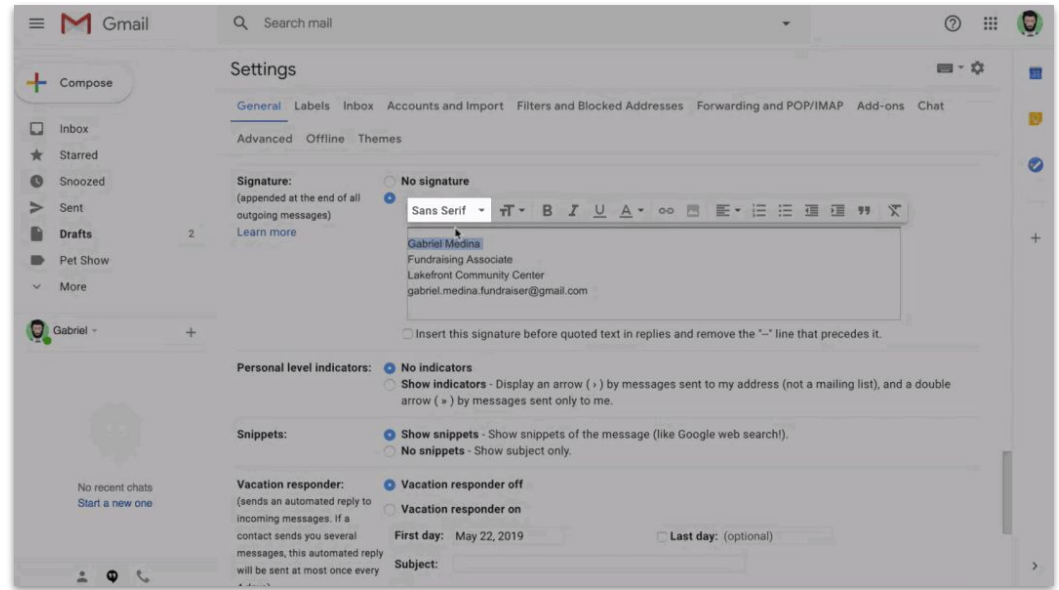
Prepare for the G Suite Certification exam by learning how to manage your inbox and communicate with others in Gmail.

## PRACTICAL LIFE SKILLS

Communication, inbox organization

## DIGITAL APPLICATION SKILLS

Adding attachments, filtering and sorting messages into folders





45 minutes for lesson

# G Suite Certification: Drive


## DESCRIPTION

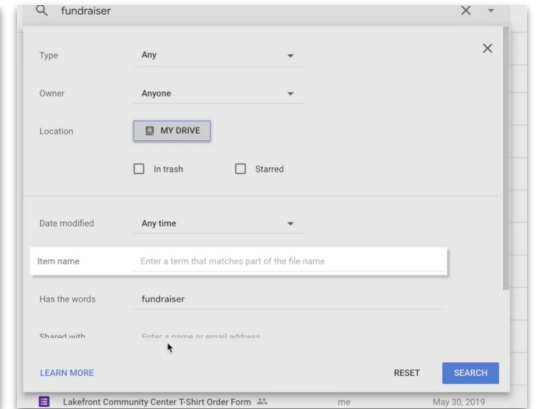
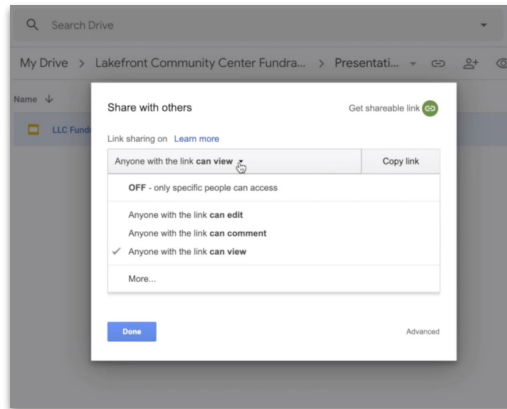
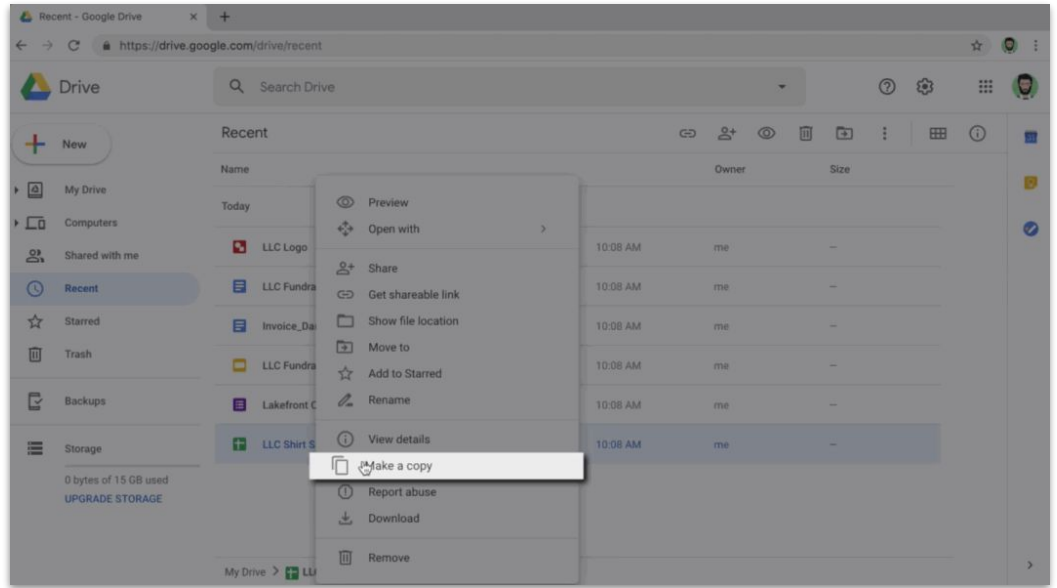
Prepare for the G Suite Certification exam by organizing, managing, and sharing files with Google Drive.

## PRACTICAL LIFE SKILLS

Use the cloud, easily access photos, documents, and more from anywhere.

## DIGITAL APPLICATION SKILLS

Managing files and folders, locating files and folders, changing display and sharing settings  
Grow with 





45-90 minutes for lesson

# Prepare for Your Business Plan

## DESCRIPTION

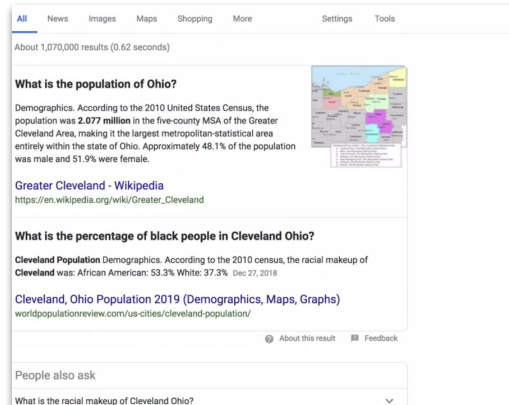
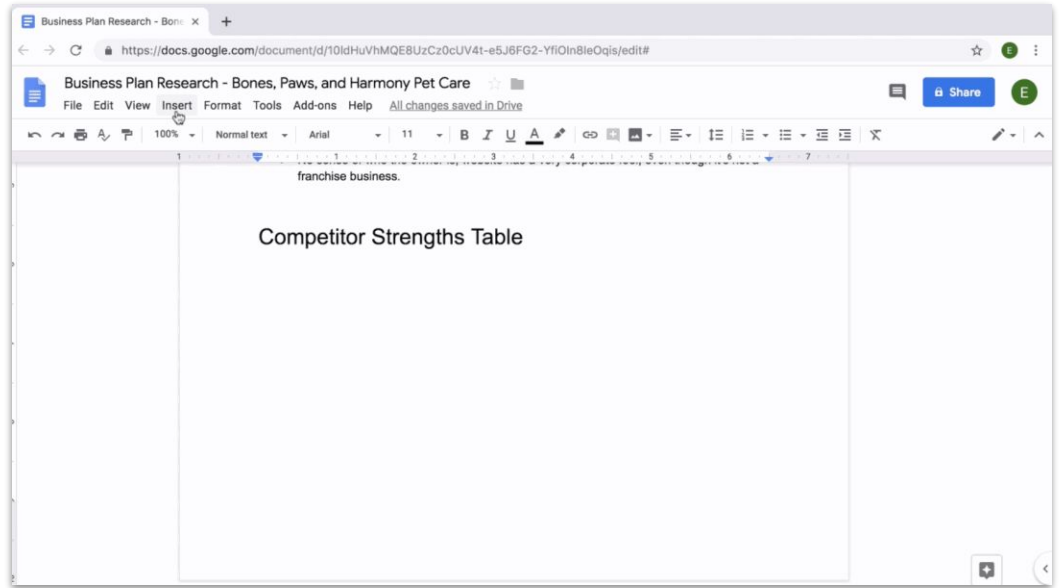
Research and organize information to prepare to write a business plan.

## PRACTICAL LIFE SKILLS

Search for information, add research to a document, collaborate

## DIGITAL APPLICATION SKILLS

Format text and add tables in a document, use search tools, share files





45-90 minutes for lesson

# Write a Business Plan

## DESCRIPTION

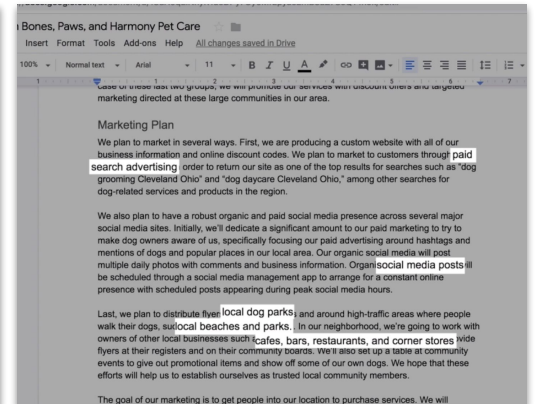
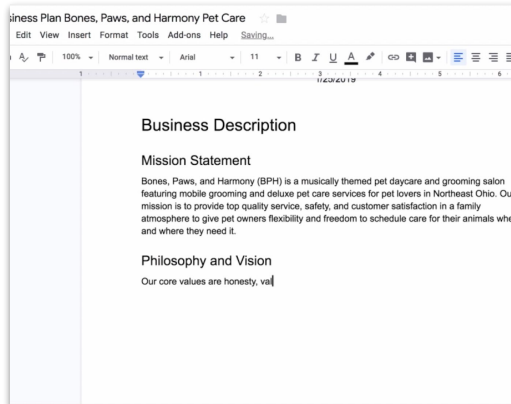
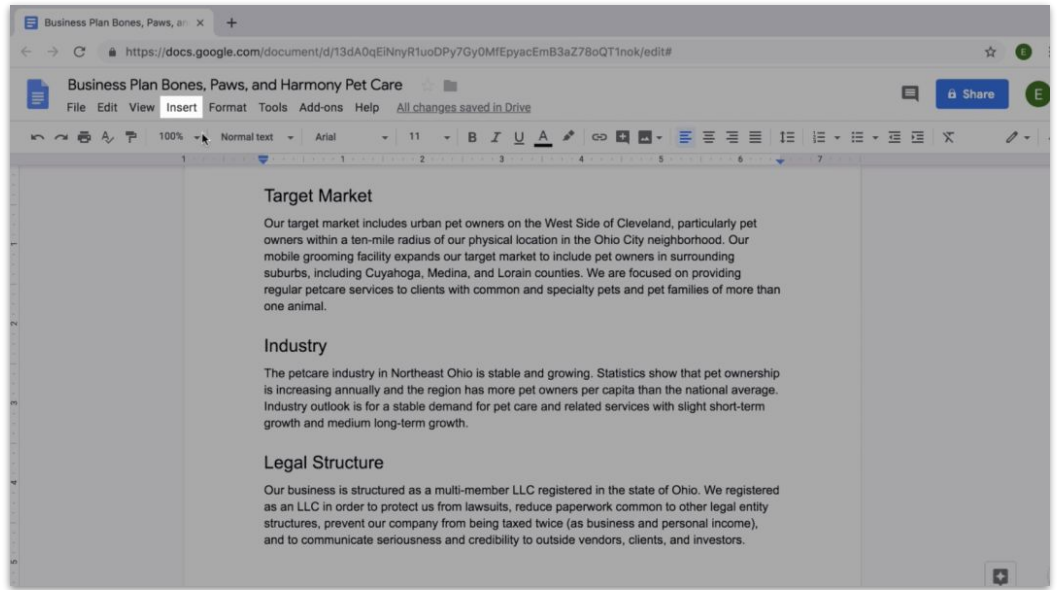
Begin writing a business plan to define and organize your business's development and growth.

## PRACTICAL LIFE SKILLS

Create business documents, start a business, plan for your business

## DIGITAL APPLICATION SKILLS

Formatting text in a document





45-90 minutes for lesson

# Estimate Financing for Your Business Plan

## DESCRIPTION

Estimate startup expenses and capital and project profit and loss for your first year in business using Google Sheets.

## PRACTICAL LIFE SKILLS

Balancing finances, estimating costs, managing business costs

## DIGITAL APPLICATION SKILLS

Organizing data, linking information

	A	B	C	D	E	F	G	H	I
55	Legal and accounting fees		5,000						
56	Prepaid insurance		5,700						
57	Pre-opening salaries		9,000						
58	Business License		300						
59	Accounting/ admin software		1,000						
50	<b>Total Location and Admin Expenses</b>								
51									
52	<b>Opening Inventory</b>								
53	Retail supplies	\$	5,000						
54	Grooming supplies		5,000						
55	Category 3		-						
56	Category 4		-						
57	Category 5		-						
58	<b>Total Inventory</b>								
59									
70	<b>Advertising and Promotional Expenses</b>								
71	Item 1	\$	-						
72	Item 2		-						
73	Item 3		-						
74	Item 4		-						
75	Other		-						
76	<b>Total Advertising/Promotional Expenses</b>								
77									

Startup Expenses and Capitalization

[Startup Expenses and Capitalization Spreadsheet](#)

Financial Plan

Twelve-Month Profit and Loss Projection Spreadsheet

Test

Twelve-Month Profit and Loss Projection Sprear

Link

Paste a link, or search

Apply

Headings

- 12 Month Profit and Loss Proje... <https://www.score.org/resource/12-...>
- 12 Month Profit and Loss Proje... <https://www.score.org/resource/12-...>

Find more

Loss Projection 1 yr

SCORE FOR THE LIFE OF YOUR BUSINESS

12 Months

	YEAR
	LY
19	Apr-19
	May-19
	Jun-19
	Jul-19
	Aug-19
	Sep-19
	Oct-19
	Nov-19
	Dec-19

Notes on Preparation

You may want to print this information to use as a click the border of this text box and then press

You should change "category 1, category 2", etc. la Enter sales for each category for each month. The



45-90 minutes for lesson

# Connect and Collaborate From Anywhere with Digital Tools

## DESCRIPTION

Learn digital skills to improve your workplace collaboration and communication.

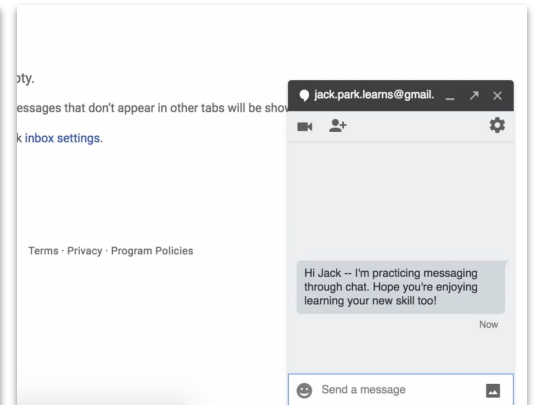
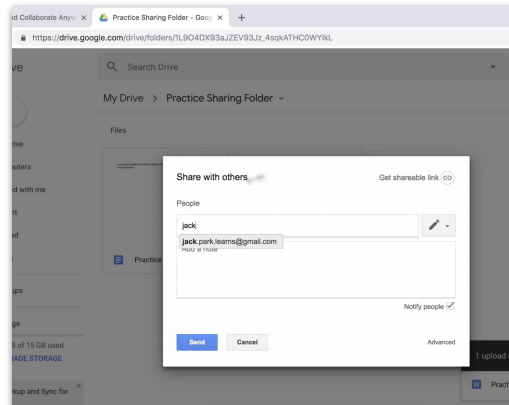
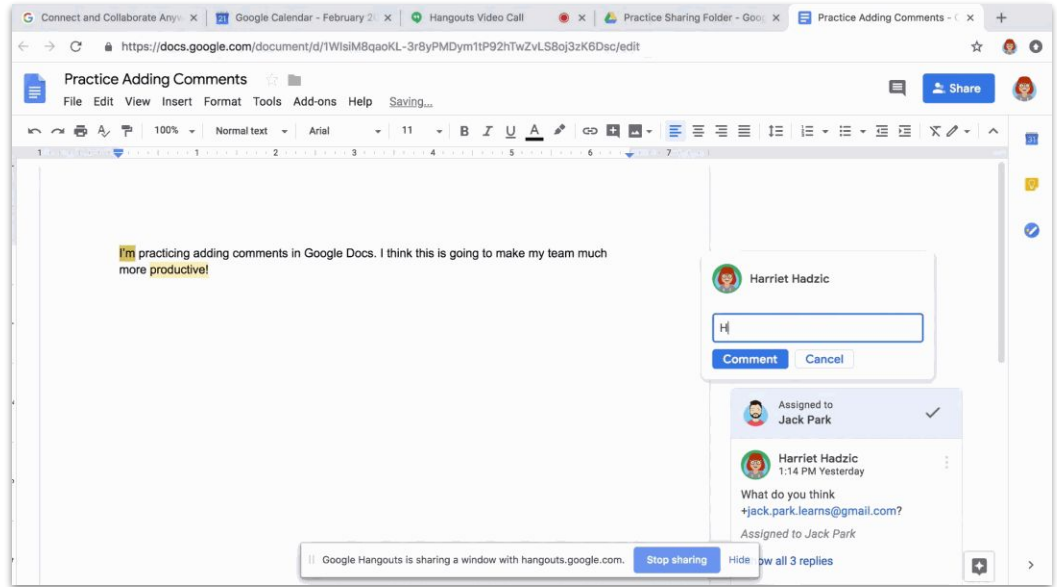
## PRACTICAL LIFE SKILLS

Effective communication and collaboration using the cloud

## DIGITAL APPLICATION SKILLS

Adding comments to a document, using messaging and video chat, sharing files

Grow with Google





45-90 minutes for lesson

# Send Professional Emails

## DESCRIPTION

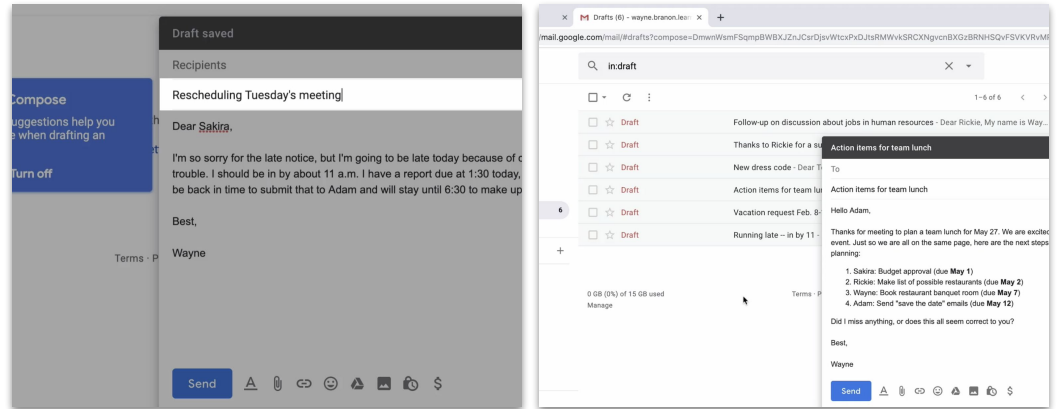
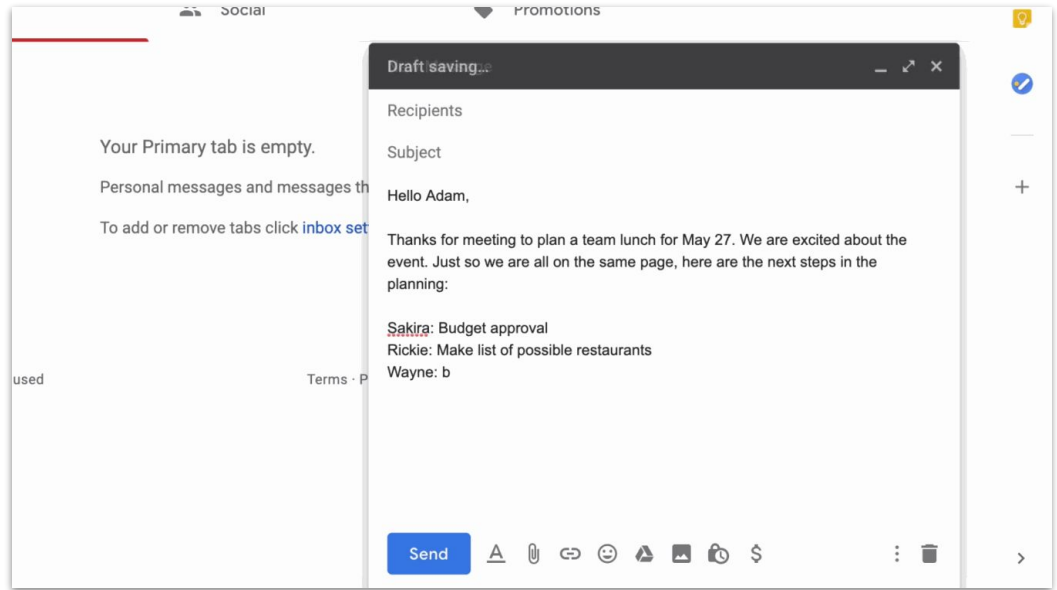
Learn how to write professional emails for specific workplace situations.

## PRACTICAL LIFE SKILLS

Professional communication and collaboration

## DIGITAL APPLICATION SKILLS

Drafting, formatting, and sending professional emails with subject lines







45-90 minutes for lesson

# Brainstorming Ideas in a Group

## DESCRIPTION

Practice brainstorming ideas and collaborating with others to share information.

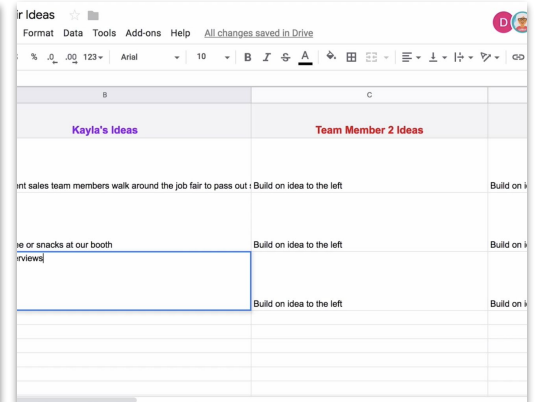
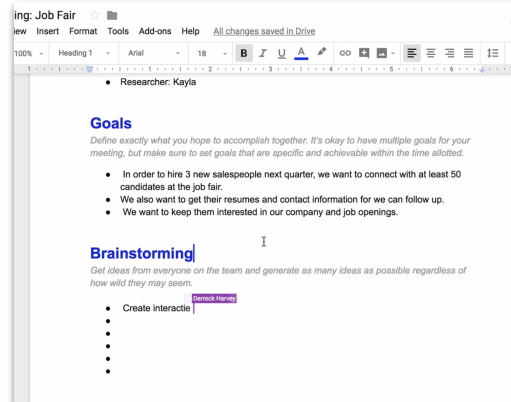
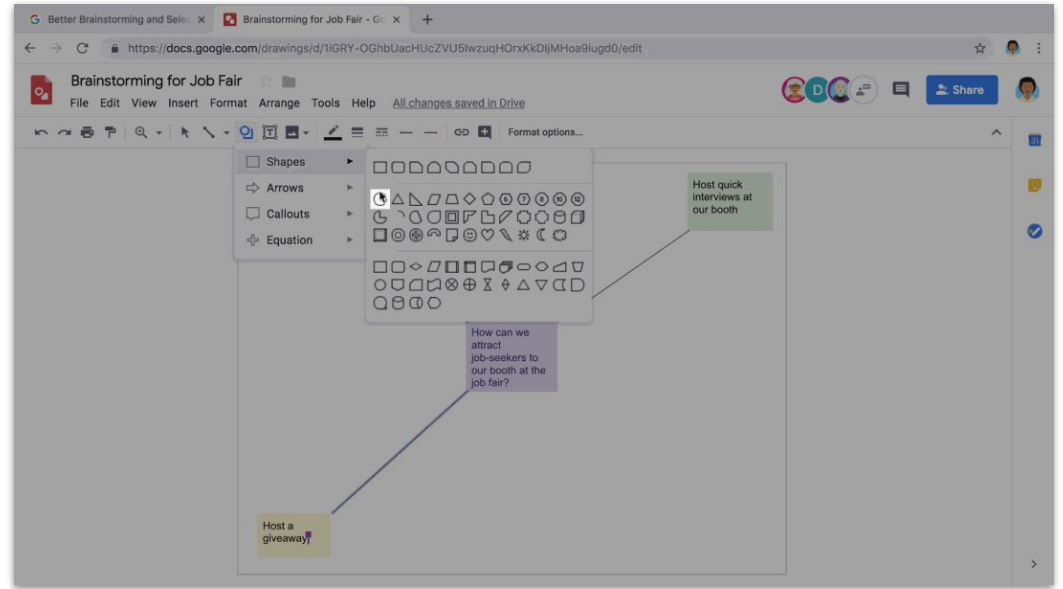
## PRACTICAL LIFE SKILLS

Collaboration and idea sharing, idea development

## DIGITAL APPLICATION SKILLS

Create a digital mind map, brainstorm in a document, brainwrite in a spreadsheet

Grow with Google



# APPENDIX 2: Features


Features of the curriculum and its website

## Free, flexible, easy-to-use

Takes just minutes to get started and learn new skills

Modular lessons can be taught as full curriculum or one-off

Learners can complete lessons in groups or on their own



[< SEE ALL LESSONS](#)

# Track Your Monthly Expenses

Use a spreadsheet to track your monthly expenses.

[START](#)

#### TIME TO COMPLETE

 45 - 90 minutes

#### SUITABLE FOR

Adult Learners

#### SKILLS COVERED

Conditional formulas

Organizing data

Spreadsheet organization










#### USING

Sheets

[LESSON PLANS >](#)

#### LESSONS

Lesson 1: Track Your Monthly Expenses

-  [1. Introduction to Track Your Monthly Expenses](#) 
-  [2. List Items and Costs](#)
-  [3. List Categories and Determine Frequency](#)
-  [4. Create Column Headings](#)
-  [5. Add Up Your Expenses](#)
-  [6. Track Your Monthly Expenses Wrap-Up](#)
-  [7. Reflection](#)
-  [8. Extensions: Track Your Monthly Expenses](#)

# 10 Main Features

- 1 Free**  
As part of our commitment to accessibility, the curriculum is entirely free.
- 2 Online**  
The curriculum is online, so you can get started on any computer or device connected to the internet.
- 3 Research-backed**  
The curriculum is based on extensive research on in-demand job skills and in-person testing at community organizations and community colleges.

# 10 Main Features

- 4 Video-based**

The curriculum is delivered through video-based lessons, so students gather information by listening, reading, and watching instructions for critical reinforced learning. Videos have closed captioning and adjustable playback speeds to meet the needs of a wide range of learners.
- 5 Practical**

The curriculum takes big objectives—like making a budget—and breaks it down into smaller, more manageable steps. Students work on projects that will serve them outside of class. Learners can even work towards the [G Suite Certification](#) to be able to demonstrate their expertise.
- 6 Extensive**

The curriculum has 18+ lessons for Adult Learners so there's something for everyone.

# 10 Main Features

- 7 Flexible**

Lessons are as short as 45 minutes and as long as 10 hours. They're also modular, so you can pick and choose what's right for your students. Lessons can be used for Community College Credit, Community and Family Learning, Job Training and Workforce Development or High School Equivalency.
- 8 Self-paced**

Students work at their own pace, and can get support when they need it. Each lesson has a text transcript to help students understand the content.
- 9 Validated**

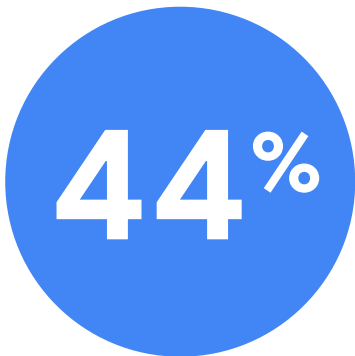
The curriculum has received multiple awards from leading edtech organizations.
- 10 Support-oriented**

Every lesson includes lesson plans to help instructors get started and offers extensive email support in case any questions come up along the way.

## How does digital literacy affect you?

### CHALLENGE:

The job market is changing — and employers are looking for skills that many people aren't learning.



Percentage of 18- to 25-year-olds who believe their education gives them the skills they need to enter today's workforce

[Source: The Economist](#)



Proportion of jobs in 2020 that will require skills that aren't commonly taught today

[Source: World Economic Forum](#)

# Introduction to Digital Literacy

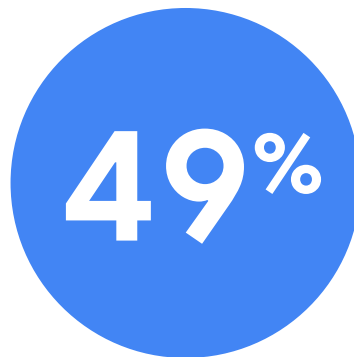
## OPPORTUNITY:

Technology lessons can build practical skills that prepare people for the fastest growing job sectors.



Growth rate of digital-based, middle-skilled jobs compared to other kinds of jobs

[Source: Burning Glass](#)



Percentage of today's job openings that require a high-school degree but not a four-year college degree

[Source: National Skills Coalition](#)