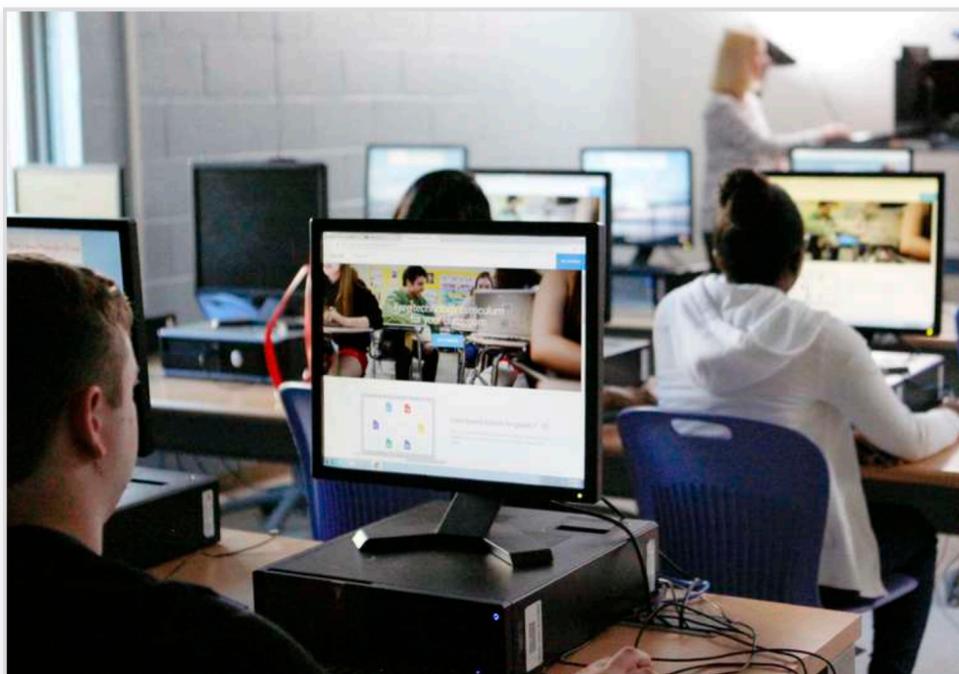## Google Applied Digital Skills

# Free online video curriculum teaching middle school, high school, and adult students the skills they need for success in the classroom, workplace, and everyday life.

**HOW IT WORKS**

Using video-based lessons, students work at their own pace to create exciting projects using digital tools like Google Docs, Sheets, and Slides. The curriculum includes premade lesson plans, rubrics, and sample student projects. And if you have questions as you start teaching, you can always send us an email or sign up for our weekly online "office hours" with a Google expert.





**STUDENTS**

Students can complete some lessons in as little as an hour, while others can be spread out across multiple periods. Teachers can use the curriculum once a week or fold it into their lesson plans for the entire year.

**LESSONS**

In each lesson, students create projects while applying digital skills and practicing life skills like research, communication, and collaboration. All videos have transcripts, pause/rewind/fast-forward, and optional captioning, and teachers can track students' progress in their dashboard.

## To get started, visit g.co/AppliedDigitalSkills

# Examples of lessons



## If-Then Adventure Stories

Collaborate with classmates to create an interactive story using Google Slides.
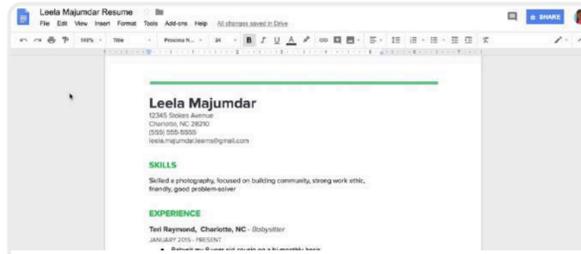
SKILLS TAUGHT:
Digital collaboration
Presentation formatting
Slide hyperlinks

⏱ 2-3 hours

🎓 Middle and High School

USING:
Docs
Slides

## Create a Resume in Google Docs

Learn to format, write, and design a professional resume that stands out.
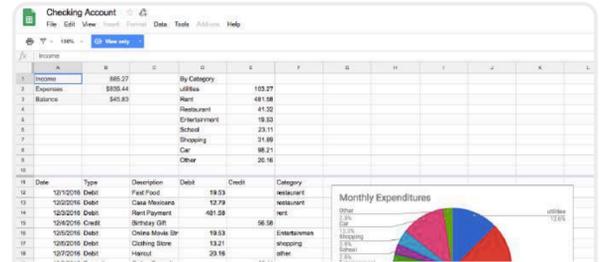
SKILLS TAUGHT:
Digital collaboration
Document formatting
Effective communication
Resume writing

⏱ 45-90 minutes

🎓 Middle and High School

USING:
Docs

## Plan and Budget

Learn to make good financial decisions by analyzing long-term spending, researching and comparing costs, and planning for major purchases.

SKILLS TAUGHT:
Code scripting
Internet search
Source evaluation

⏱ 3-4 hours

🎓 Middle and High School

USING:
Apps Script
Docs
Search

# Building skills for the classroom, workplace, and everyday life

**DIGITAL SKILLS**

Coding, Spreadsheets, Data visualization, Graphic design, Website publishing, Document formatting, Internet search, FIle organization

**PRACTICAL LIFE SKILLS**

Communication, Organization, Budgeting, Event planning, Research, Group decision-making, Creating presentations, Resume writing



Script    Slides    Search    Sheets    Maps    Mail    Docs    Sites    Forms

# Industry recognition



" The Applied Digital Skills curriculum is an impressive resource with projects that are engaging, relevant and connected to the real world."

International Society for Technology in Education (ISTE) Review Report. ISTE helps schools develop strategies to teach technology and digital literacy.



" Applied Digital Skills is modern, relevant, and surprisingly well-balanced. Give it a try."

Common Sense is the leading independent nonprofit organization dedicated to helping kids thrive in a world of media and technology by providing unbiased information, trusted advice, and innovative tools.

**TRUSTED AND TESTED**

Thousands of teachers and students are already using Applied Digital Skills, and we're adding new lessons regularly. Join us and start learning digital skills today.

# To get started, visit g.co/AppliedDigitalSkills