Navigating the Digital World with Google Applied Digital Skills

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Course Description

This asynchronous summer course empowers students to confidently navigate the digital world by utilizing Google Applied Digital Skills. Through engaging video lessons, interactive activities, and real-world projects, students will build essential skills for success in both their personal and academic lives. The course focuses on four key areas:

- **Digital Literacy:** Students will explore effective online communication, research strategies, digital citizenship, and online safety practices.
- **Preparation for Life After High School:** Learn about career exploration, resume building, personal branding, and digital marketing skills critical for entering the workforce or college.
- **Google Space Mastery:** Gain proficiency in using Google Suite tools like Gmail, Docs, Sheets, Slides, and Classroom to enhance collaboration, organization, and productivity.
- **Essential Life Skills:** Develop critical thinking, problem-solving, communication, presentation, and decision-making skills applicable to all aspects of life.

Required Materials

- MacBook AIr
- School Google Account

Assessments

Assessments will be project based. Students will successfully complete each project and reflection question to earn a passing grade.

Topics by Week

- ☐ Week 1: Gmail
- ☐ Week 2: Google Docs
- ☐ Week 3: Google Slides
- ☐ Week 4 Google Sheets
- ☐ Week 5: Google Drive
- ☐ Week 6: Organizing Your Time with Google Calendar
- ☐ Week 7: Building Your Portfolio

Grading/Expectations

Pass/Fail Grading:

To pass, complete **all projects by deadlines** and demonstrate **high-quality effort**. This means:

- Meeting **quality standards** (formatting, specifications).
- Showing **critical thinking** (analysis, problem-solving).
- Presenting **professionally** (polished, organized).

Simply submitting projects isn't enough. They need to showcase your **understanding and commitment** to the course.