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**Skills for Success Curriculum Resource Cover Page**

**e-Channel Organization The LearningHUB**

**Curriculum Resource**

| ***Calendar, Tasks & Keep Google Apps***  *This course is for learners who wish to learn how to use Google's free Calendar, Tasks and Keep Apps. Learners will learn how to use Google Calendar to set their schedule, create events, and share calendars. Learners will create Google Tasks that can be viewed directly in their Google Calendar to help keep on track for all of their scheduled items. Google Keep will focus on how to create checklists and notes to help learners quickly locate items of interest. They will learn how they can include text, images, websites, emails, and practically anything text-driven item they wish to "keep". Also, learn to use mobile devices to create "keeps" that will let them record their voice to automatically add both text and audio files to their Google Keep files.* |
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**OALCF Alignment**

| **Competency** | **Task Group** | **Level** |
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| **Use Digital Technology** | **n/a** | **D.2, D.3** |
| **Communicate Ideas and Information** | **B3**  **B4** | **B3.1a**  **B4** |
| **Find and Use Information** | **A1**  **A3** | **A1.1**  **A3** |
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**Goal Paths (check all that apply)**

| **X** Employment  **X** Apprenticeship  **X** Secondary School Credit | **X** Postsecondary  **X** Independence |
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**Embedded Skills for Success (check all that apply)**

| **X** Adaptability  **X**  Collaboration  **X**  Communication  **X**  Creativity and innovation  **X** Digital | ☐ Numeracy  **X** Problem Solving  ☐ Reading  **X**  Writing |
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| **Notes:** |
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