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**Skills for Success Curriculum Resource Cover Page**

**e-Channel Organization The LearningHUB**

**Curriculum Resource**

| *Google Docs*  *This course is for learners who wish to use Google Apps' free Google Docs to create text-driven documents. You will learn how to create documents for both your personal and employment tasks. By the end of this course, you will know how to create basic documents such as letters and reports, and more advanced multipage documents with headers, footers, and page numbers. You will also have the skills to showcase your creativity to work with pictures and text to produce impressive-looking flyers, collages, and the like.* |
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**OALCF Alignment**

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

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

| ☐ 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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