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**Skills for Success Curriculum Resource Cover Page**

**e-Channel Organization The LearningHUB**

**Curriculum Resource**

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| *Google Sheets*  *This course is for learners who wish to use Google Apps' free Google Sheets to create numbers and data-driven spreadsheets. 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 spreadsheets to display and format data, perform calculations, apply Google Sheets built-in functions, create charts and manage data.* |

**OALCF Alignment**

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

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| **X** Employment  **X** Apprenticeship  **X** Secondary School Credit | **X** Postsecondary  ☐ Independence |

**Embedded Skills for Success (check all that apply)**

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

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| **Notes:** |