Young Women Into Technology (YWIT)
6 Week Digital Skills Programme

Tutor: Jennifer

An Cosán's YWIT programme was designed to provide learners with basic digital skills for both education and life purposes.

See below a guide to weekly lessons, these lessons can change depending on the learners' needs and abilities.

Lessons

Week 1
Introduction to Basic Digital Skills
- Digital Assessment - Northstar Digital Literacy Assessment
- Introduction to Gmail - Setting up class emails. Introduction to email etiquette, Gmail accounts and uses
- Sending receiving and attaching documents using Gmail.

Week 2
Introduction to Google Drive & Google Slides and Accounts
- Learners will be given the tools, knowledge and skills to use Google Drive - creating documents and posters.
- Learners will be given two tasks
- Introduction to Google Sheets - Learners will create a budget using spreadsheets, with step by step instructions from the tutor
- Learners will also create graphs using Google sheets
- Learners will create a PowerPoint presentation to present to the class

Week 3
Skills to Succeed Academy
- The skills to Succeed academy is an employability skills tool that learners can use anywhere anytime once registered. The academy is an interactive, character based tool that helps you create CVs, cover letters, find your future, mock interviews and much more. There are 36 modules in total.
- Learners will receive a *Certificate of Achievement* at the end of the 6 week programme
- The tutor will provide you with the tools to register on the site and then navigate the academy confidently

Week 4
Introduction to Word and PowerPoint
- Learners will create a document using Word. Learners will be given step by step

instructions.
- Learners will be given two tasks
  - ➢ creating a document/letter
  - ➢ Creating a poster using Word/diagrams
- Learners will create a PowerPoint presentation in groups of four to present to the class, max six slides

In Week 4 we'll also cover online security: looking at how to keep yourself and your children safe while using technology, i.e. shopping online, social media accounts, antivirus and gaming.

Week 5

Introduction to Coding
- Learners will be given step by step instructions on how to code, using code academy.
- This is an introductory lesson, yet will give you the knowledge and understanding of how to code
- Northstar digital literacy assessment

Week 6

Introduction to Web Design or App Design
- Learners will be given the tools, skills and knowledge to develop a web page or app from the beginning
- Learners will be given step by step instructions and support from the tutor

All lessons outlined above will be designed around your interests discussed at the beginning of the programme.