

Grow with **Google**

# Google Applied Digital Skills: A Guide for San Mateo Community College District

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# Introducing Applied Digital Skills

Dear SMCCCD Employees,

The ability to effectively use computer technology, or “digital skills”, to collaborate and to create is crucial to professional success - both for ourselves and for the students we serve. Digital skills enable us to use technology to quickly communicate and collaborate with others, complete everyday tasks, and develop new ideas using online technology. To support these efforts, Human Resources is pleased to announce our partnership with Google’s Applied Digital Skills program as part of the Professional Development Academy.

Google’s Applied Digital Skills program is a collection of online lessons that will help us learn these digital skills by watching instructional videos and working on real-life projects in an asynchronous, self-paced learning format using **G Suite** applications, which are online programs for collaboration and productivity. We will be completing the collection of lessons that will help us prepare for the [G Suite Certification Exam](#), which is a professional certification that shows we have learned how to effectively use these digital programs.

The program includes 11 online video lessons that will teach you how to use Google Drive, Gmail, Hangouts Meet, Google Docs, Google Sheets, and Google Slides. These will prepare you to take the G Suite Certification Practice Exam, and then the G Suite Certification Exam online. Passing this exam will earn you the G Suite Certificate and Digital Badge, which are valid for two years. These credentials can be put on your resume as part of your continuing education for career advancement.

While all individual lessons and modules are free of charge, there is a cost to take the certification exam, which will be covered by Human Resources for the first 50 individuals who register. To get started, a registration link will be sent next week providing details on how to register. If you have any questions about the registration process or G Suite Certification, please email Jonathan Bissell at [bissellj@smccd.edu](mailto:bissellj@smccd.edu).

Sincerely,

David Feune, Director of Human Resources

San Mateo County Community College District

## Applied Digital Skills Timeline

<b>G Suite Certification Timeline*</b> This Course is Entirely Self Paced	
September 16	<b>Deadline to Sign Up Online and Join Class</b> <ul style="list-style-type: none"> <li>• Sign up at <a href="http://g.co/AppliedDigitalSkills">g.co/AppliedDigitalSkills</a></li> </ul>
September 16 - October 11	<b>Complete first 5 lessons Online</b> <ul style="list-style-type: none"> <li>• G Suite Certification: Drive - 45 minutes</li> <li>• G Suite Certification: Gmail - 45 minutes</li> <li>• G Suite Certification: Hangouts - 40 minutes</li> <li>• G Suite Certification: Docs - Part 1 - 35 minutes</li> <li>• G Suite Certification: Docs - Part 2 - 50 minutes</li> </ul>
October 11 - November 8	<b>Complete last 6 lessons Online</b> <ul style="list-style-type: none"> <li>• G Suite Certification: Sheets - Part 1 - 55 minutes</li> <li>• G Suite Certification: Sheets - Part 2 - 95 minutes</li> <li>• G Suite Certification: Sheets - Part 3 - 65 minutes</li> <li>• G Suite Certification: Slides - Part 1 - 45 minutes</li> <li>• G Suite Certification: Slides - Part 2 - 35 minutes</li> <li>• G Suite Certification: Slides - Part 3 - 55 minutes</li> </ul>
November 8 - 15	<b>Optional: Review Exam Guide, Take Practice Exam Online</b> <ul style="list-style-type: none"> <li>• <a href="#">Exam guide</a></li> <li>• <a href="#">Practice Exam Qwiklab</a> - Up to 2 hours</li> </ul>
November 15 - 30	<b>Take G Suite Certification Exam Online</b> <ul style="list-style-type: none"> <li>• <a href="#">Register Online</a> with ProctorU - Up to 2 hours</li> </ul>

*\*This is a suggested timeline. You can complete each section in advance as long as you take the certification exam by November 30.*

Prepare for the G Suite certification exam with Applied Digital Skills lessons

This resume-ready credential shows employers you can use G Suite in the workplace. Prep for the exam with free lessons from Applied Digital Skills.

- Test your knowledge
- Show employers you are workplace ready
- Build a stronger resume

## 1

### Prepare

Applied Digital Skills lessons cover the apps and skills found on the exam

## 2

### Practice

Take a [practice exam](#)

## 3

### Test

When you're ready, schedule time to take the exam.

[Learn how](#)

SKILL	LESSONS
Using Drive	<a href="#">G Suite Certification: Drive</a> ⌚ 45 minutes Learn to organize, manage, and share files
Using Gmail	<a href="#">G Suite Certification: Gmail</a> ⌚ 45 minutes Learn how to manage your inbox and communicate with others in Gmail
Using Hangouts Meet	<a href="#">G Suite Certification: Hangouts</a> ⌚ 40 minutes Explore the basic tools and functions in Hangouts Meet
Working in Docs	<a href="#">Docs - Part 1</a> ⌚ 35 minutes Learn how to set up and format a document in Docs
	<a href="#">Docs - Part 2</a> ⌚ 50 minutes Learn how to add elements, format and edit text, and share with others in Docs
Working in Sheets	<a href="#">Sheets - Part 1</a> ⌚ 55 minutes Learn to edit and organize data in Sheets
	<a href="#">Sheets - Part 2</a> ⌚ 95 minutes Learn to analyze data using filters, functions, and charts in Sheets
	<a href="#">Sheets - Part 3</a> ⌚ 65 minutes Learn to manage and maximize data in Sheets
Working in Slides	<a href="#">Slides - Part 1</a> ⌚ 45 minutes Learn the basic components of creating a presentation in Slides
	<a href="#">Slides - Part 2</a> ⌚ 35 minutes Learn how to add media to a presentation in Slides
	<a href="#">Slides - Part 3</a> ⌚ 55 minutes Learn how to add data to and share a presentation in Slides

## About the exam

2 Hour Exam  
Proctored remotely online  
Price:  
\$75 General Public,  
\$37 for Academic Institutions\*  
*\*No cost for first 50 District Employees.*

## What you get



Proof of certified status, including a digital badge

## Sign Up By **Sept 16th**:

1. Go to [g.co/AppliedDigitalSkills](https://g.co/AppliedDigitalSkills).
2. Sign up as Student with your email address as a Google Account.
3. Join class code **v92qpv**.
4. Complete Lessons + Practice Exam.
5. Pass Online Exam by **Nov 30**.

## What is Applied Digital Skills?

Applied Digital Skills is Google's free, online digital literacy curriculum. Applied Digital Skills has lessons for a wide range of learners. Instead of teaching digital skills with an instructional manual, the lessons use a series of videos to guide learners through creating a project from scratch.

## Why Applied Digital Skills?

1

Applied Digital Skills has over 72 lessons—some that take only 45 minutes to complete—and are aligned to your needs. Office workers aren't the only ones who need digital skills; employees in restaurants, hotels, and warehouses, among others, are increasingly in need of developing digital literacy. The lessons we created are based on the research and focused testing of the in-demand digital skills needed for today's evolving workforce.

2

Digital literacy, problem-solving, and creativity are often cited as essential skills for jobs of the future. According to Burning Glass Technologies 82% of middle-skill jobs require digital skills.\*

3

As technology becomes more integrated into our modern lives, it's important to understand how digital skills fit into a wide range of workforce positions and how they will help learners succeed in their current jobs and future careers.

## Get Started

[g.co/AppliedDigitalSkills](https://g.co/AppliedDigitalSkills)