



hispanic**federation**

Latino Digital Accelerator

HISPANIC FEDERATION

HISPANIC FEDERATION | 55 EXCHANGE PL #5, NEW YORK, NY 10005

Hispanic Federation Latino Digital Accelerator

TITLE: DIGITAL JOB READINESS

TIME: 16 hours

DESCRIPTION

The 16 hours "Digital Job Readiness" curriculum will prepare participants with foundational digital skills in job readiness and digital literacy. At the beginning of the training, participants will learn how to use google tools by first creating a google account, design and edit a resume and draft a cover letter.

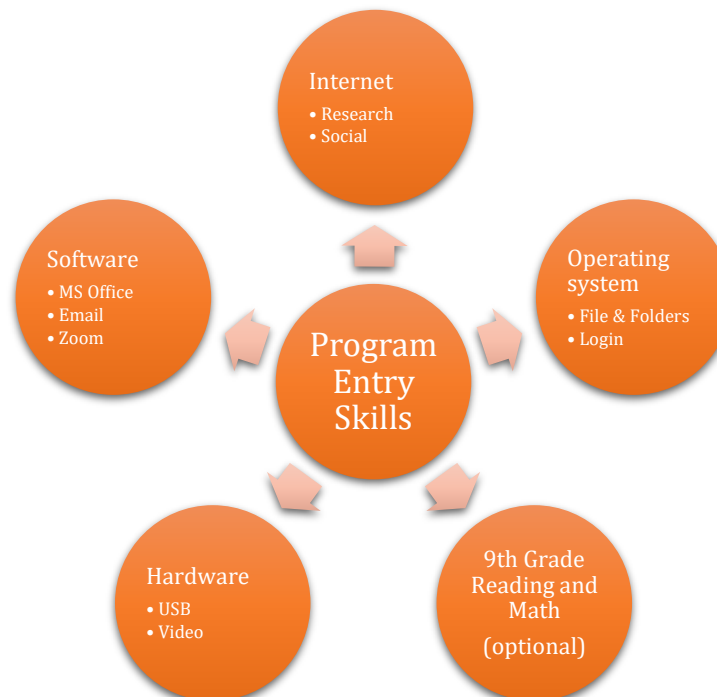
With these essential skills, the training will continue with google sheets and communications. For example, participants will create a financial monthly expense report and learn how to use effective communication in salary negotiations and email etiquette. The last unit modules of the training will combine all of the learned skills and prepare them for a job application, interview conversation, and personal financial management. While learning foundational digital skills commonly used in an office working environment. This training curriculum can also be taught completely virtual using google meet or zoom. Breakout rooms can be used for activities or group projects.

INSTRUCTION TOOLS

- ❖ Access the Latino Digital Accelerator drive that holds additional resources, and sample templates for selected units.
- ❖ Google account
- ❖ Projector display if teaching in class
- ❖ Zoom or google meet access if teaching remotely
- ❖ Comfortable using breakout rooms for class activities and discussions (if remote)
- ❖ Printer if teaching in class
- ❖ Share screen capability

PROGRAM ENTRY METRICS

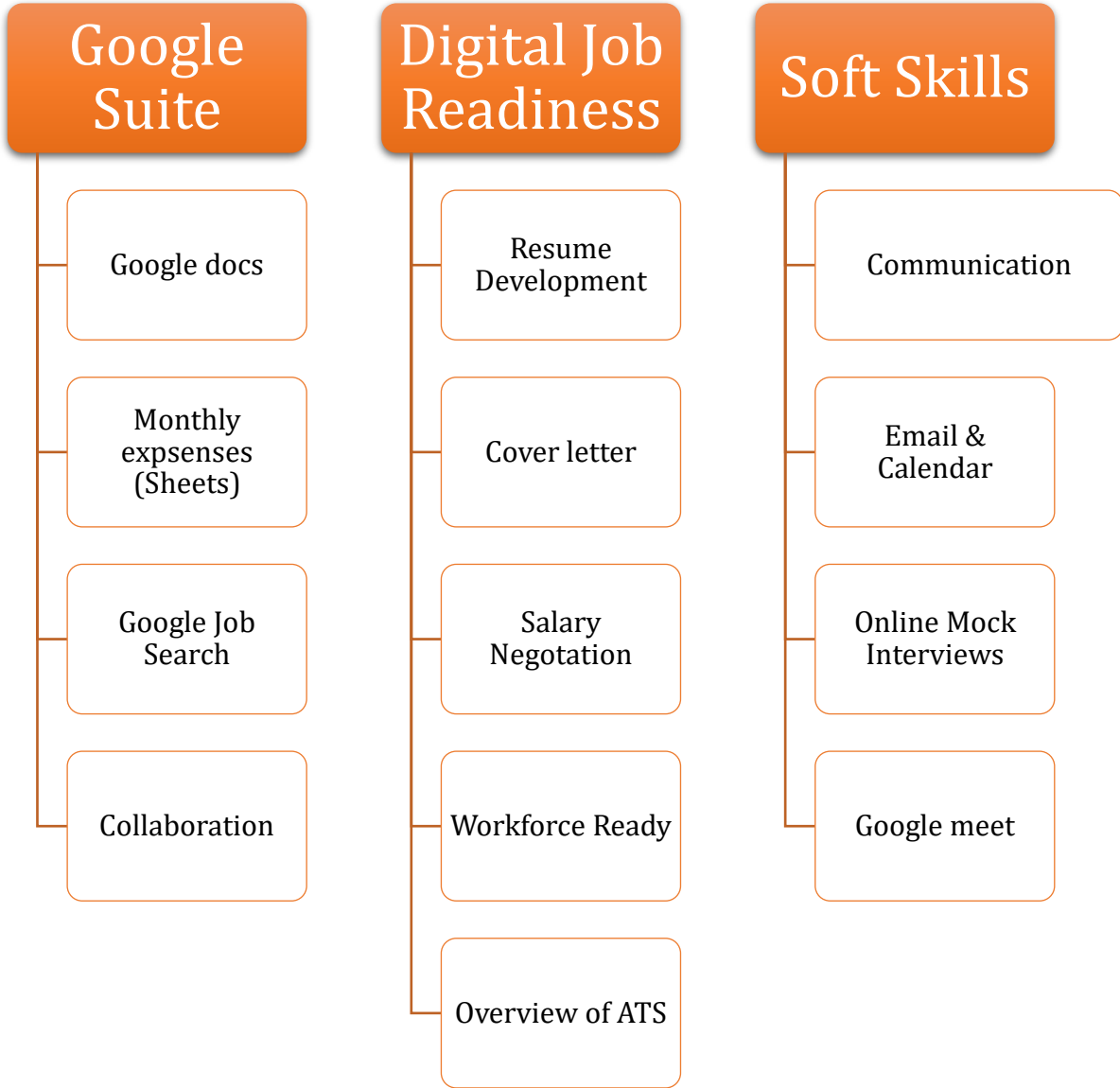
The following metric is a framework of essential skills needed to begin the "Digital Job Readiness" training program.



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PROGRAM METRIC OUTCOMES

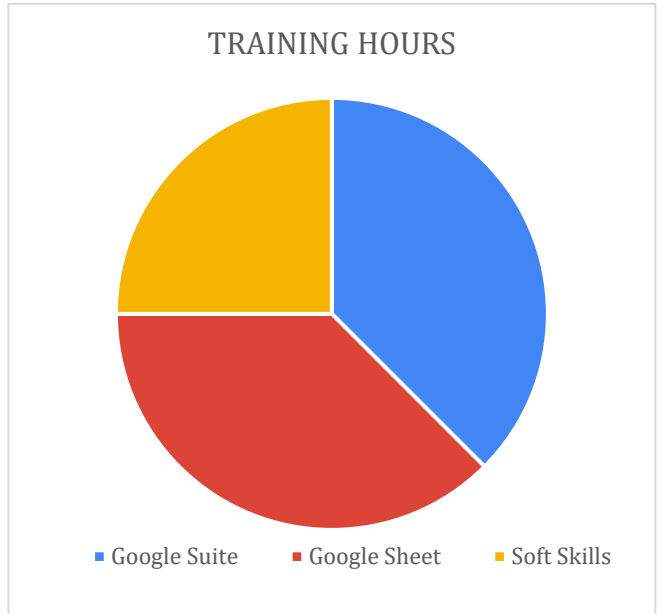
Program deliverables are built around the google suite platform. At the core for learning deliverables is preparing participants to be proficient in their employment search by using googles applications and building digital skills.



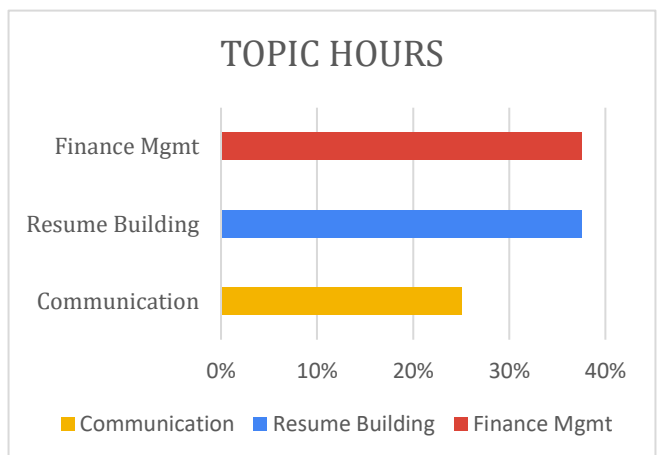
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| MAIN TOPIC AND TIME | |
|--|-------------|
| UNIT 1 - Introductions | TIME |
| Creating a google account | 20 min |
| Learn the essential tools of google docs | 60 min |
| Building a resume using a template | 40 min |
| | |
| UNIT 2 - RESUME AND COVER LETTER PART 1 | TIME |
| Editing a resume | 20 min |
| Tailoring a resume for a job posting | 60 min |
| Draft a cover letter | 40 min |
| | |
| UNIT 3 - RESUME AND COVER LETTER PART 2 | TIME |
| Editing a cover letter | 30 min |
| Employment research | 30 min |
| Build a resume | 60 min |
| | |
| UNIT 4 - GOOGLE SHEETS | TIME |
| Introduction to Google sheets | 60 min |
| Developing a budget using google sheets | 60 min |
| | |
| UNIT 5 - EXPENSE TRACKING | TIME |
| Create a monthly and yearly budget | 60 min |
| Data entry project – build a monthly tracker | 60 min |
| | |
| UNIT 6 - RESEARCH AND OCCUPATION SALARY | TIME |
| Career research and salary finding | 30 min |
| Project (find a job posting, build a resume and cover letter for the job finding including salary requirements) | 90 min |
| | |
| UNIT 7 - SALARY NEGOTIATION | TIME |
| Salary Negotiation | 60 min |
| Project – Salary negation | 60 min |
| | |
| UNIT 8 – EFFECTIVE COMMUNICATION | TIME |
| Effective communication | 60 min |
| Email Communication | 30 min |
| Google meet | 30 min |
| | |
| TOTAL TRAINING HOURS: 16 HOURS | |

| BREAKDOWN OF TRAINING HOURS |
|---|
| The breakdown of hours spent on each google platform with all units combined. |
| ❖ Google Docs – 50% |
| ❖ Digital Job Readiness – 31% |
| ❖ Soft Skills – 29% |



| BREAKDOWN OF TOPIC TRAINING HOURS |
|---|
| The breakdown of hours per topic for all units combined. (Averaged) |
| ❖ Resume building – 37.5% |
| ❖ Communication – 37.5% |
| ❖ Finance management – 29% |



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| UNIT 1 | |
|--|---|
| TITLE: INTRODUCTION | TIME: 2 hours |
| SUMMARY DESCRIPTION | LEARNING OUTCOMES: |
| The Digital Job Readiness training program begins by familiarizing the participants with the user interface of google suite. Followed by learning how to manipulate templates to create resumes and how to use other available resource using google docs. | <ul style="list-style-type: none"> ❖ Google account ❖ Resume building ❖ Basics of Google suite ❖ Collaboration ❖ Creating docs |
| KEY POINTS | |
| <ul style="list-style-type: none"> ◆ Create a Google account ◆ Overview of Google drive ◆ Create a resume using google doc template ◆ Edit the Google template resume ◆ Download the resume document as a pdf through Google doc file ◆ Save resume in a shared folder | |
| INSTRUCTION TIMELINE | TIME |
| How to create a google account | 10 min |
| (Project) Participants create account | 10 min |
| Introduce Google drive and explain how collaboration works | 10 min |
| (Project) Participants create a Google folder in their drive setting the stage for sharing with the instructor | 10 min |
| Begin resume development by answering the prompt, "why a resume?" | 15 min |
| (Project) Review different template designs | 10 min |
| (Project) Participants begin to create a resume using a template | 30 min |
| Select a participant's resume and review with the class | 10 min |
| Find a job posting and begin tailoring a resume to meet the job description | 15 min |
| INSTRUCTION TIPS AND ADDITIONAL RESOURCES | |
| How to create a Google account: https://support.google.com/accounts/answer/27441?hl=en | |

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| UNIT 2 | |
|--|---|
| TITLE: BUILDING A RESUME PART 1 | TIME: 2 hours |
| SUMMARY DESCRIPTION | LEARNING OUTCOMES: |
| Unit 2 is a continuation of the previous unit. Participants begin the developing process of tailoring a resume to a job posting, strengthen their new learned skills. A new project begins in this unit - the development of a cover letter and learning about the applicant tracking system. | <ul style="list-style-type: none"> ❖ Tailoring a resume ❖ Using Google job ❖ Learn about (ATS) ❖ Content keywords |
| KEY POINTS | |
| <ul style="list-style-type: none"> ◆ Tailoring a resume for a selected job opening ◆ Search for job opportunities using Google job search ◆ Comparing tailored resume versus template resume ◆ Matching job description with keywords ◆ Overview of the applicant tracking system | |
| INSTRUCTION TIMELINE | TIME |
| How to use google job search (advance keywords, locations, etc.) | 10 min |
| (Project) Participants should search for a job position of interest and review the description | 15 min |
| Describe how to review a job posting and find keyboards that can help tailor the resume | 15 min |
| (Project) The participants should start to search for a resume design they will use to build and design a tailored resume for a job posting | 10 min |
| Describe the differences between a template resume and a custom design resume | 15 min |
| (Project) Participants should spend this time reviewing keywords, finalize resume design and build a resume tailored for to apply | 30 min |
| (Discussion) Review resume samples of different occupations | 15 min |
| Discuss the applicant tracking system and how it works to filter resumes for a job opening | 10 min |
| INSTRUCTION TIPS AND ADDITIONAL RESOURCES | |
| TBA | |

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| UNIT 3 | |
|---|---|
| TITLE: BUILDING A RESUME PART 2 | TIME: 2 hours |
| SUMMARY DESCRIPTION | LEARNING OUTCOMES: |
| In this session, participants will combine all of their newly learned skills to research for a job posting that matches their skills, build a tailored resume, and cover letter in preparation for job submission. The instructor will serve as the person to review the participant's application and showcase how various positions shift the way we build a resume and a cover letter. | <ul style="list-style-type: none"> ❖ Build a cover letter ❖ Research jobs ❖ Google docs ❖ Reviewing ❖ cover letter |
| KEY POINTS | |
| <ul style="list-style-type: none"> ◆ Creating and editing a cover letter ◆ Use the Google jobs platform to search for job opportunities ◆ Find a job posting and build a tailored resume ◆ Create a tailored cover letter for the job posting | |
| INSTRUCTION TIMELINE | TIME |
| The importance of a cover letter | 10 min |
| Review the grammar and structure of a cover letter | 10 min |
| (Project) Participants search for cover letter samples using google.com | 10 min |
| (Project) Participants create a cover letter introducing themselves with a design of their choosing | 20 min |
| Using Google drive, the instructor reviews class introductions (2 or 3 introductions) | 10 min |
| Research a company and find a career opportunity | 10 min |
| (Project) Write the hiring manager a cover letter describing why you are interested in the position | 40 min |
| Review with the group some cover letters from the exercise | 10 min |
| Instruction Tips and additional resources | |
| TBA | |

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| UNIT 4 | |
|---|---|
| TITLE: GOOGLE SHEETS | TIME: 2 hours |
| SUMMARY DESCRIPTION | LEARNING OUTCOMES: |
| Unit 4 will introduce participants to the use of google sheets by first learning the basics of formula development, basic math operations, text format, chart creation, and customized tables. Learning the basics will help participants how to create a monthly tracking expense report in the next unit. | <ul style="list-style-type: none"> ❖ Basic Google Sheets tools ❖ How to create tables in Google Sheets ❖ Data entry ❖ Sort and review data ❖ How to create charts within Google Sheets ❖ Organizing data elements |
| KEY POINTS | |
| <ul style="list-style-type: none"> ◆ Introduction to Google Sheets ◆ Enter selected data into Google Sheets ◆ Sort and view data ◆ Create a table with primary data ◆ Chart design and development ◆ Sort Data ◆ Create basic formulas | |
| INSTRUCTION TIMELINE | TIME |
| Introduce Google Sheets (The ribbon, edit, insert) | 20 min |
| Describe formula operation and basic math operations | 15 min |
| With the class, create a basic table (handout to be added on the shared folder) | 10 min |
| (Project) Participants will create a table using given data (Handout to be added on the shared folder) | 20 min |
| Review table with the class | 10 min |
| With the newly created table, review how to insert a chart integration | 15 min |
| (Project) Participants create a chart from the data entered into Google Sheets | 20 min |
| Review the manipulation of the data and the chart for effective presentations | 15 min |
| Class discussion about formatting and color design (*if time permits) | 15 min |
| INSTRUCTION TIPS AND ADDITIONAL RESOURCES | |
| TBA (Sample worksheets will be added to the google drive folder) | |

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| UNIT 5 | |
|---|--|
| TITLE: MONTHLY TRACKING EXPENSE REPORT | TIME: 2 hours |
| SUMMARY DESCRIPTION | LEARNING OUTCOMES: |
| This unit will combine all skills learned from the previous units and use google sheet to create a monthly expense tracking spreadsheet. The expense template will help student in financial management and make them more comfortable with an application that is frequently use in an office setting. | <ul style="list-style-type: none"> ❖ Create a table and chart using previously learned skills ❖ Creating a monthly tracking expense report ❖ Formatting a table and a chart |
| KEY POINTS | |
| <ul style="list-style-type: none"> ◆ Create a table and a chart using Google sheets ◆ Data entry and data sorting ◆ Develop a chart using Google sheets ◆ class discussion on different chart and table layouts | |
| INSTRUCTION TIMELINE | TIME |
| Review sample monthly track expense using Google sheet | 15 min |
| (Project) Participants create a sample monthly expense tracking report | 10 min |
| Review with class one or two sample reports from participants | 15 min |
| (Project) Participants research other Google sheet templates for tracking expenses | 10 min |
| (Project) Participants create a monthly tracking report using given values (handout/shared folder) | 60 min |
| Review | 20 min |
| INSTRUCTION TIPS AND ADDITIONAL RESOURCES | |
| TBA (Sample files to be added into session folder) | |

Hispanic Federation Latino Digital Accelerator

| UNIT 6 | |
|---|--|
| TITLE: RESEARCH AND OCCUPATION SALARY | TIME: 2 hours |
| SUMMARY DESCRIPTION | LEARNING OUTCOMES: |
| In Unit 6, participants will use combined skills learned throughout the program by finding a job posting of their liking, building a tailored resume, and a tailored cover letter. At the same time, strengthen their skill sets and learning a new skill in research and job salary requirements. This class will serve as a springboard to the next session focusing on salary negotiation and email conversations. | <ul style="list-style-type: none"> ❖ Job application project ❖ Occupation salary ❖ Use a series of online platforms for data analysis |
| KEY POINTS | |
| <ul style="list-style-type: none"> ◆ Full job application project ◆ Combining all learned skills to create a Resume, Cover letter, and spreadsheet analysis of salary requirements ◆ Using the google sheet generate an analysis of salary requirement per occupation | |
| INSTRUCTION TIMELINE | TIME |
| Find a job posting | 15 min |
| (Project) Create a tailored resume and cover letter with keywords | 50 min |
| Review project by selecting three completed projects | 15 min |
| Create a table in google sheets with occupations of interest and their average national salary | 20 min |
| Review popular career tracks along with their designated salaries | 10 min |
| A small discussion on a range of salaries for different t career pipelines | 10 min |
| INSTRUCTION TIPS AND ADDITIONAL RESOURCES | |
| TBA | |

Hispanic Federation Latino Digital Accelerator

| UNIT 7 | |
|---|--|
| TITLE: SALARY NEGOTIATION | TIME: 2 hours |
| SUMMARY DESCRIPTION | LEARNING OUTCOMES: |
| Participants will learn the process of salary negation when finding employment and search for salary requirements per job sector. Research how salary shifts in cities and state using online resources like google job search and the Bureau of labor statistics. | <ul style="list-style-type: none"> ❖ Salary negotiation ❖ Match skills with salary expectations ❖ Learn about career pipelines with salary requirements |
| KEY POINTS | |
| <ul style="list-style-type: none"> ◆ Compare pay rates ◆ Match skills to salary expectations ◆ Research career skill requirements | |
| INSTRUCTION TIMELINE | TIME |
| Introduction to Salary Negotiation watch video | 30 min |
| (Project) Research career pay rates | 20 min |
| Prepare for Salary negotiation | 10 min |
| Find job posting and salary rate for the job title using the Bureau of labor statistics | 10 min |
| Watch Video resources | 30 min |
| Class discussion | 20 min |
| INSTRUCTION TIPS AND ADDITIONAL RESOURCES | |
| <ol style="list-style-type: none"> 1. Video - https://applieddigitalskills.withgoogle.com/c/college-and-continuing-education/en/negotiate-your-salary/negotiate-your-salary/introduction-to-negotiate-your-salary.html 2. List details about your job - https://applieddigitalskills.withgoogle.com/c/college-and-continuing-education/en/negotiate-your-salary/negotiate-your-salary/list-details-about-your-job.html 3. Match Skills - https://applieddigitalskills.withgoogle.com/c/college-and-continuing-education/en/negotiate-your-salary/negotiate-your-salary/match-skills-and-accomplishments-to-employer-priorities.html 4. Sensitive Conversation- https://applieddigitalskills.withgoogle.com/c/college-and-continuing-education/en/negotiate-your-salary/negotiate-your-salary/prepare-for-a-sensitive-conversation.html | |

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UNIT 8

| UNIT 8 | |
|---|---|
| TITLE: EFFECTIVE COMMUNICATION | TIME: 2 hours |
| SUMMARY DESCRIPTION | LEARNING OUTCOMES: |
| <p>In the last unit, participants will learn how to use Google Gmail to send an email, stay organized, and create contacts while learning how to insert and create a signature. Also, participants will use google meet to host meetings and use their calendars to schedule future conversations for potential job interviews.</p> | <ul style="list-style-type: none"> ❖ Basics of how to use Gmail ❖ Send and receive an email ❖ CC & BCC ❖ Gmail Contacts ❖ Google meet ❖ How to use the Gmail calendar effectively |
| KEY POINTS | |
| <ul style="list-style-type: none"> ◆ Personalize Gmail ◆ Compose emails ◆ Share attachments ◆ Manage inbox ◆ Use google meet for calls and communication | |
| INSTRUCTION TIMELINE | TIME |
| Introduction to Gmail (Personalize and review settings) | 25 min |
| How to send an email and when to use CC and BCC | 10 min |
| Creating and adding contacts | 10 min |
| Managing Inbox | 10 min |
| Spam folder and creating folders staying organize | 15 min |
| Google meet (video) | 30 min |
| Survey and questions | 20 min |
| INSTRUCTION TIPS AND ADDITIONAL RESOURCES | |
| <p>GMAIL Introduction - https://applieddigitalskills.withgoogle.com/c/college-and-continuing-education/en/g-suite-certification-gmail/g-suite-certification-gmail/introduction-to-g-suite-certification-gmail.html Emailing Contacts - https://applieddigitalskills.withgoogle.com/c/college-and-continuing-education/en/g-suite-certification-gmail/g-suite-certification-gmail/gmail-email-contacts-compose-an-email-and-share-files-and-images.html Manage your inbox - https://applieddigitalskills.withgoogle.com/c/college-and-continuing-education/en/g-suite-certification-gmail/g-suite-certification-gmail/gmail-manage-your-inbox-use-filters-block-addresses-archive-and-mute-messages-and-enable-multiple-inboxes.html Google Meet (Instructor) https://edu.google.com/teacher-center/products/meet/?modal_active=none</p> | |