

Lesson Plan

Module: Going Digital

Learning Unit: What is a Google document?

<p>Desired Core professional goal</p> <p>Learners will be able to</p> <ul style="list-style-type: none"> – understand the benefits of Google docs professional use – use Google Docs for professional purposes 	<p>Benchmark</p> <p>e-invoicing</p>
<p>Level</p> <p>Basic</p>	<p>Framework</p> <p>Empower</p>
<p>Professional micro-learning outcomes</p> <p>Learners will</p> <ul style="list-style-type: none"> – summarise what Google Docs is and how to start using it for their business – list the benefits of using Google Docs for SMEs – experiment with Google Docs professional uses – correlate Google Docs with their professional processes 	
<p>Micro-learning activities</p> <p>Learners will</p> <ol style="list-style-type: none"> 1. watch the video Module 1: Going digital - Empower: Google Docs for Professional Use https://youtu.be/GHCMACR04yU (2:22) 2. have an option to read the Introduction to Google Docs for professional uses and do the following activity: Make a checklist with the potential uses of Google Docs in your business either individually or collaboratively with other learners. You may introduce yourself to the course forum and make a team with other learners sharing the same interests and professional sector. We highly recommend working collaboratively throughout the course. 3. Have the option to check out more resources: <ol style="list-style-type: none"> a. Free Google Docs Tutorial at GCFGlobal by GCFGlobal. This is a series of short videos that teach you how to use various features and functions of Google Docs, such as tables, images, text styles, add-ons, comments, and more. b. Google Docs training and help by Google Workspace Learning Center. This is a 	

web page that offers various resources for learning how to use Google Docs effectively, such as guides, tips, videos, and courses. You can also find answers to common questions and troubleshoot issues with Google Docs