

THE

# Laptop

PROJECT



**CHROMEBOOK  
INCLUDED**

Let's face it, a mobile phone only helps so much when looking for jobs. It can be handy, but a small screen device only goes so far in helping you find and win a job.

We believe a laptop is a **MUST HAVE** secret weapon for finding and landing a job.

The Laptop Project aims to level up your job seeker's confidence with a computer, equip them with an amazing list of free tools and apps to improve their job search success, and practice them in a fun and interactive way.

## Key Benefits

- ✓ Expose you to tools and resources that would be used in a work environment
- ✓ Develop digital literacy skills through regular use of a Chromebook and associated applications
- ✓ Build communication and problem-solving skills by engaging with G-Suite applications to complete learning activities
- ✓ Add two accredited units of competency to your CV through the completion of all learning activities:

**BSBWRT311** Write simple documents  
**BSBTEC101** Operate digital devices

## Course Outline

1

### ONBOARDING AND ORIENTATION

Session one focuses on setting up the participants Chromebook, onboarding onto Google Classroom, and navigating Google Suite. The session then dives deeper into gmail, and participants will learn how to effectively use all the functions of gmail. The participants will then learn the fundamentals of google calendar and how this can be maximised in the workplace environment.

2

### EVENT PROJECT

Session two introduces the team project and at this start of this session participants will learn the basics of google drive, which will simulate how to effectively collaborate with team members in a workplace environment.

The second part of this session focuses on planning the participants project. The participants will have to recreate a planning template using goggle docs. By recreating the planning template participants will learn hands on skills of how to create and use the functions of google docs in a working environment.

During part three of the session participants will focus on project budgeting using Google Sheets, by identifying resources required to achieve each milestone.

In part four of the session participants will create an account on zoom and learn how to the basics of zoom including scheduling Zoom meetings

3

### OPERATING DIGITAL DEVICES

Using the knowledge learned over the first two days, participants will work in teams to complete 10 activities. Once this is complete, participants will use Google Drive and Gmail to build on their project organisation.

4

### WRITE SIMPLE DOCUMENTS

Participants will work in a team to research and create their digital flyer on Google Slides. Participants will then complete 5 activities which demonstrate their skills of creating simple documents over a number of different platforms.

## Chromebook included - Yours to Keep

A Chromebook is provided to each participant as an essential resource for this course. Chromebooks are the most versatile and easy-to-maintain computer a jobseeker can own. They are as easy to operate as a phone, require no software downloads yet provide so much more job search power!

