

Technology Program for Justice Involved Women

Phase A – Computing Introduction (5 lessons)

- Computer Components Overview
- CPU and Memory
- Storage and File System
- Ports and Monitors
- Smartphone

Phase 1 – Technology for Employment (6 lessons)

- Microsoft Word and Google Docs
- Microsoft Excel and Google Sheets
- Microsoft Slides and Google Slides
- Resumes
- Online Security
- Microsoft Office Advanced

Phase 2 – Online Personal Branding (5 lessons)

- Social Media for Employment Opportunities
- Personal Branding
- Creating Content
- Creating a Website I
- Creating a Website II

Phase 3 – Business Website Building (7 lessons)

- Course Introduction
- Introduction to WordPress and Installation
- Editing your Webpage and Creating a Resume-Style Personal Blog
- Creating a Restaurant Reservation Site
- Creating a Product Selling Site
- Transfer your Website from Local Computer to Online Site
- Becoming a Professional WordPress Developer

Phase 4 – Advanced Spreadsheet (6 lessons)

- Review to Excel, Entering and Editing Data
- Basic Excel Functions
- Inserting Images/Shapes into Excel and Creating Basic Charts
- List Functions and Data Export/Import
- PivotTables and Large Sets of Data
- Lookup, Text-based Functions, and Automating Repetitive Tasks with Macros

Phase 5 – Digital Storytelling (5 lessons)

- Introduction to Digital Storytelling
- Setting the Shot and Scene
- Introduction to Post-Production
- Advanced Post-Production Techniques
- Concluding your Digital Story

Phase 6 – Advanced Digital Storytelling (4 lessons)

- The Art of the Interview
- Producing a Podcast
- Getting Started with Vlogging
- How to Make an Animation

Phase 7 – Business Communications (5 lessons)

- Professionalism in Business Communication
- Professional Email Communication
- Digital Collaboration Sites
- Video Conferencing
- Business Communication Skills to Solve Problems

Phase 8 – Google Sheets & PDF (6 lessons)

- Data Analysis & Filtering
- Data Visualization
- Formula and Functions in Google Sheets
- Formatting Tips and Tricks using Google Sheets
- Final Assignment covering all aspects of the previous lessons
- PDF for Everyday Use

Phase 9 – Coming Soon

Instructor Contact Information

Annalise Baines annalise.baines@ku.edu
Tanesha Whitelaw tswhitelaw@ku.edu
Jodi Whitt jodierenee9@ku.edu