

Digital Skills and Employment Workshops and Online Courses

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Live Virtual Digital Skills Workshop Topics

The learning objectives for the live virtual workshops are co-designed with the participants and focus on moving the participants from their starting point to their end goal. The courses are hands-on, providing both practical experience with digital tools as well as exploring concepts, theories and terminology.

Learners participate in a short consultation meeting to determine the focus of the training. Workshops are usually 2-3 hours in length (but may be extended to more sessions depending on learning goals, at no extra cost).

Introduction to Social Media for Small Business

Learn best practices for creating networks and online communities through integrating social media platforms. Perform an audit of your web presence and explore the tools available to optimize your web presence for your purpose.

Intro to WordPress: Basic Website Design

Play in our WordPress Sandbox and explore how to get set up with WordPress, install plugins for increased functionality and security of your website, website maintenance best practices, and how to choose and customize themes.

Introduction to Microsoft Office

Identify how Microsoft Office can help you meet your professional goals and explore the suite of Office tools.

Spreadsheets (Google Sheets or Excel)

Explore the magic and mystery of spreadsheets. This workshop is an introduction to spreadsheets and will include basic data entry, formatting and calculations. . Google Tools: Gmail, Contacts, Calendar, Drive

Explore how integration of the Google suite of tools can support productivity and collaboration.

E-commerce with Shopify

Participants will be introduced to the shopify platform and best practices for promoting and selling work.

Introduction to Graphic Design

Get hands on experience and explore a variety of graphic design tools, theories and concepts.

Graphic Design with Canva

Apply graphic design concepts and theories to your graphic design needs using the free tool, Canva.

Mobile Photography

(Videography/Mobile editing)

This workshop will focus on photography and videography using mobile devices. It covers device settings, tools and tips and tricks as well as editing apps to help you get the best out of your devices.

Intro to MS Word

Focus on MS Word to create and share professional documents.

Digital Literacy/Online Safety

Explore tools and techniques to protect personal information while online, learn where to source reliable security information online and how to do a safety check-up on devices.

Intro to Google Docs (working with/collaborating with)

Explore the tools within Google Docs with a focus on the power of collaboration.

Intro to Google Slides/Powerpoint

Learn how to use these popular tools to create slide decks as well as tips and techniques to create a powerful presentation.

Mapping Through Google My Maps

Google My Maps is an accessible tool for interactive and participatory mapping projects. It provides a wonderful

opportunity for digital interaction with audiences and communities.

Introduction to Project Management: Methods and Models

Learn about the theories and approaches to project management.

Introduction to Project Management: Tools and Techniques

Collaboration can be both easier and more difficult when working remotely. Learn about best practice Project Management and Online Collaboration techniques and tools.

Creating Instructional Videos

Learn the key concepts for creating instructional videos. Explore learning theories, best practices, as well as the workflow involved in creating instructional videos from beginning to finished product.

Podcasting with Anchor

This is a hands-on workshop exploring how to use the free podcast platform *Anchor* to create and share podcasts.

Resume Writing and Online Job Search

Explore best practice and tips for creating a resume that stands out as well as the digital tools that are available to help you in your online job search.

Code a Website with HTML & CSS

Learn to make a webpage from scratch using code! In this session, we'll look at how HTML and CSS tags work, and use them to add content and style to a webpage.

Creating an Interactive, Impactful Virtual Presentation

This workshop explores the skills needed to confidently deliver presentations online. In these sessions we look at software and plugins that can help make your virtual presentations more interactive and more effective!

Sound Recording and Audio Editing

In this workshop, explore hands-on sound recording and editing techniques and tools.

Intro to Coding

This workshop uses the 'Scratch' visual coding tool to introduce elementary school-aged learners to basic coding and to walk through making a basic video game.

Intro to 8-Bit Digital Art

Learn to use the 'Piskel' online graphic editor or the free open source offline program, Graphics Gale to create 2D pixel art and animations. This workshop explores how to use this tool to create your own artwork, and how to convert an existing image into an 8-bit style artwork.

Intro to Digital Art 3D

Learn about 3D modelling techniques and concepts. Create your own 3D art with the accessible, open source program, MagicaVoxel.

Intro to Game Design

Unreal Engine

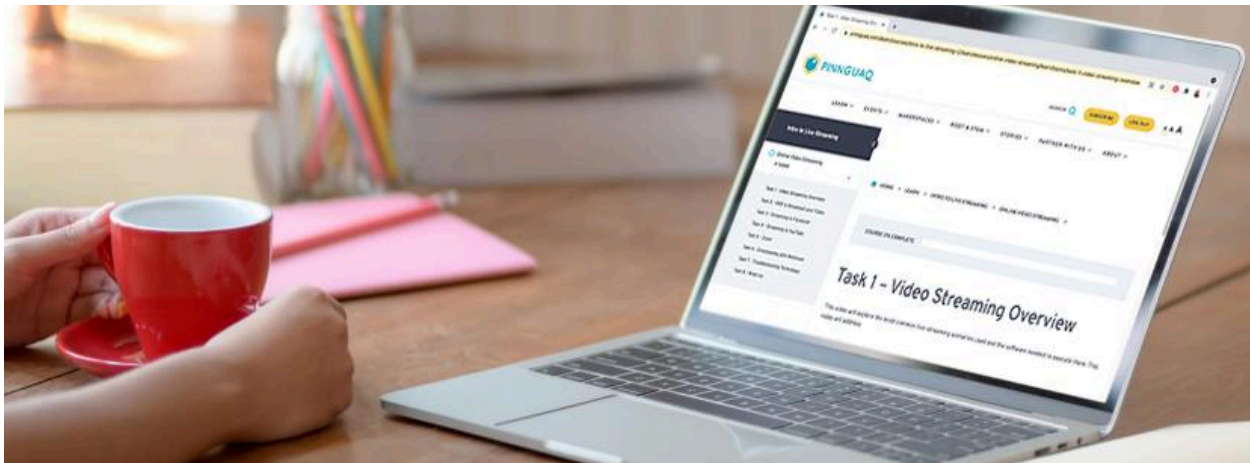
Unreal Engine is an open and advanced real-time 3D creation platform used by creative industries. It's used for games, movies, virtual reality and virtual tours. In this course we will explore Unreal Engine as a game development tool and some of the wonderful things that can be done without having any coding experience.

Scratch

This workshop uses the 'Scratch' visual coding tool to introduce learners to basic coding and to walk through making a basic video game.

Twine

Create a game with Twine. Twine is a text based hyperlinking story engine with which you can create interactive narrative games, digital escape rooms and more.



Online Course Topics:

Our innovative online courses and modules are designed with feedback and input from participants and partners in our communities. We aim to focus on integrating real-world scenarios and strategies so that the process of learning new skills is as relevant as possible. Our online courses are self-directed and self-paced. They also include an opportunity for learners to schedule a follow up question and answer session with one of our specialist instructors at no extra cost. Online learners are supported with enrolment, navigation and technical assistance as needed. Above all we aim to make our online courses as participatory, interesting and relevant as possible.

Online courses take 2-3 hours to complete. Progress is saved so courses do not need to be completed in a single session. Learners can revisit the course as often as they like.

Introduction to Project Management

This course is intended to provide the learner with an introduction to project management and the key considerations when selecting a methodology.

Success in Online Learning Part 1

Transitioning to Online Learning can be scary and exciting all at the same time. For some of us, this will be the very first time we have used technology in this way; for others it might be a time to spread our

wings! This course will start by introducing you to the basics of online learning management systems, video conferencing programs and screencasting tools.

Success in Online Learning Part 2

Part Two will take you beyond the basics, with the introduction of several new and

exciting Google Workspace learning programs and platforms.

Success in Online Learning Part 3

Part Three will lead you into mastery by investigating specialized supports and resources, self-care strategies, Massive Open Online Courses and other ‘Gems from the Internet.

Introduction to Microsoft Office

In the Introduction to Microsoft Office course learners will explore the computer application program Microsoft Office that can be used to create a variety of business and office files including documents, spreadsheets, slide show presentations and email. Microsoft Office is one of the most widely used word processors available for Macs and PCs.

Online Safety

Learners will understand how to protect their personal information while online, source reliable information online for their ongoing protection and how to do a safety check-up on their devices and computer.

Excel

Microsoft Excel is a widely used software application. You can use Excel to enter all sorts of data and perform financial, mathematical or statistical calculations. This course will explore using formulas functions within excel.

Live Streaming for Small Business

In this lesson, you will learn the basics of video streaming online. We will work through the fundamentals of getting your video, both live and pre-recorded, to reach your audience through various social media platforms. This includes OBS to Broadcast your Video, Streaming to Facebook, Streaming to YouTube, Zoom, Simulcasting with Restream, Troubleshooting Technology.

Introduction to Python

An introduction to python coding.

Drives, Files and Folders

Available for IOS and Mac computers. This course is designed for a learner interested in understanding how files are stored and organized by computers. The course will cover the basics of naming and organizing files, using removable drives such as USB sticks, and an introduction to working with online storage systems such as Google Drive and OneDrive.

Introduction to Social Media for Small Businesses

This course is intended to provide the learner with a foundational knowledge of the most important major social media platforms for most small businesses and assist them with optimizing their presence on those platforms. It will provide exercises in understanding your business's audience, figuring out what to post about on social media, and reviewing your business's performance on social media.

Levelling Up - Selling Products on Facebook and Instagram

Intermediate Social Media is for business owners, marketers, and social media managers looking for ways to tie social media directly into real business growth objectives. Through setting up a Facebook and Instagram shop learners will explore using social media for sales in their business through a social media strategy and program.

Video Production for Social Media

Social media offers a huge opportunity to reach existing and prospective customers and social media with video is consumed at higher rates. This course will explore various social media platforms such as Facebook and Instagram and video options available through these platforms such as live videos, Stories and on-demand videos.

Pre-Employment Lessons

This course reviews Resume Writing, writing a cover letter. And Interview skills. The course is to be utilized by job seekers who are looking to gain the appropriate skills needed to enter the workforce.

Introduction to Podcasting Using Audacity

This course focuses on podcast production and will teach you the skills to record, edit, mix and export a podcast. And while we focus here on podcasts, these skills are used in making music, audiobooks, movies and much more. This course helps to develop the idea into something more concrete so you can have a roadmap when getting started.