



Course Prospectus: Digital Chapter Management

Introduction

This course was designed to provide the **knowledge and step-by-step guidance** needed for technology administration within the Polly Cooper Chapter. Having completed this learning journey, chapter board members and volunteer information specialists will be able to address **account management, online communications tools, and digital file organization** (including website updates).

Objectives

This course engages adult learners in an interactive learning experience that provides the following core competencies and capabilities:

- Navigating the Google Admin Console for adding, deleting, and modifying chapter member accounts within the organization.
- Extending the concept of email aliases within Google Admin Console to include email routing for cross-coverage of incoming messages.
- Combining knowledge of account management and application management to administrate Google Groups for Business.
- Adding, deleting, and modifying folders and files within Google Drive as well as build on knowledge of account structures to manipulate permissions.
- Planning, composing, and publishing a simple website in Google Sites using Google Drive assets.

Methodology

As designed, this course has **six major units and 25 individual lessons**, each with an activity or quiz to help reinforce learning. The entire sequence should be able to be completed within **six to eight hours**, although learning is self-paced according to individual needs. Scores, whether self-assessed or automatically graded, are intended to be indicators of whether material has been mastered or needs revisiting.

Course Contents

To meet its objectives, the training course compartmentalizes all 25 lessons with **written copy** and **text-to-speech audio** for each. Additionally, there are **3 infographics, 16 worksheets, 11 online forms** (including knowledge checks and quizzes), and **5 sets of videos** all created specifically for chapter learners.

Target Audience

The completed product will be made available as optional skill development for both volunteer information specialists and executive board members. All learners will be women over the age of 18 and have, at minimum, a high school education.

Request

To officially request onboarding for this course, please reach out to the Polly Cooper Chapter regent.