

Excel & Google Sheets for Independence

Foundation Program for Neurodivergent Teens



Program Overview

This **foundation program** is designed to help **neurodivergent learners** build functional spreadsheet skills using **Microsoft Excel and Google Sheets**. Spreadsheets are widely used in schools, offices, clinics, shops, and NGOs.

Learning to use them builds not only computer skills, but also:

- Mathematical thinking
- Logic and sequencing
- Problem-solving
- Organization
- Independence and job readiness

This program focuses on **true understanding**, not just **clicking buttons**.

Who This Program Is For:

This course is ideal for:

- Autistic teens and adults
- Neurodivergent learners
- Students who learn best through step-by-step, visual instruction
- Learners preparing for independent or supported work environments

Our Teaching Method:

We follow a **concept-first, tool-second** approach. Students are guided through the sequence: **Structure → Meaning → Data → Calculation → Presentation**. This ensures learners understand what they are doing and feel confident working independently.

Curriculum Structure

The following phases will be covered during the programme:

- **Phase 1 – Understanding Tables, Rows & Columns:** Students begin by learning how data is organized using tables in MS Word before moving to Excel. They learn:
 - What is a table,
 - What is a row,
 - What is a column,
 - How information is arranged in rows and columns.

Activities include Filling tables, Color-coding rows and columns, Matching information to correct rows and columns.

- **Phase 2 – Cells & Cell Values:**

Students learn:

- What is a cell,
- What is a cell value (text, numbers, dates).

They practice: Identifying cells, reading values, Changing and checking values. This builds accuracy, visual tracking and logical thinking.

- **Phase 3 – Data Entry in Excel & Google Sheets:**

Students move into real spreadsheets and practise:

- Entering data in multiple rows and columns,
- Navigating between cells,
- Editing and correcting values,
- Saving and opening files.

This develops attention, keyboard skills and independence.

- **Phase 4 – Formatting & Table Presentation:**

Students learn to make spreadsheets neat and professional using:

- Bold, color and borders,
- Headings, Table formatting.

They practice creating: Attendance sheets, Lists, Simple records.

- **Phase 5 – Calculations & Logical Thinking:**

Students are introduced to formulas:

- SUM,
- PRODUCT
- AVERAGE
- MAX
- MIN.

They apply them to: Expense sheets, Marks totals, Simple bills. This strengthens math, logic and problem-solving.

- **Phase 6 – Alignment & Final Organization:**

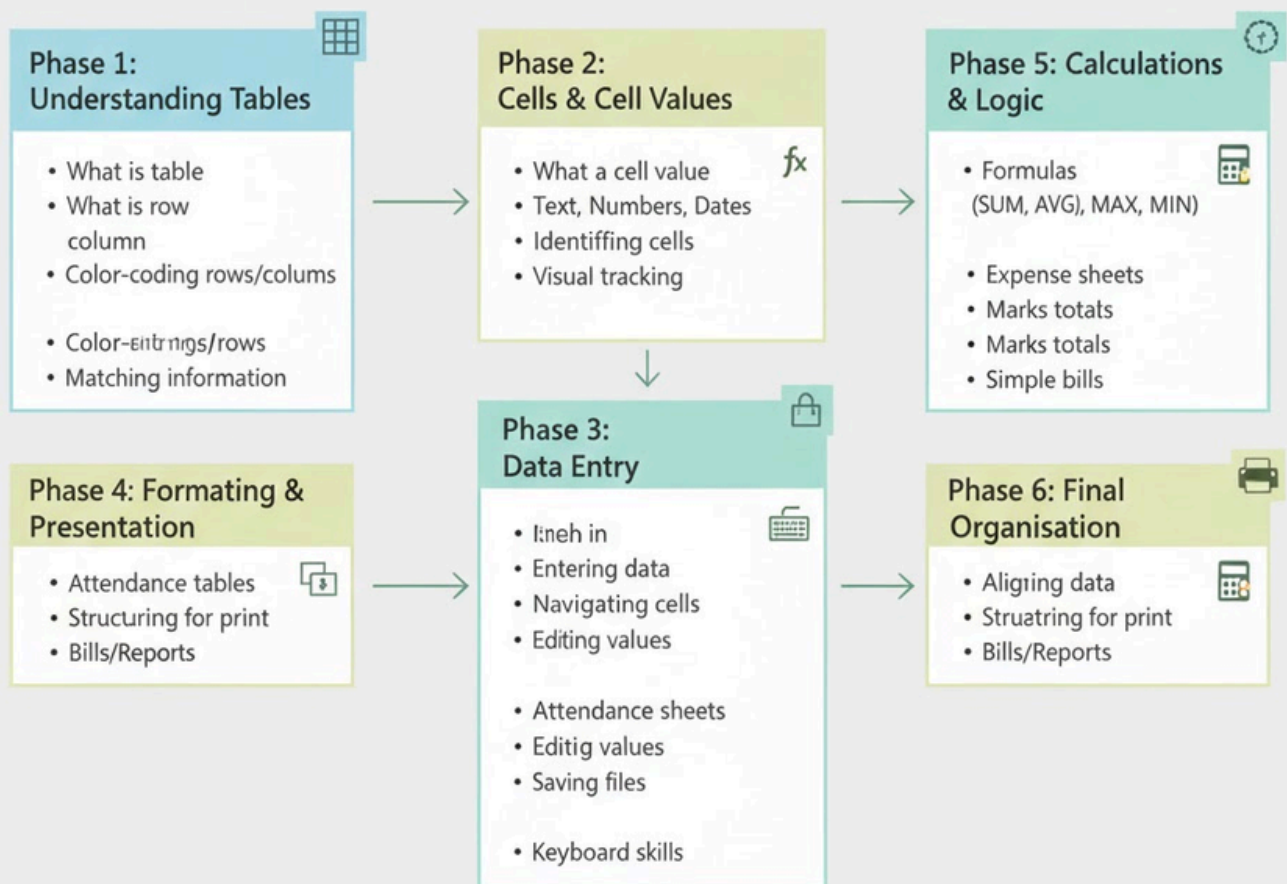
Students learn:

- Aligning data
- Structuring tables clearly
- preparing sheets for viewing or printing.

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Learning Outcomes

By the end of the foundation program, students will be able to:

- Use Excel and Google Sheets confidently
- Enter and organize data
- Perform basic calculations
- Create simple bills, lists and records
- Apply spreadsheet skills to school, home and future work

These are essential skills for:

- Data entry
- Office and school support work
- Shop and clinic record-keeping
- Supported or independent employment

Class Details

- 2 classes per week
- 1 hour per session
- Small-group, structured teaching
- Online / In-person
- Monthly fee: ₹3,000/month

Summary

This document provides an overview of the 'Excel & Google Sheets for Independence' foundation program designed for neurodivergent teens. It highlights the program's objectives, target audience, teaching methodology, curriculum structure, learning outcomes, and class details.