SELO DIGITAL

• CONCIERGE & SKILLS HUB •

LEARNER EDITION

LEARN IT. USE IT. THIS WEEK.

The SeloDigital Course Pack

3 courses · 12 hands-on sessions · zero theory

NO THEORY

01 Digital Starter

02 AI for Work

03 Get Your Business Online

PHONE-FRIENDLY

Scan the QR on the last page to chat with SeloDigital



START HERE

Read less.
Do more.

Every session is a short mission you finish on your own phone or laptop. Here is how to get the most from this pack.

1 Do it, don't just read

Do every step on your own phone or laptop.

2 Take it in order

4 sessions per course, about 90 minutes each. One at a time.

3 Show your proof

Send a screenshot of each finished task to a friend or your class group.

4 Keep it safe

Never share your PIN, passwords or ID. Use practice pages only.



KWA KISWAHILI

Karibu! Fanya kila hatua kwenye simu au kompyuta yako. Tuma picha ya kazi uliyomaliza kwa rafiki au kundi la darasa. Usishiriki PIN, nenosiri wala kitambulisho.

PICK YOUR PATH

Never used much tech?
Digital Starter p.3

Job hunting, working or studying?
AI for Work p.8

Running a business?
Get Your Business Online p.13

COURSE 1 OF 3

01

4 SESSIONS

90 MIN EACH

Digital Starter

THIS IS FOR

Complete beginners. A phone is enough.

YOU'LL NEED

- A smartphone (laptop optional)
- Data bundles and a charged phone
- One plain paper page to scan (not an ID)

YOUR 4 MISSIONS

1. **Get set up and stay safe** p.4
2. **Get things done online** p.5
3. **Everyday AI** p.6
4. **Make and share** p.7

YOU LEAVE WITH

a working email, a finished CV and your first online task done.

COURSE 1 · DIGITAL STARTER

Get set up and stay safe

1

Create a Google account and learn 3 scam rules.

Leo utafungua akaunti ya Google na kujifunza kanuni 3 za kuepuka utapeli.

DO THIS

1. Open your browser and search ‘create Google account’.
2. Enter your name and choose a username.
3. Make a password: at least 8 characters, words plus numbers, not your birthday. Write it in a notebook at home.
4. Add your phone number for recovery.
5. Open Gmail and send an email to your tutor (or a friend) with the subject ‘Selo Starter – [Your Name]’.

3 SCAM RULES

1. Never share your M-Pesa PIN or codes.
2. Do not click links from people you do not know.
3. A real offer never asks you to pay first.

KWA KISWAHILI

Akaunti ya Google ni anwani yako ya barua pepe (Gmail). Tengeneza nenosiri imara, liandike kwenye daftari nyumbani, na usimpe mtu yeyote PIN ya M-Pesa wala namba za uthibitisho.

SIDE QUEST

Send an email with the subject ‘Selo Starter – Home’ to a friend, and copy your tutor if you have one.

LEVEL-UP CHECK

- [ ] open my Gmail
- [ ] send an email
- [ ] name 3 scam rules