



Adult Technology Training

Digital Literacy: Basic Curriculum
Activity #: AT101

FREE FOR MEMBERS

The Microsoft Digital Literacy Basic Curriculum provides absolute beginners with the first course they need to begin to use a computer. This course is ideal for learners who are a bit shy about working with a computer and are using a computer for the very first time.

The First Course – Activity #: AT101
Per Person Fee: Members: FREE | Public: \$15.00
Prerequisites: None

Description: Computers are a key part of every profession and business today, making it more efficient and easy to conduct day-to-day business activities. At home, computers are redefining lifestyle from music, movies to games, managing your finances, and using the Internet. Knowing how to use the mouse and keyboard is the first step toward exploring the world of computers. This course helps you learn how to use the mouse and keyboard.

Digital Literacy: Standard Curriculum
Activity #: AT102 – AT106

SELECT COURSES FREE FOR MEMBERS

Each course has an e-learning module and an assessment. You can also take the Certificate Test, which covers topics from all five courses. If you pass the Certificate Test, you can print out a personalized Digital Literacy Certificate.

Computer Basics – Activity #:AT102
Per Person Fee: Members: FREE | Public: \$25.00
Prerequisites: None

Description: Computing is an important part of everyday life in the twenty-first century. From music and photos to banking and communicating, computers have changed the way we work and live. This course introduces you to the fundamentals of computing, explains the components of a computer, explores operating system basics, and shows you how to use a mouse and a keyboard.

The Internet and the World Wide Web – Activity #:AT102
Per Person Fee: Members: FREE | Public: \$25.00

Prerequisites: Computer Basics course or similar experience

Description: The Internet can connect you to people, information, and resources around the world. This course shows you how to connect to the Internet, browse Web pages, navigate Web sites, use search engines, and exchange e-mail with others.

Productivity Programs – Activity #:AT103
Per Person Fee: Members: \$25.00 | Public: \$35.00

Prerequisites: Computer Basics course or similar experience

Description: There are hundreds of software applications available today. This course explores the most common productivity software applications used in business, in education, and at home. The course teaches you how to select the right software for your project. You will learn the fundamentals of word processing, spreadsheets, presentation software, and databases.

Computer Security and Privacy – Activity #:AT104

Per Person Fee: Members: \$25.00 | Public \$35.00

Prerequisites: Computer Basics course or similar experience

Description: It's easy to use a computer safely and responsibly if you know how. This course will help you gain confidence in computing by explaining the risks and threats to computer security and privacy so that you can understand and prevent them.

Digital Lifestyles – Activity #:AT105

Per Person Fee: Members: \$25.00 | Public: \$35.00

Prerequisites: Computer Basics course or similar experience

Description: From cell phones to MP3 players to digital cameras, computers are changing our everyday lives. This course introduces you to new digital technologies, including digital audio, digital video, and digital photography. It explores how these and other computing technologies are creating new career opportunities and shaping the world we live in.

Digital Literacy Certificate Test – Activity #:AT106

Per Person Fee: Members: FREE | Public: FREE

Prerequisites: All five Digital Literacy Courses or similar experience

Description: The Digital Literacy Certificate Test consists of 30 questions that cover key points from all five of the Digital Literacy courses. When you complete the test, you will get a Learning Plan with links to the course lessons you may need to review to master all of the topics. If you get a passing score, you will be invited to personalize and print a Digital Literacy Certificate.

Digital Literacy: Advanced Curriculum

Activity #: AT107 – AT109

Building on the essential computing skills mastered in the Digital Literacy Standard Curriculum, the Advanced Curriculum provides courses that explore core concepts in more depth. Learners may take any or all of the advanced courses in any order.

Writing a Great Resume by Using Microsoft Word – Activity#: AT107

Per Person Fee: Members: \$25.00 | Public: \$35.00

Prerequisites: None

Description: An effective resume communicates your skills and experience to a potential employer, and helps you obtain a job interview. To create a great resume, you can use resume templates. This course describes the different types of resumes. It also describes how to access and use resume templates from Microsoft Office Online, and to create a resume by using Word 2007.

Finding and Evaluating Resources on the Web – Activity#: AT108

Per Person Fee: Members: \$25.00 | Public: \$35.00

Prerequisites: Students should have taken the course “The Internet and the World Wide Web” or have equivalent computing skills.

Description: This online course describes how a search engine works and demonstrates ways in which it helps you to find varied resources on the Web. The course also provides guidelines for determining whether the resources you find are reliable and for ensuring ethical use of the resources.

Using Social Networking to Connect with the World – Activity#: AT109

Per Person Fee: Members: \$25.00 | Public: \$35.00

Prerequisites: Students should have taken the course “The Internet and the World Wide Web” or have equivalent computing skills.

Description: This online course describes how you can use social networking to connect with people around the world anytime and anywhere.