COLLEGE AND CAREER READINESS DIGITAL LITERACY WORKSHOPS

Location: Room 3209

Time: 8:00am – 1:00pm

Agenda Items

Friday, September 6

Basic Computer Skills

Covers the parts of the computer, turning on and off a computer, logging into your computer, and using a mouse and keyboard.

Friday, September 13

Internet Basics

Covers types of web browsers, navigating websites, and basic internet security.

Friday, September 20

Using Email

Covers how to create an email account, email etiquette, replying, attachments, and phishing and spam.

Friday, September 27

Windows 10 and 11

Covers how to find and open programs, find and open files, and navigating the start menu in Windows 10 and 11.

Friday, October 4

Fall Break

Friday, October 11

Mac OS

Covers how to find and open applications, find and open files, and navigating the Mac Operating System.

Friday, October 18	**Microsoft Word Part 1 of 2** Covers how to format texts, create bullet points, and setting up a document in Microsoft Word.
Friday, October 25	**Microsoft Word Part 2 of 2** Continues from part 1 with inserting a table in your document, how to copy, cut, and paste, and creating and editing a document.
Friday, November 1	**Microsoft Excel Part 1 of 2** Covers how to enter data, format texts, and organizing a workbook in Excel.
Friday, November 8	**Microsoft Excel Part 2 of 2** Continues from part 1 with analyzing data, using formulas, and inserting charts.
Friday, November 15	**Microsoft Power Point Part 1 of 2** Covers formatting texts, using images and text boxes, and slide show etiquette.
Friday, November 22	**Microsoft Power Point Part 2 of 2** Continues from part 1 with editing slide shows, transitions, and animations.
Friday November 29	**Thanksgiving Break**
Friday, December 6 Friday, December 13	**Individual Studies/Requested Topics** These two classes are an opportunity for students to work with the instructor on digital literacy topics of their choice. Please let us know what else you want to learn.

Northstar Certificates and Digital Badges

These courses use Northstar Digital Literacy assessments and curriculum. Successful completion of Northstar assessments with a score of 85% or better will earn you certificates and digital badges to demonstrate your mastery of the topics. Assessments will be done at the end of each topic, or you can meet with Matthew Hansen to schedule an individual assessment.