COLLEGE AND CAREER READINESS DIGITAL LITERACY WORKSHOPS

	Transition Digital Skills	Digital Skills Application
Location:	Room 3209	Room 3112
Time:	8:00am – 1:00pm	

	Transition Digital Skills	**Digital Skills Application**
Friday, January 17, 2025 **Session 1**	**Basic Computer Skills Part 1** Introduce you to NorthStar and covers the parts of the computer, turning on and off a computer, logging into your computer, and using a mouse and keyboard.	**Transition Skills Review** A review of the transition digital skills needed to master the applications covered in this series.
Friday, January 24, 2025	**Basic Computer Skills Part 2** Covers fixing typos, drives and storage, interacting with different types of screens, and customizing backgrounds and settings.	**Microsoft Word Part 1 of 2** Covers how to format texts, create bullet points, and setting up a document in Microsoft Word.
Friday, January 31, 2025	**Internet Basics Part 1** Covers types of web browsers, navigating websites, using browser tabs and favorites, and how to create and use affective internet searches.	**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, February 7, 2025	**Internet Basics Part 2** Covers creating and using internet shortcuts, protecting your privacy, how to protect yourself from viruses and scams, and filling out online forms.	**Microsoft Excel Part 1 of 2** Covers how to enter data, format texts, and organizing a workbook in Excel.
Friday, February 14, 2025	**Using Email Part 1** Covers how to create an email account, send an email, and how to write an affective email.	**Microsoft Excel Part 2 of 2** Continues from part 1 with analyzing data, using formulas, and inserting charts.
Friday, February 21, 2025	**Using Email Part 2** Covers different ways to reply or emails, how to include attachments, organizing your inbox, and how to spot phishing and spam.	**Microsoft Power Point Part 1 of 2** Covers formatting texts, using images and text boxes, and slide show etiquette.
Friday, February 28, 2025	**Windows 10 and 11 Part 1** Covers how to find and open programs, managing different windows, and what an operating system is.	**Microsoft Power Point Part 2 of 2** Continues from part 1 with editing slide shows, transitions, and animations.

Date		
Friday, March 7, 2025	<u>Windows 10 and 11 Part 2</u> Covers base programs in Windows, how to manage and access the files stored on your computer, and navigating the start menu in Windows 10 and 11.	<u>Individual Studies/Requested Topics</u> This class is 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.
Friday, March 14, 2025 **Session 2**	<u>Basic Computer Skills Part 1</u> Introduce you to NorthStar and covers the parts of the computer, turning on and off a computer, logging into your computer, and using a mouse and keyboard.	<u>Transition Skills Review</u> A review of the transition digital skills needed to master the applications covered in this series.
Friday, March 21, 2025	<u>Basic Computer Skills Part 2</u> Covers fixing typos, drives and storage, interacting with different types of screens, and customizing backgrounds and settings.	<u>Microsoft Word Part 1 of 2</u> Covers how to format texts, create bullet points, and setting up a document in Microsoft Word.
Friday, March 28, 2025	<u>Internet Basics Part 1</u> Covers types of web browsers, navigating websites, using browser tabs and favorites, and how to create and use affective internet searches.	<u>Microsoft Word Part 2 of 2</u> Continues from part 1 with inserting a table in your document, how to copy, cut, and paste, and creating and editing a document.
Friday, April 4, 2025	<u>Internet Basics Part 2</u> Covers creating and using internet shortcuts, protecting your privacy, how to protect yourself from viruses and scams, and filling out online forms.	<u>Microsoft Excel Part 1 of 2</u> Covers how to enter data, format texts, and organizing a workbook in Excel.
Friday, April 11, 2025	<u>Using Email Part 1</u> Covers how to create an email account, send an email, and how to write an affective email.	<u>Microsoft Excel Part 2 of 2</u> Continues from part 1 with analyzing data, using formulas, and inserting charts.
Friday, April 18, 2025	<u>Spring Break, No Class</u>	<u>Spring Break, No Class</u>
Friday, April 25, 2025	<u>Using Email Part 2</u> Covers different ways to reply or emails, how to include attachments, organizing your inbox, and how to spot phishing and spam.	<u>Microsoft Power Point Part 1 of 2</u> Covers formatting texts, using images and text boxes, and slide show etiquette.
Friday, May 2, 2025	<u>Windows 10 and 11 Part 1</u> Covers how to find and open programs, managing different windows, and what an operating system is.	<u>Microsoft Power Point Part 2 of 2</u> Continues from part 1 with editing slide shows, transitions, and animations.
Friday, May 9, 2025	<u>Windows 10 and 11 Part 1</u> Covers base programs in Windows, how to manage and access the files stored on your computer, and navigating the start menu in Windows 10 and 11.	<u>Individual Studies/Requested Topics</u> This class is 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.