**Computers and Literacy Information**

**Who can take the class?**

Anyone with a 400 TABE Score or higher

**Do they have to be co-enrolled?**

No. The curriculum has TABE testing and literacy lessons built in, therefore any community member who is 17 or older, has a 12th grade or lower reading level, shows need and scores 400 or higher on TABE can take the class.

**How is the class structured?**

* Managed enrollment; students must be present for the first day of class
* Each unit is 6 weeks long
* Each lesson is 2 hours long

**What about the units?**

* Microsoft Word: learn how to properly format documents while developing knowledge of the writing process. Students will leave this class with a cover letter.
* Reading and Writing for Job Search: learn about how to find jobs online and learn how to make the job application process more efficient. This class expands on some of the tools taught in the Microsoft Word Class and each student will leave with a revamped resume.
* Email: A great class for beginners, students will gain in-depth knowledge of email, email etiquette and how to stay safe on email.
* PowerPoint: This class gets the creative juices flowing. In this unit, students will develop an understanding of how to create a professional presentation using PowerPoint. Students will get to see what is possible and then pick a topic and create a PowerPoint around it.
* Excel: In this class students will study what it takes to read, understand and organize data into a spreadsheet. Often listed as a requirement for jobs, this class is necessary for employment today. Students will practice taking and reading surveys, creating budgets and inputting graphs.
* Internet: Take the time to learn efficient and safe internet practices. You may use the internet every day, or you may avoid it at all costs. In this class, we will start with the basics and move up; really getting to know what is possible with the internet. A major focus is staying safe and keeping your information private.

**What equipment does the class require?**

* 1 computer per student
* USB Drives, or at least a means to save (Library computers clear off at the end of the day)
* Windows 7 Preferred (same interface as North Star Assessment), but older versions work too
* Headphones for each student- necessary for assessment
* The capacity to print from student computers

**How to become a North Star Digital Literacy Assessment proctor?**

* You will need your learning centers username and password
* Go to digitalliteracyassessment.org/admin
* Type in username and password
* Look for “Don’t see your name on the list” and click on proctor training
* It takes about 20 minutes to complete, there is a quiz at the end

**How do I sell the class?**

Go ahead and use the following blurb in any information packets:

**Purpose:** To gain computer skills necessary for completing college work, finding jobs, career advancement, and for taking the GED. This world is becoming increasingly dependent on computers; therefore, it is essential to gain computer proficiency to stay completive in the job force.

The computer classes at Open Door Learning Center are suitable for beginners as well as students who just want to learn more than he/she already does. Each six-week unit starts with the basics and moves to move complex assignments in the selected program.

*\*\*Attached is a flyer outline for your class. Go ahead and insert your own Date/Time/Location information and distribute.*



**Free** Computers

and Literacy

Classes

**Mondays & Wednesdays**

**6:00pm to 8:00 pm**

**Class Registration:**

Wednesdays: 4:00-5:00 pm

**Questions?**

Call 651-266-7421

**Open Door Learning Center**

**At the Rondo Library**

**(corner of Dale and University)**



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