



Microsoft Digital Literacy

The MS Digital Literacy Course

The goal of Microsoft Digital Literacy is to teach and assess basic computer concepts and skills so that people can use computer technology in everyday life to develop new social and economic opportunities for themselves, their families, and their communities.

Whether you are entirely new to computing or have some experience, this curriculum will help you develop a fundamental understanding of computers. From using the Internet to sending e-mail or creating a résumé, the Digital Literacy Curriculum helps you develop the essential skills you need to begin computing with confidence.

The Digital Literacy Curriculum is for anyone with basic reading skills who wants to learn the fundamentals of computer technology. The curriculum is written at a reading level similar to that of most newspapers around the world. Learners who complete the curriculum will understand basic computing concepts and skills.

Outcome

Upon completion of this course you will have a working knowledge of the different parts of a computer, such as the hardware, operating system and network. You will understand the different types of computers available, memory, computer performance and programs. You will learn about Windows Vista GUI and menu options. This course will help you to manage files and folders on your computer more efficiently.

Workforce

Digital literacy refers to the basic skills necessary to seize the opportunities of broadband Internet, how to use a computer, navigate the web, or take actions like preparing and uploading an online resume, or processing a basic Internet transaction.

If you're not digitally literate, you're at a significant disadvantage in the workforce. 50 percent of today's jobs require some technology skills and this percentage is expected to grow to 77 percent in the next decade.