

# Illinois workNet™ Digital Literacy Online Basic Computer Concept Courses

**Microsoft Digital Literacy Courses** are free to anyone and available in multiple languages.

Individuals in need of basic computer skills can benefit from completing these courses.

The goal of 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. The Microsoft Digital Literacy Courses Include:

- There are 5 courses and each course takes between 2-3 hours.
- The courses include a total of 5 assessments.
- There is 1 certificate test.

## 1. Computer Basics

**Estimated Time:** 2-3 hours

**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.

## 2. The Internet and the World Wide Web

**Estimated Time:** 2-3 hours

**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 websites, use search engines, and exchange e-mail with others.



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## 3. Productivity Programs

**Estimated Time:** 2-3 hours

**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.

## 4. Computer Security and Privacy

**Estimated Time:** 2-3 hours

**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.

## 5. Digital Lifestyle

**Estimated Time:** 2-3 hours

**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.

**To access these courses, click on the Microsoft Digital Literacy link on the Illinois workNet Computer Skills Training > New Computer User Online Courses page:**

[http://www.illinoisworknet.com/vos\\_portal/residents/en/ElevateAmerica/Path/Basic\\_Computer\\_Skills.htm](http://www.illinoisworknet.com/vos_portal/residents/en/ElevateAmerica/Path/Basic_Computer_Skills.htm)