

Digital Literacy Standard Curriculum

Digital technology, from e-mail and the Internet to cell phones, ATM's and MP3 players, is a constant part of daily life. Employers increasingly expect people entering the workforce to have basic computer and software skills. You will also need some of them in order to pass this class!

There are five (5) different areas covered in the Digital Literacy Standard Curriculum along with the Digital Certificate multiple-choice test:

- ✚ Computer Basics
- ✚ The Internet, Cloud Services, and the World Wide Web
- ✚ Productivity Programs
- ✚ Computer Security and Privacy
- ✚ Digital Lifestyles
- ✚ Certificate Test

For each area on the computer you will see the following screen:

The screenshot shows a screen titled "Computer Basics" with an orange background. On the left, there is a paragraph of introductory text and a "VIEW COURSE TOPICS" button with a right-pointing arrow. On the right, there are four main options, each with a plus icon in a circle: "LAUNCH E-LEARNING" (with a note "(Requires broadband connection.)"), "LAUNCH ASSESSMENT" (with a note "(Requires broadband connection.)"), "DOWNLOAD E-LEARNING" (with a note "126.38 MB"), and "DOWNLOAD MICROSOFT WORD VERSION" (with a note "7.32 MB"). At the bottom right, there is text: "Estimated Time: 2-3 hours" and "Prerequisites: Ability to use a mouse and keyboard." Five callout boxes with arrows point to these elements: 1. "An interactive learning tool organized into lessons covering the topic." points to the "LAUNCH E-LEARNING" option. 2. "30 question multiple-choice assessment covering the topic" points to the "LAUNCH ASSESSMENT" option. 3. "If you have no Internet at home you can download the e-learning content to a flash-drive to install on your home computer." points to the "DOWNLOAD E-LEARNING" option. 4. "Microsoft Word version of the material" points to the "DOWNLOAD MICROSOFT WORD VERSION" option. 5. The introductory text on the left is also visible.

As a student you should:

1. Launch e-learning to learn about the topic
2. Launch the multiple-choice assessment
3. If you score higher than 80% you are ready to move on to the next topic
4. If you score is lower than 80% go back, review the e-learning and retake the assessment
5. Repeat for each topic area
6. After successfully completing each area (scoring higher than 80%) take the Certificate Test
7. If you pass the Certificate Test use the Snipping Tool and send the picture to your instructor
8. If you do not pass the Certificate Test, review the five areas again then retake the Certificate test until you pass

[Click here to begin the Digital Literacy Curriculum.](#)

Using the Snipping Tool

Locating the Snipping Tool in Windows Vista or Windows 7:

1. Click on “Start”
2. Enter “Snipp” in the search box
3. Click on the Snipping Tool icon



Locating the Snipping Tool in Windows 8:

1. With a mouse: Open the charm bar by putting the mouse cursor to the top-right corner of the screen
2. With a touchscreen: Swipe from the right side to the left
3. Select “Search”
4. Make sure you have “Apps” selected
5. Type in “Snipp”
6. Start the Snipping Tool by clicking the icon
 - a. Windows will switch to the desktop mode

Using Snipping Tool (with your certificate showing on the screen):

1. Click on “New” and select “Rectangular Snip”
2. Draw a box around the certificate area on your screen
3. Save your snip to your Desktop or Documents file
4. Send the file to your instructor as proof of passing the Digital Literacy Certificate Test

