ALBANYCAN CODE_
Virtual Digital Literacy Class

In this unprecedented time while too many are unable to work, those that are able to work must have a strong digital literacy. Whether you're considering a career in tech or a career in any field that relies on technology to operate, now is the perfect time to develop your digital literacy skills.

Are you looking for a new job and finding that you lack the necessary computer skills to apply? A digital literacy course is the perfect way to develop the necessary foundation to be successful as industries everywhere adapt to a new way of doing business. Digital literacy is also a fantastic first step on the journey to becoming a software developer in the tech industry, and many students will go on to take AlbanyCanCode's software developer training courses.

Students in AlbanyCanCode's Digital Literacy course will have a wide range of experiences and competencies, ranging from those who have used a computer frequently in a professional environment, to those who have rarely used a computer and feel very nervous about doing so. This class is intended to meet students at any current skill level and help them meet their own personal goals, whether that is entry into our workforce computer program ming courses or other employment opportunities, many of which will now require digital competency.

The key to Digital Literacy is to ensure that each student is getting the skills they need and that they are able to move at their own pace. The course will cover basic computer usage skills, a survey of software usage including word processing and spreadsheet use, use and management of email, and using the web to conduct productive internet searches to find reliable information and learning tools. Students who master these skills could move on to learn the basics of HTML, CSS, and JavaScript in preparation to take one of our workforce computer programming classes such as Front End Web Development or Automated Web and Security Testing.

CURRICULUM

While students in an AlbanyCanCode Virtual Digital Literacy course will move at their own pace and work towards individual goals, the following are the skills that we anticipate all students will master by the time they complete the course:

1. Basic computer use, including
    a. Understanding Peripherals (ie. Using a keyboard, mouse, etc).
    b. Browsing files on the computer and understanding file pathing

CURRICULUM (CONTINUED)

c. Identifying and using various web browsers

d. Creating and saving documents

e. Selecting, copying and pasting

f. Typing skills

2. Survey and usage of office productivity software tools, including Microsoft Office, Google Suite of tools or similar sets of software they may encounter in professional settings.

3. Using and managing email, calendars

4. Survey of virtual meetings tools such as Microsoft Teams, Zoom, GoToMeeting, and Google Hangouts Meet

5. Browsing the web, and how to conduct productive internet searches to find reliable information and learning tools.

6. Understanding best practices for internet safety and security

7. Understanding mobile device applications and mobile versions of software utilized in class

Students who have mastered these skills will be able to move on to the basics of computer programming in HTML and CSS.

Resume Critiques

Although not all students who complete this course will choose a career in the tech sector, all students will benefit from displaying their newly acquired digital skills on their resume In addition to the course curriculum described above, each student will be given an opportunity to have a 30-minute 1-on-1 consultation to review their resume or discuss how to communicate their new skills.

Employer Roundtables

As a CanCode Community cohort, participating students will be able to participate as audience members of all of our exclusive Employer Roundtable events, held virtually until further notice Roundtables typically involve transparent discussions about hiring needs and workforce opportunities, and include capital region employers as panelists for each discussion.

Duration

This class will begin on November 30th, and will run for 10 weeks on Mondays and Wednesdays from 10am-12pm. This course includes the communication software used for the duration of class, as well as the full subscription for Microsoft Office 365 suite for students to use on their home computers.

Materials

Students will need to have access to computers We will work with students during registration to confirm access to equipment and internet connectivity. We have an open channel of communication with Spectrum for providing internet free of charge for 60 days for students who do not have internet in their residence currently.

Interested residents from Saratoga and Warren counties, please email Sheryl Morrow!
(smorrow@saratogacountyny.gov)

The Job Link
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