



University College Cayman Islands



Microsoft® Digital Literacy

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.

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, to creating a résumé, the Digital Literacy Curriculum helps you develop the essential skills you need to begin computing with confidence.

There are two versions of Digital Literacy. While there are minor changes to the content coverage between versions, the course titles remain the same. The primary difference between the versions is that the examples and screen shots in the original curriculum feature Microsoft Office 2003 and Microsoft Windows XP, while Version 2 of the Digital Literacy Curriculum offers examples and screen shots from Microsoft Office 2007 and Microsoft Windows Vista. The student will have the opportunity to follow the version they choose, however UCCI strongly encourages the use of Version 2 curriculum.

This course consists of the following topics:

Computer Basics
The Internet and World Wide Web
Productivity Programs
Computer Security and Privacy
Digital Lifestyles

Course costs and information:

Cost: CI	<b>\$75.00</b> ✓ Includes all materials and Certification Exam Fees
Location:	<b>UCCI Computer Lab 3</b>
Maximum Class Size:	<b>12</b>
Minimum Class Size:	<b>4</b>

Course dates and times:

Tuesdays & Thursdays
6:00 PM - 9:00 PM
Sept 1, 2009 - Sept 17, 2009

UCCI has decided to make the Microsoft Digital Literacy class a prerequisite for all classes taught through the IT Academy. The Digital Literacy course is provided directly by Microsoft and is freely available.

As such, the course is typically "self taught" and the costs involved allow the student the use of the UCCI facilities, and access to an instructor/mentor. UCCI is offering this course for a minimal cost as a service to the public.

**Microsoft** | IT Academy Program

**Seats are available on a first come first serve basis so register soon.**

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