



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.

Course costs and information:

Cost: CI	\$100.00 ✓ Includes all materials and Certification Exam Fees	
Location:	UCCI Computer Lab 3 (B-3)	
Class Size:	Maximum	Minimum
	12	6

Course dates and times:

Mondays & Wednesdays
6:00 PM - 9:00 PM
Feb 13, 2012 – Feb 29, 2012

Microsoft | IT Academy Program

This course consists of the following topics:

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

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. Should you wish to take the course on your own, you may find the materials at the following website:

www.uci.edu.ky/itacademy/digitalliteracy.php

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.

UCCI is proud to host Prometric and Certiport Testing Centers. **CERTIPOINT PROMETRIC**

If you wish to take an exam through the UCCI Prometric and/or Certiport testing centre, you must make all bookings and payments through Prometric/Certiport directly. UCCI does not offer services to arrange or schedule any testing for candidates. All arrangements and exam costs are solely the candidate's responsibility.

UCCI
Grand Cayman

The UCCI - Grand Cayman Testing Centre is located in the Sam Basdeo Library. The hours of operation are Mondays to Thursdays from 8:00 a.m. to 7:30 p.m. and Fridays from 8:00 a.m. to 4:00 p.m. Saturdays, it is open from 9:00 a.m. to 1:00 p.m.

Limited places are available.

Register soon.

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