



Digital Skills & Career Readiness Curriculum

16 Micro-Courses
Updated 11/2022

COMPUTER SKILLS	Computer Basics	The Desktop	Internet Basics	Using E-Mail
SOFTWARE SKILLS	Word Processing	Spreadsheets	Microsoft PowerPoint	Google Docs
DURABLE SKILLS	Social Media Basics	Information Literacy	Online Safety & Privacy	Distance Learning
	Advancing with Durable Skills	Video Meetings	Working Remotely	Automation in the Workplace