

COURSE TITLE	MICROSOFT DIGITAL LITERACY CURRICULUM
COURSE AIM	Microsoft Digital Literacy Curriculum is specifically designed to address the needs of newcomers to IT and of those who are intimidated by computers. It is the first step on the IT skills ladder and allows candidates to move on to following other IT courses after completion of the course. The course includes an online assessment programme.
COURSE CONTENTS	<ol style="list-style-type: none"> 1. Computer Basics 2. The Internet and World Wide Web 3. Productivity Programs (word processing) 4. Computer Security and Privacy 5. Digital Lifestyles (digital audio, video and photography, career opportunities)
DURATION	40 hours
SCHEDULE	Three times a week, mornings and afternoons, or Saturdays mornings.
VENUE	At the ETC Training Complex in Hal Far.
ELIGIBILITY	Persons of all ages who have a sound knowledge of English are eligible. It is most suited to those who have never had the opportunity to learn IT skills (either formally or informally).
FEE	Nil
CERTIFICATION	A Certificate of Achievement is awarded to candidates who complete the final assessment. This certification is issued by Microsoft and ETC and is internationally recognised.

