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Learning Style: On Demand

Technology:

Difficulty: Beginner

Course Duration: 5 Hours

Internet Fundamentals Training



Embark on a dynamic learning experience across our multi-module program, carefully designed to instill fundamental computer and digital literacy skills. This comprehensive program encompasses diverse topics, including Windows

navigation, file management, Microsoft Word proficiency, web navigation, effective online searches, email communication, online job searching, and crafting impactful resumes. This program integrates video-based content, support materials, and interactive quizzes to provide a well-rounded and practical learning experience. This program ensures participants develop digital confidence and proficiency through engaging lectures, and hands-on projects. By the end, you'll have acquired a robust skill set and received the support needed to navigate these concepts effectively, fostering both personal and professional growth.

Course Outline:

- Module 1: Introduction to Computers
- Module 2: Microsoft Word
- Module 3: Web Navigation
- Module 4: Introduction to Email
- Module 5: Introduction to Online Job Search
- Module 6: Resume and Cover Letter Writing

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