



## Digital Skills Program with Jace McCord and McLeod Lake Indian Band

**Start Date:** Tuesday April 16<sup>th</sup>, 2019

**Location:** McLeod lake Indian Band gymnasium

**Time:** 10am – 2pm – Lunch provided

**Must register BEFORE April 10<sup>th</sup> to participate** [There are 9 spots available.](#)

**Course will run once per week for 11 weeks**– email Rachael at

[workforcepromoter@mlib.ca](mailto:workforcepromoter@mlib.ca) with any questions or call 250-988-1088 to register

Together through instructor-led facilitation, activities and hands-on experience: - Physical Skills including typing, identifying and understanding basic hardware components, physical care of computers, laptops and other devices, basic operations and configuration of peripherals (mice, printers, etc.) - Digital Literacy/Citizenship including Email Etiquette, Social Media (Facebook, Twitter, Instagram), understanding your rights for security and privacy, and changes/impacts in the global landscape, Communication Skills (Email) - On-Premises Skills including navigating the Windows Operating System (focused on Windows 7), Managing Files and Folders, Various Storage Devices & Media - Introduction to the “Cloud” and discussion of other modern technology topics such as the blockchain, bitcoin, blogging and technologies used in the field - Microsoft Office Skills including navigating the Microsoft Office Suite (focused on Office 2013 and newer), Document Editing & Proofreading, Creating/Saving/Opening/Printing Documents, Sharing Documents with Others and in Other Formats - Introduction to Advanced Techniques including Keyboard Shortcuts, Better Search Techniques through Google/Bing