

# BASIC COMPUTER SKILLS COURSE

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One of the most pressing needs for businesses in Wisconsin, as well as the nation, is for workers to have basic to advanced levels of information technology (IT) skills regardless of career sector. The Department of Labor notes that “In today’s global economy, advancement in technology applications extends across multiple industries, creating the demand for transferable, basic IT skills and competencies among new hires and incumbent workers at almost all levels of employment.”<sup>1</sup>

Even though computers seem to be absolutely everywhere, not everybody knows how to use them or use them well. That’s why a **Basic Computer Skills Course** (code name BITS) was created.

**Goal:** Provide basic information technology literacy and skills training for people with limited computer experience. Those taking the course will develop basic computer operations and information technology skills and competencies needed for success in any of the Wisconsin technical colleges – and most jobs.

**Cost:** None, although if taken for credit through a Wisconsin technical college, tuition fees may apply.

**Participants:** This course is designed for Trade Adjustment Act-eligible dislocated workers, Veterans and other adult learners. It can be used by learning centers, job centers and other workforce partners, Wisconsin Technical College System colleges and anyone anywhere with internet access.

**Structure:** The course is constructed in modules, making it easy to customize it for varied participants and settings, providing the exact skill training necessary in a flexible format. It can be used to supplement existing computer literacy efforts or serve as a stand-alone course, and learners can use one, some or all modules.

**Content:** There are 11 modules, each addressing at least one competency. These modules consist of digital learning objects including videos and games specifically designed to promote learning through hands-on interaction.

**Outcome:** After completing the full course, learners will be better prepared to operate computing devices, navigate operating systems, input data, create documents, use email, manage files, use the Internet and social media, safely manage personal data, navigate learning management systems and use college information systems. Performance standards and competencies were developed and approved with input from all 16 Wisconsin technical colleges and workforce development partners.

**Timeline:** Modules one through nine are now available. Modules 10 and 11, which are specific to college computer skills, will be available by the end of February of 2016.

**Access:** The complete **Basic Computer Skills Course** will be available as an Open Education Resource. Go to [www.Wisc-Online.com](http://www.Wisc-Online.com) to use the early modules and to access the full course when it is ready. This course may also be offered through some of the Wisconsin technical colleges.

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<sup>1</sup>Department of Labor. Identifying and Addressing Workforce Challenges in the Information Technology Industry. Retrieved from [http://www.doleta.gov/BRG/pdf/High%20Growth%20Initiative%20IT%20Executive%20Summary\\_final.pdf](http://www.doleta.gov/BRG/pdf/High%20Growth%20Initiative%20IT%20Executive%20Summary_final.pdf).

## Basic Computer Skills Course Outline

Description	Avg. time to complete
<b>0. Get Started - Navigation Tutorial</b>	3 minutes
<b>1. Use Computing Devices</b>	
1.1. Use the Mouse	21 minutes
1.2. Identify Computer Devices	25 minutes
1.3. Operate a Computer and Printer	24 minutes
1.4. Use Computing Devices Test	10 minutes
<b>2. Navigate an Operating System</b>	
2.1. Examine the Windows Operating System	28 minutes
2.2. Use Windows and the Windows 7 Operating System	33 minutes
2.3. Use Personalization Features & Access Software Programs	32 minutes
2.4. Navigate an Operating System Test	10 minutes
<b>3. Use a Keyboard Effectively</b>	
3.1. Explore the Keyboard	27 minutes
3.2. Practice Keyboarding Mechanics	28 minutes
3.3. Use the Keyboard	32 minutes
3.4. Use a Keyboard Effectively Test	15 minutes
<b>4. Create Documents Using Word Processing Software</b>	
4.1. Explore Microsoft Word	26 minutes
4.2. Manage Your Documents	22 minutes
4.3. Edit Your Documents	27 minutes
4.4. Create Documents Using Word Processing Software Test	15 minutes
<b>5. Demonstrate Basic Email functions</b>	
5.1. Explore Email	29 minutes
5.2. Create and Send Email	29 minutes
5.3. Create Email Attachments	17 minutes
5.4. Manage Your Email Account	25 minutes
5.5. Examine Email Netiquette and Safety	18 minutes
5.6. Demonstrate Basic Email Functions Test	16 minutes
<b>6. Perform Basic File Management Techniques</b>	
6.1. Create and Organize Files	31 minutes
6.2. Manage and Backup Files	16 minutes
6.3. Search Files and Folders	24 minutes
6.4. Perform Basic File Management Techniques Test	15 minutes
<b>7. Use the Internet</b>	
7.1. Access the Internet	14 minutes
7.2. Search the Internet	21 minutes
7.3. Use the Internet Test	10 minutes
<b>8. Explore Social Media</b>	
8.1. Explore Social Media	15 minutes
8.2. Create an Online Identity	15 minutes
8.3. Social Media Communication and Etiquette	20 minutes
8.4. Explore Social Media Test	10 minutes
<b>9. Manage Personal Data</b>	
9.1. Surf the Internet Securely	24 minutes
9.2. Identify Security Features and Threats	28 minutes
9.3. Use Security Software	21 minutes
9.4. Manage Personal Data Test	10 minutes
<b>10. Navigate a Learning Management System (College specific)</b>	
<b>11. Use College Info Systems (College specific)</b>	

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