



Office Professional Pathway **Digital Literacy Certification Prep (IC3-GS5)**



The **Digital Literacy Certification** is designed to provide you with a fundamental understanding of computers. This course will prepare you by familiarizing you with terminology, the use of computers, and accessories. This will range from how to use a mouse, monitor, keyboard, modem and screen icons, to navigating through Microsoft Windows Operating Systems and

learning to connect onto the Internet. This course will equip you with the basic foundations of computer literacy to build the confidence and foundational skills to meet the many challenges of tech-centered environments. **\$399 Fee**

Components to Learn:

Module 1 - Computer Fundamentals

Module 2 - Living Online

Module 3 - Key Application

Upon receiving the Digital Literacy Certification, you'll be ready to begin your career as an Office Assistant. The entry level salary for an Office Assistant is \$27,370/year. (Glassdoor)

Students Interested in IC3, MOS and/or QuickBooks Certifications must attend one of the following Mandatory Orientations.

Tuesday	6009400	8/20/19	6:30pm-7:30pm	Room 17
Thursday	6009401	8/22/19	9:00am-10:00am	Room 17
Tuesday	6009403	10/29/19	9:00am-10:00am	Room 17
Monday	6009402	10/28/29	6:30pm-7:30pm	Room 16

www.PlacerOnline.org
Call 530-885-8585 for more information.