

DIGITAL LITERACY SERIES

Available in English & Spanish



Complete Instruction in Digital Literacy Skills

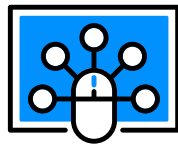
Whether applying for a job or staying in touch with family and friends, being able to independently navigate online and use various technologies is critical for active participation in work and life.

Aztec Software's Digital Literacy Series focuses on providing students a strong foundation in digital literacy as an integral part of the adult education curriculum. Aligned with Northstar Digital Literacy and OCTAE's Skills That Matter, Aztec's Digital Literacy Series helps your students develop the critical foundational skills needed to utilize technology in their daily life, as well as the essential computer and software skills required for higher education and employment.



ESSENTIAL COMPUTER SKILLS

- Types of Devices
- Developing Computer Skills
- The Different Operating Systems
- Developing Internet Skills



ESSENTIAL SOFTWARE SKILLS

- Using Technology to Present Information: Word
- Using Technology to Present Information: PowerPoint
- Using Technology to Present Information: Excel
- Using Technology to Present Information: Google Docs



USING TECHNOLOGY IN DAILY LIFE

- Using Technology in Daily Life: Email
- Using Technology in Daily Life: Social Media
- Information Literacy
- Using Technology to Search for a Career
- Your Digital Footprint
- Distance Learning

AZTEC SOFTWARE CAN HELP YOUR STUDENTS



Preparing Students for the Workforce with **Skills That Matter**

Digital literacy is a critical skill for lifelong learning, educational and career pathways, and workforce.

Developing digital literacy skills is a key component in adult education.

Aligned with

