



DIGITAL LITERACY SERIES

Available in English & Spanish



Complete Instruction in Digital Literacy Skills

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

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, school, and life.



digital LITERACY

A skills gap survey in advanced manufacturing reported:

70%
of Employees are
Deficient in Technology/
Computer Skills

67%
Lack Basic
Technical
Training

Aztec Software focuses on reducing the skills gap by providing students a strong foundation in digital literacy as an integral part of the adult education curriculum.

Aztec Software's Digital Literacy Series focuses on providing students a strong foundation in digital literacy as an integral part of all adult education curricula. Aligned with **Northstar Digital Literacy** and **OCTAE's Skills That Matter**, Aztec's Digital Literacy Series helps adult learners 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.

PREPARING STUDENTS FOR THE WORKFORCE WITH **SKILLS THAT MATTER**

ESSENTIAL SOFTWARE SKILLS

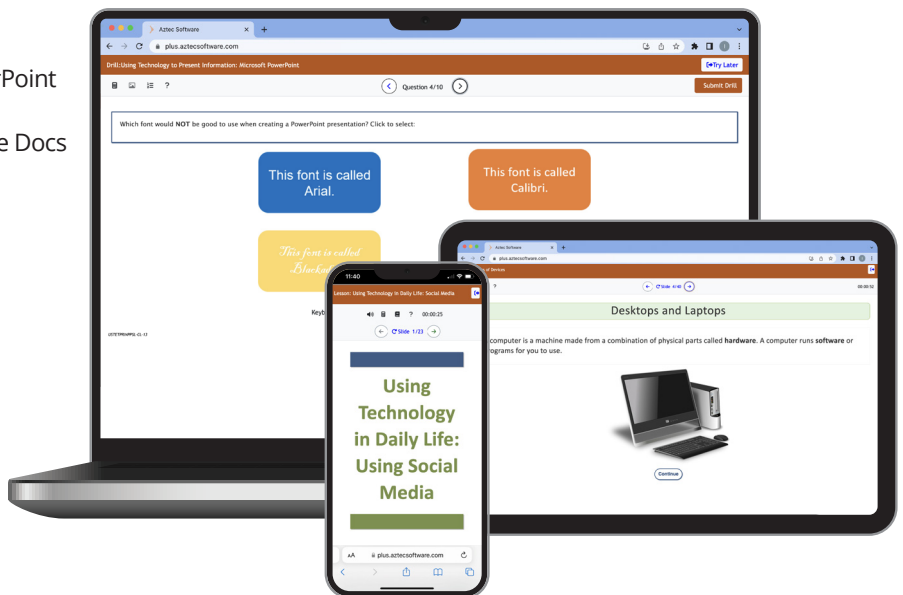
- Using Technology to Present Information: Word
- Using Technology to Present Information: PowerPoint
- Using Technology to Present Information: Excel
- Using Technology to Present Information: Google Docs

ESSENTIAL COMPUTER SKILLS

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

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



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