



## Microsoft® Digital Literacy

The goal of Digital Literacy is to teach and assess basic computer concepts and skills so that people can use computer technology in everyday life to develop new social and economic opportunities for themselves, their families, and their communities.

Whether you are entirely new to computing or have some experience, this curriculum will help you develop a fundamental understanding of computers. From using the Internet, to sending e-mail, to creating a résumé, the Digital Literacy Curriculum helps you develop the essential skills you need to begin computing with confidence.

### Course Costs & Information:

Cost: CI	<b>\$200.00</b> ✓ Textbook Cost & ✓ Certification Exam Fees ARE NOT Included	
Location:	<b>UCCI Computer Lab 1</b>	
Class Size:	Maximum	Minimum
	<b>18</b>	<b>12</b>

### Course Date & Time:

<b>Monday</b>
<b>6:00 PM - 8:00 PM</b>
<b>Sept 18, 2017 – Dec 6, 2017</b>

**Microsoft** | IT Academy  
Program

### This course consists of the following topics:

Computer Basics
The Internet and World Wide Web
Word, Excel, Power Point
Computer Security and Privacy
Digital Lifestyles

UCCI has decided to make the Microsoft Digital Literacy class a prerequisite for all classes taught through the IT Academy. The Digital Literacy course is provided directly by Microsoft and is freely available. Should you wish to take the course on your own, you may find the materials at the following website:

**[www.ucci.edu.ky/itacademy/digitalliteracy.php](http://www.ucci.edu.ky/itacademy/digitalliteracy.php)**

As such, the course is typically “self taught” and the costs involved allow the student the use of the UCCI facilities, and access to an instructor/mentor. UCCI is offering this course for a minimal cost as a service to the public.

PROMETRIC



PEARSON VUE CERTIPOINT

UCCI is proud to host Pearson VUE, Prometric, and Certiport Testing Centers.

If you wish to take an exam through the UCCI Pearson VUE, Prometric or Certiport testing centre, you must make all bookings and payments through VUE/Prometric/Certiport directly. UCCI does not offer services to arrange or schedule any testing for candidates. All arrangements and exam costs are solely the candidate's responsibility.

UCCI  
Grand Cayman

The UCCI - Grand Cayman Testing Centre is located in the Sam Basdeo Library. The hours of operation are Mondays to Thursdays from 8:00 a.m. to 7:30 p.m. and Fridays from 8:00 a.m. to 4:00 p.m. Saturdays, it is open from 9:00 a.m. to 1:00 p.m.

**Limited places are available.**

**Register soon.**

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