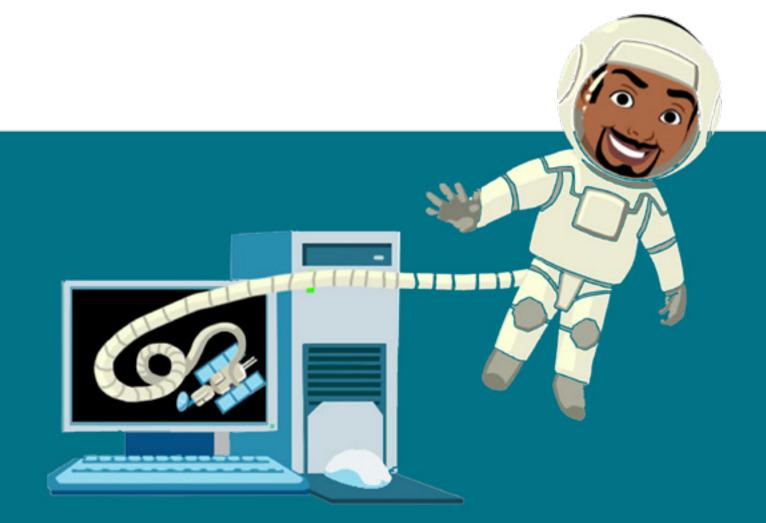# MICROSOFT

DIGITAL LITERACY AIMS TO FUTHER TECHNOLOGY SKILLS...

▶ WHAT DOES MICROSOFT OFFER

Microsoft offers a range of self-paced online courses with optional certification. that can help you become more digital literate. There are 2 programs available to NWU staff and students: Digital Literacy and Imagine Academy (Microsoft Academy).

Microsoft's digital literacy program aims to further the essential fundamental technology skills, as well as expanding the basic understanding of computers. *Click* to listen to the podcast.

RIAAN VAN DER WALT

EXPLAINING THE DIFFERENT TYPES OF LITERACIES

Traditional literacy	Information literacy	Computer literacy	Digital literacy
Reading Writing Arithmetic	Computer literacy Information finding Info Understanding Info/Value creation Collaboration with others through communication	PC operation Email Wordprocess or Spread sheets Presentation tool Groupware Database access	Innovation and creativity Increase IT infrastructure and use Promote smart tech adoption and increase productivity Digitally literate consumers makes organizational sense Promote economic and social inclusion Supports empowerment and engagement

► WHAT DOES MICROSOFT OFFER CON
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Non-official certification is available upon completion of these courses. Generic ICT skills and concepts are taught and screen shots and simulations from Windows 8 and the 2010 Microsoft Office system are used to illustrate and provide hands-on examples.

By joining the online Imagine Academy program, you will get a full curriculum of technology courses and learning tools that can help you achieve success.
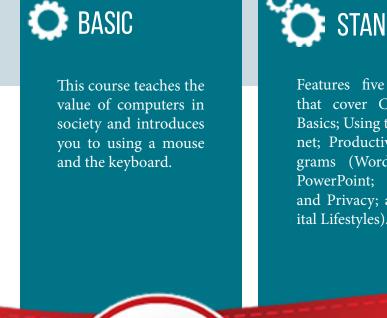
Official industry-recognized certification options are available at an additional cost. Staff and students can access the Imagine Academy program by

► following the link
► logging in using their MS account login details, for instance 12345678@staff-365.msfed.nwu.ac.za for staff and 1 2345678@stud-365.msfed.nwu.ac.za for students

Microsoft's digital literacy successfully encapsulates all the types of literacies in their 3 level online curriculum.

The curiculum consists of the following:

BASIC

This course teaches the value of computers in society and introduces you to using a mouse and the keyboard.

STANDARD

Features five courses that cover Computer Basics; Using the Internet; Productivity programs (Word, Excel, PowerPoint; Security and Privacy; and Digital Lifestyles).

ADVANCED

The Advanced curriculum features five courses that cover Building your First App; Creating an e-mail account; Creating a resume; Searching for content on the World Wide Web and Social Networking.

STEP 01

WANT TO KNOW MORE?

For more information on the Microsoft Digital Literacy Courses visit:
https://www.microsoft.com/en-us/DigitalLiteracy/faq.aspx
For more information on Imagine Academy (Microsoft Academy) please contact the IT service desk on your campus.