

# Digital Readiness Training

**Phone:**  
(918) 581-1256

**Location:**  
Goodwill Industries  
of Tulsa, Inc.  
2800 Southwest Blvd.  
Tulsa, OK 74107

**Class Hours:**  
8:30 am—4:00 pm  
Monday—Friday



## 2 Week Course

### COURSE REQUIREMENTS

- Minimum 18 years old
- Background Check
- Drug Screen
- Proof of 5th Grade Reading Level
- Provelt and Northstar Digital Literacy Assessments

### Living in the Online World

### Computer Basics

- Internet Usage
- Internet Safety
- Web Browsers
- Downloading and Uploading Files
- Using Search Engines
- Email Basics
- Online Applications
- Managing Your Online Accounts
- Understanding the Cloud
- Wi-Fi Networks
- Connecting to the Internet
- Mobile Devices

- Keyboarding and Mouse Use
- Knowing and Using Your Computer
- Computer and Printer Setup
- Protecting and Maintaining Your Computer
- Operating System Software
- Application Software
- Basic Troubleshooting
- Installing Software
- Uninstalling Software
- Files and Folders Management
- Introduction to New Technology

# 2018 Digital Readiness Training Schedule

## JANUARY

1/2/18—1/12/18

Monday—Friday  
8:30 am—4:00 pm

## FEBRUARY

2/5/18—2/16/18

Monday—Friday  
8:30 am—4:00 pm

## MARCH

3/5/18—3/16/18

Monday—Friday  
8:30 am—4:00 pm

## APRIL

4/2/18—4/13/18

Monday—Friday  
8:30 am—4:00 pm

## MAY

4/30/18—5/11/18

Monday—Friday  
8:30 am—4:00 pm

## JUNE

6/4/18—6/15/18

Monday—Friday  
8:30 am—4:00 pm

## JULY

7/2/18—7/13/18

Monday—Friday  
8:30 am—4:00 pm

## AUGUST

8/6/18—8/17/18

Monday—Friday  
8:30 am—4:00 pm

## SEPTEMBER

9/4/18—9/14/18

Monday—Friday  
8:30 am—4:00 pm

## OCTOBER

10/1/18—10/12/18

Monday—Friday  
8:30 am—4:00 pm

## NOVEMBER

11/5/18—11/16/18

Monday—Friday  
8:30 am—4:00 pm

## DECEMBER

12/3/18—12/14/18

Monday—Friday  
8:30 am—4:00 pm