

Adult Education Department

Digital Literacy Programs

The adult education department provides computer instruction in English.

CLASSES OFFERED

- **Computers 1:** Students will improve and/or enhance their technology skills for the workforce and advancement of education. Topics covered include but are not limited to identifying parts of the computer, creating a professional email address, searching the internet safely, working with Microsoft Office® and Google Workspace tools.
- **Computers 2:** Students will improve and/or enhance their digital literacy skills in the contexts of the workplace and education. Topics covered include but are not limited to working within Google Workspace such as Google Docs, Google Sheets and Google Slides.
- **Computers 3:** Students will improve and/or enhance their digital literacy skills. The topics covered include but are not limited to preparing for a job, creating an electronic guide, planning and budgeting, and building an online business using Google Workspace.

ELIGIBILITY

- Must be an Illinois resident.
- 17 years or older, not enrolled in high school.
- Students under 18 years must provide an official withdrawal letter from high school.
- Must have a picture ID.
- Students will be required to take a placement test.

ACCESS TO COMPUTERS

Students enrolled in classes may borrow Chromebooks from the Library in the A Building. ***Please bring your Triton ID and make sure to provide your email address.***

FOR MORE INFORMATION

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