Computer Skills Training for the Workforce (CSTW)
Nov 7th - Dec 12th (off Thanksgiving week)

Objective and Description of the course:
Get all your tech skills for employment. Learn laptop and desktop basics, internet safety, email, video conferencing, and Microsoft Word and Excel. At the end of the course, students will have skills needed for employment or career pathways.

Week One: Laptop and desktop basics

November 7, 2024,

[Why Use a Computer](#) 15 min, [Getting Started on a Computer](#) 21 min [Using a PC](#) (Windows 10) 22 min.

Week Two: Internet and Online Safety

November 14, 2024,

Suggested: [Internet](#)Basics 60 min., [Accounts and Passwords](#) 20 min, [Online Fraud and Scams](#) 11 min, [Internet Privacy](#) 13 min.

Week Three: Email

November 21, 2024

Suggested: [Intro to Email](#) 15 min., [Intro to Email 2](#), 28 min.

Week Four: Video conferencing

December 5, 2025

Suggested: [Basics of Video Conferencing](#) 20 min. [Mobile Device ios](#) 36 min. Or [Android](#) 36 min.

Week Five: Word and Excel

November 12, 2024

Suggested: [Word](#) 17 min., [Cloud Storage](#), 22 min., [Creating a Basic Budget with Excel](#), 18 min.

Week Six: Job searching (optional)

[Creating Resumes](#) 21 min., [Online Job Searching](#) 22 min., [Applying for Jobs Online](#) 14 min.

Week Seven: Career exploration (optional)

At RVTC, we use the word employability skills. **Career exploration**. Taking students through a few pathways based on their interests. OR showing them computer science pathways, cybersecurity pathways, health science, entrepreneurship,