

Computer Skills Training for the Workforce (CSTW)

Apr 29, 2025 through Jun 3, 2025 4:30-6:30

Room B212 RVTC

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 the skills needed for employment or career pathways.

April 29, 2025 **Week One:** Laptop and desktop basics

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

May 6, 2025 **Week Two:** Internet and Online Safety

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

[PowerPoint Presentation](#) - Internet Basics

May 13, 2025 **Week Three:** Email

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

May 20, 2025 **Week Four:** Video conferencing

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

May 27, 2025 **Week Five:** Word and Excel

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

June 3, 2025 **Week Six:** Job searching, Career exploration (optional)

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

Resources:

VT Employment Pathfinder

<https://www.vermontemploymentpathfinder.com/>

Connecting People, Education, and Jobs using skills as the language of opportunity. This is an excellent AI-generated platform to help with your resume, skills, and jobs.

Coursera <https://www.coursera.org/>

Start, switch, or advance your career with more than 10,000 courses, Professional Certificates, and degrees from world-class universities and companies.

Typing <https://www.typing.com/>

Go Beyond Typing with Digital Citizenship, Coding, and Career Prep

Class Join Link Adult Computer Class 2025 - 4:30-6:30

Share the link below with your students, and they can either join your class by logging into their existing account or by creating a new account.

<https://www.typing.com/join#68111F4F46EF1>

Canva <https://www.canva.com/>

A design tool that helps you create beautiful creative assets for social media, websites, presentations and more. Join Kristen Wilson's class link below and get access to the Pro version! Free!

<https://www.canva.com/brand/join?token=HD-9RHER6kWv3CazsvNU4Q&brandingVariant=edu&referrer=team-invite>

Kristen Wilson, IT Instructor at River Valley Technical Center

kwilson@rvtc.org

802-885-8318 Classroom phone

Cell Phone 802-874-4711

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Orientation Day 1 April 29, 2025

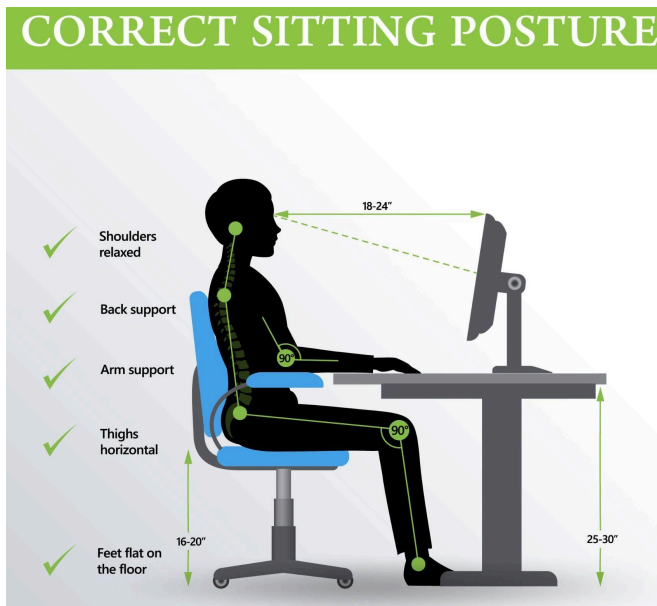
Welcome! I am Kristen Wilson, I am the Information Technology instructor here at the River Valley Technical Center.

Here is my LinkedIn <https://www.linkedin.com/in/sunspotgraphics/>

The doors at RVTC will be set to open 10 minutes before class and then lock 10 minutes after class starts. Please call the classroom phone if you are outside and cannot get in!

B212 Classroom Phone: 802-885-8318

If you would like to call me or text me, feel free to use my **cell 802-874-4711**



Choose a workstation that is appropriate for your height. Adjust the chair to fit your height and be sure there is a 90 degrees at your elbow for proper ergonomics. Keep your feet on the ring, or on the floor. Adjust as needed.

Workstations are set up with dual monitors for productivity. One screen can show your agenda, and the other screen can show your video lessons. Each workstation has a headset. Adjust the volume as needed.

Decide if you would like to use the classroom workstations or if you would

prefer to begin to use the laptop.

Amanda Sidler will be stopping in on the next class and will touch base with you about getting a laptop. **Amanda Sidler** Business Navigator & WCC Coordinator - Springfield Regional Development Corporation 14 Clinton St., Suite 7, Springfield VT 05156 Phone: 802-885-3061 amanda@springfielddevelopment.org

This course is available to you 24/7. Practice your typing anytime! Join the class!

These courses are basics. If you feel you want to move beyond a lesson, go ahead and proceed to the next lesson. Maybe you would like to consider taking a course. See the resource section and look at the free courses available. We can connect you to any course for free.

Don't see what you want? Let Ms. Wilson know!