

Improve your computer skills Show employers what you know

What it is

The **Northstar Digital Literacy Certificate** program is a free self-guided online set of assessments that show your ability to perform basic computer tasks in addition to other skills and technology. There are three Core Sections and you can earn a certificate in each of these areas:

- ▶ **Essential Computer Skills**
(Basic Computer Skills, Internet Basics, Using Email, Windows, Mac OS)
- ▶ **Essential Software Skills**
(Word, Excel, PowerPoint, Google Docs)
- ▶ **Using Technology in Daily Life**
(Social Media, Information Literacy, Supporting K-12 Distance Learning, Career Search Skills, Your Digital Footprint)

How to use it

To get started, call us at **630.634.7412**.

Appointments are available on Mondays at 1:30 p.m., Wednesdays at 9:30 a.m., and Fridays at 9:00 a.m. You can also take each test online by yourself at <https://bit.ly/nsewc> or scanning



At the end of each assessment, you will receive your results. You'll get a list of the skills you've mastered and the skills you need to learn.

To earn a certificate

For a certificate, each assessment must be taken in a proctored setting. You can take any of the tests at this site. **It is free.**



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