Free WTCS Basic Computer Skills Course Available

The Basic Computer Skills Course, a free and interactive Massive Open Online Course, is now available worldwide. Created as part of the INTERFACE grant, a $23.1 million Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant project from the U.S. Department of Labor, this course is designed to provide hands-on training to adult learners looking to improve their information technology (IT) and computer skills.

The course was created in modules, making it easy to customize for varied participants and settings. Instructors and students have the ability to complete one, some or all modules, depending on the needs of the student. The basic computer operations and IT skills gained through this course will help learners successfully navigate on-line resources, complete electronic employment applications and more.

The Basic Computer Skills Course is available to Wisconsin Technical College System colleges, learning centers, job centers and virtually anyone anywhere with internet access.

Each course module addresses at least one IT competency. Digital learning objects, including videos and activities, are specifically designed to promote learning through hands-on interaction. Topics include how to operate computing devices, navigate operating systems, input data, create documents, use email, manage files, use the internet and social media, access learning management systems, navigate college information systems and safely manage personal data.

The Basic Computer Skills Course is available at no charge at <https://www.wisc-online.com/courses/computerskills>, where students can track their progress and earn educational badges for lesson completion. If students are not taking the course online they can still email their progress and results to their instructor. The course – in full or in part – can also be downloaded from [WWW.SKILLSCOMMONS.ORG](https://www.skillscommons.org/handle/taaccct/6799)  and Wisc-Online.com, and delivered through any college learning management system. An “unplugged” version of the course is also available at SkillsCommons.org for use where there is limited internet access.