Don't be intimidated by technology

If you reside in the area served by the Adamstown Area Library, you may be eligible to participate

Millersville University's Office of Community Engagement, Governmental and Economic Development
www.millersville.edu/dli-grant

Develop Your Digital Literacy Skills

Millersville University has partnered with the Adamstown Area Library to provide <u>free</u> computer and digital literacy training to eligible participants. This training focuses on basic computer and digital literacy skills to assist job seeking and job performance.

Trainings will consist of a combination of online course content and in-person instruction with an option of working remotely. The goal of these courses is to create opportunities for lifelong learning and skill-building.

Participants will:
- Take three <u>free</u> online courses
  1. Keyboarding
  2. Computer Skills in the Workplace
  3. Ace your Job Search
- Receive noncredit completion certificates
- Create a professional resume and cover letter
- Make a LinkedIn profile and career portfolio
- Learn fundamental computer competencies such as typing, sending emails, transferring data, using Microsoft Office programs, creating spreadsheets, and various interview skills

Location
- Adamstown Area Library
- Flexibility with in-person, online, or hybrid learning

Are You Eligible?
- Unemployed, underemployed, or seeking a new career path
- 18 years or older
- Able to commit approximately 4 hours/week from now until September 30, 2022
- Residing in the following service area
  o Adamstown Borough
  o Denver Borough
  o Brecknock Township
  o East Cocalico Township
  o West Cocalico Township

Contact
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