

THINKFUL
a Chegg® service

+

Guild

Technology Fundamentals

 Part-time (10 hours/week)

 100% online

 Certificate of Completion

Introduction

Congratulations on taking a major step in advancing your career. In this program, you'll learn key skills that employers identify as critically needed professionals in every workplace.

As a member of the Chegg family, we are always Student First. Backed by one of the largest ed tech companies in the world, we're committed to giving you the skills and learning support you need to grow professionally.

Our Technology Fundamentals curriculum prepares you to perform all the relevant functions you should know in order to excel in the modern work environment. You'll learn to set digital learning goals, maximize the functionality of common digital tools, protect your privacy and identity, and more. Upon successful completion of this program, graduates could earn college credit* to reduce the time and cost of eligible degrees from educational institutions.



Here's what you need to know:

- **Program Length:** 2 months (8 weeks)
- **Time Commitment:** Part-time (10 hours/week)
- **Instructional Type:** Online
- **Class Schedule:** Independent study and one 45-minute 1-on-1 mentor session each week
- **Credential Awarded:** Certificate of Completion
- **ACE Recommendation:** 3 College Credits

This program is designed to give you maximum flexibility, allowing you to balance work and learning. Students are expected to contribute approximately 10 hours per week to coursework.

About the Program

A comprehensive, flexible program that trains motivated, working adults to use current technology more effectively. You'll learn to perform day-to-day digital functions more efficiently and pick up skills that will help you level-up in your career.

This program covers 6 high-level objectives:

- 1 Master key digital skills and tools**
- 2 Identify common digital security threats and safety best practices**
- 3 Create digital content and communicate using digital systems**
- 4 Use calendaring systems to effectively schedule meetings**
- 5 Gain confidence in completing professional tasks using digital etiquette and ethics best practices**
- 6 Complete a project based on a workplace scenario using digital literacy skills**

Course 1

Orientation

Start using the student platform and complete your orientation before the course begins.

Modules include:

- Course overview
- Getting set up on the LMS
- Getting set up with your tools
- Transferable skills

Course 2

Becoming a Lifelong Digital Learner

Create a learning plan so you can achieve your personal and professional goals with digital tools.

Modules include:

- Why digital skills are relevant
- Tools and resources to grow your digital confidence
- Digital communities to learn with
- Setting digital learning goal

How You'll Apply These Skills:

Set yourself up for long-term success by identifying tools and resources that support your continued learning. We'll help you find and connect with online communities to support your growth.

Course 3

Digital Technology Fundamentals

Explain components of core technology systems and tasks.

Modules include:

- Technology systems
- Fundamental software concepts
- Desktop vs. mobile devices
- Different digital applications
- Using hardware
- Typing best practices
- Searching for a file
- Troubleshooting issues

How You'll Apply These Skills:

Start off by learning fundamental software concepts. We'll introduce you to different digital applications, their uses, and their basic functions. You'll also learn the IT-approved ways to connect your computer to new hardware, type more efficiently, find the files you need, and fix common computer bugs.

Course 4

Digital Information Management

Locate and analyze the information you need to do your job well.

Modules include:

- Defining your information needs
- Locating information
- Evaluating information
- Organizing information
- Synthesizing information
- Avoiding Plagiarism
- Working with copyrighted content

How You'll Apply These Skills:

Never again will you waste time searching for the resources you need. We'll help you locate information on an internal intranet as well as external web resources. You'll practice evaluating the quality and accuracy of the information you're reading and learn how to properly cite your sources for copyrighted content.

Course 5

Digital Safety & Security

Identify common digital security threats and safety best practices.

Modules include:

- Safe web browsing
- Social engineering
- Password security
- Malware
- Mobile security
- Physical security
- Privacy and your identity

How You'll Apply These Skills:

Keep your identity, passwords, and other personal information secure whether you're at work, or on your phone. You'll get pro tips on creating strong passwords, identifying scams, avoiding malware, and protecting your own private data.

Course 6

Digital Content Creation

Create digital content according to best practices and standards.

Modules include:

- Introduction to digital content creation
- Creating basic documents
- Creating basic spreadsheets
- Basic visual design/formatting standards
- Creating basic presentation decks

How You'll Apply These Skills:

Create written docs, spreadsheets, and presentations that are clear, effective, and professional. You'll get an introduction to visual design best practices and learn step-by-step how to create an impressive presentation.

Course 7

Digital Communication & Collaboration

Email, instant message, and video call best practices and etiquette.

Modules include:

- Introduction to digital communication systems
- Navigating email systems
- Writing effective emails
- Slack / Instant message systems
- Video call systems
- Leading effective video calls

How You'll Apply These Skills:

By the end of this course, you'll be faster and more efficient at sending emails, managing your inbox, and setting up internal messaging systems. We'll also loop you in on best practices for leading effective video meetings.

Course 8

Digital Scheduling Management

Use workplace productivity tools to oversee projects and processes.

Modules include:

- Basics of digital calendar systems
- More complex calendar features
- Mobile ecosystem

How You'll Apply These Skills:

Your calendar could be your single most valuable tool at work. Learn the features of a typical digital calendar system, and how to set it up on your phone so you get all the reminders you need, only when you need them.

Course 9

Digital Etiquette and Ethics

Use digital etiquette and ethics in your daily professional tasks.

Modules include:

- Digital etiquette and ethics
- Managing your digital identity
- Intellectual property laws

How You'll Apply These Skills:

Whether you're aware of it or not, you already have a digital identity. Learn what that means, and how to manage it to your benefit in both your personal and professional life.

Career Services

Career-specific skills are part of your journey. After all, you're here not only to learn new skills, but to grow professionally. That's why we include a host of resources that are aimed at career advancement.

Your program includes career guidance on:

1 Nailing your interviews

2 Crafting the perfect resume

3 Polishing your LinkedIn profile

4 Salary and negotiations

5 Building your professional network

***ACE[®] Credit Recommendation**

Thinkful's Technology Fundamentals program has received a transfer credit recommendation through the American Council on Education (ACE[®]) in partnership with Guild. Graduates of Thinkful's Technology Fundamentals program can now apply for their certificate to count toward college credit transfer. Learners can earn a recommendation of 3[^] college credits for completing this program. This aims to help create additional pathways for learners who are interested in pursuing higher education and a career change. For more information on this ACE credit recommendation, please visit: <http://thinkful.com/partner/ace-college-credit/>.

[^]The decision to grant, accept, or transfer credit – including the number of credits – is subject to the sole and absolute discretion of an educational institution.

FAQs

Your program includes career guidance on:

Instructors are chosen based on their academic credentials, relevant industry experience, and teaching ability. Thinkful collects weekly feedback from students and staff in order to evaluate the quality of each program. Thinkful also considers industry demand for particular skill sets and success rates with each program. They look for areas of improvement, ensuring that each program has successful outcomes that match Thinkful's mission.

The minimum requirements to serve as a mentor, technical expert, or instructor for all Thinkful programs are:

- 3+ years of relevant industry experience
- Demonstration of genuine student advocacy and empathy for beginners
- Exceptional written and verbal communication skills

What is the experience level for mentors? Can I choose my own?

Mentors are assigned by Thinkful based on fit and availability. The minimum requirements to serve as a mentor are 3+ years of relevant industry experience, demonstration of genuine student advocacy, empathy for beginners, and exceptional written and verbal communication skills.

What support do you offer students during the program?

You are fully supported from the moment you start learning, with a comprehensive, personalized approach to your success that means that while you're learning online, you're never alone. Regardless of the program you choose, you'll be assigned a mentor who's focused on helping you understand the material and excel in the program.

Do I need a computer to take the course?

Thinkful programs require a computer with high-speed internet access and video capability, including a webcam, a microphone, and speakers. Every student must own or have access to a personal computer with at least:

- 16GB RAM
- At least 2.0 GHz processor
- At least 256 GB HD

Computers must be available prior to the first day of class. Headphones are highly recommended. Macs must have the most current OS version installed, and PCs must be using either Windows 10 (or newer Windows operating systems) or a current version of a Linux operating system.

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Apply for the Part-Time Technology Fundamentals Program today.

Kickstart your path to a new career here.