

**WE ARE YOUR DOL**



Department  
of Labor

# IMPROVE YOUR COMPUTER SKILLS. SHOW EMPLOYERS WHAT YOU KNOW.

## ***What is this program?***

The **Northstar Digital Literacy Certificate** program is a free self-guided online set of assessments that show your ability to perform basic computer tasks. 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 do I sign up?***

To get started, talk to a Career Counselor at this site. You can also take each test online by yourself at [www.digitalliteracyassessment.org](http://www.digitalliteracyassessment.org).

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.

## ***Earn a certificate***

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

*Northstar Digital Literacy Assessments are offered at this Career Center. To learn more, talk to a Career Counselor or visit [digitalliteracyassessment.org](http://digitalliteracyassessment.org).*