



Pass IT On
Community Technical Training & IT Solutions
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Tech4All

Essential Technology Training Program

Program Overview

The “Tech4All” program introduces students of all ages to 21st century technology skills and disciplines needed to survive and thrive in the modern world. In our society tech is no longer just for the chosen few “techies”. Now everyone from elementary school students to senior citizens (K through gray) require a foundational set of technical skills to effectively function in academic environments, work settings, and in the community at large. It’s for this reason that Pass IT On’s Tech4All program endeavors to ensure that no one is left behind in the digital age by fostering inclusivity and empowerment through widespread Digital Literacy efforts.

Tech4All program participants will learn about on-line safety, how to use email solutions, how to navigate video conferencing tools and the essentials of Microsoft & Google software applications. The program leverages Microsoft’s and Google’s digital literacy curriculum which provide students with the opportunity to earn certificates that will set their resumes apart when applying for jobs of continuing their education. The program also acts as an on-ramp for students wishing to pursue careers in the technology industry or in “Tech Adjacent” career roles.

Target Population

- All Ages
- Limited or No formal technology training or education

Program Structure

The “Tech4All” program is a **6 to 12-session** program. The format and delivery can be customized to meet the needs of any of Pass IT On’s partners. Possible program structures include :

- 6 x 90-minute sessions, meeting once a week for 6 weeks (face-to-face, virtual, or hybrid)
 - *Reduced Curriculum focused on Digital Literacy (no application deep dives)*
- 12 x 90-minute sessions, meeting once a week for 12 weeks (face-to-face, virtual, or hybrid)
- 6 x 90-minute sessions, meeting twice a week for 3 weeks (face-to-face, virtual, or hybrid)
 - *Reduced Curriculum focused on Digital Literacy (no application deep dives)*
- 12 x 90-minute sessions, meeting twice as for 6 weeks (face-to-face, virtual, or hybrid)

Potential Credentials

Microsoft Credentials:

- 6 “micro-certifications” – 1 for each unit of the Microsoft Digital Literacy Curriculum
- Microsoft Digital Literacy Expert Certification

Google Credentials:

- Certificates of Completion from Google for Completion of Google Doc, Sheets, and Sides projects

Course Progression

Week	Unit Topics	Lessons
1	Work with Computers	<ul style="list-style-type: none"> - Interact with a Computer - Use a Computer - Work with Applications - Work with Connected Device
2	Access Information Online	<ul style="list-style-type: none"> - Get Connected - Browse the Web - Search the Web
3	Communicate Online	<ul style="list-style-type: none"> - Communicate Using Email - Chat Online
4	Participate Safely & Responsibly Online	<ul style="list-style-type: none"> - Online Safety and Privacy - Online Civility
5	Create Digital Content	<ul style="list-style-type: none"> - Microsoft Office and G-Suite - Word Processing Apps - Working with Text - Working with Objects - Do more with Word and Docs - Work with PDFs
6	Collaborate and Manage Content Digitally	<ul style="list-style-type: none"> - Use the Cloud - Share and Collaborate with Documents - Manage Time with Digital Calendars - Work with Contacts and Tasks
7 & 8	Business Application Deep Dive: Word Processing Applications	<ul style="list-style-type: none"> - Microsoft Word - Google Docs
9 & 10	Business Application Deep Dive: Spreadsheet Applications	<ul style="list-style-type: none"> - Microsoft Excel - Google Sheets
11 & 12	Business Application Deep Dive: Presentation Applications	<ul style="list-style-type: none"> - Microsoft PowerPoint - Google Slides

Career Projections

Upon completion of the program, student will have gained all the knowledge need to operate computer systems in a business setting. Additionally, the will possess enough technical proficiency to pursue lucrative, “tech adjacent” career paths.

A tech adjacent career is one in which it is either an asset or a requirement for an employee to possess the ability to understand and/or utilize technical knowledge. These careers will not only provide “living wage” salaries, but also facilitate the creation of on-ramps into higher level, IT-centered roles. Typical tech adjacent career roles include:

- Client Relationship Associate – ([Average Salary = \\$47,000+](#))
- Technical Sales Associate – ([Average Salary = \\$79,000+](#))
- Data Entry Specialist - ([Average Salary = \\$43,000+](#))
- Technical Sales Engineer – ([Average Salary = \\$74,000+](#))
- Software Quality Assurance (QA) Tester – ([Average Salary = \\$48,000+](#))
- Office Assistant – ([Average Salary = \\$70,000+](#))

Data Reporting

Pass IT On will provide the following performance data for program participants:

- Weekly attendance tracking
- Performance tracking data (ex. unit exam completions\scores, certification status)
- Final program narrative report
- Student feedback survey data