

Visit [www.mass.gov/ElevateAmerica](http://www.mass.gov/ElevateAmerica) for additional information including a course catalog and step-by-step instructions on accessing and using your vouchers.

## Overview of Resources

Microsoft is offering resources to build the technology skills of individuals in two major forms. 1) Free, on-line digital literacy courses and 2) vouchers to increase skill development in Microsoft products.

### Digital Literacy

If you are new to computers, Microsoft offers FREE on-line tutorials on basic computer skills. It is recommended that you utilize these tools before accessing a voucher.

- The **Basic curriculum** features a course called *A First Course Toward Digital Literacy*. This course teaches absolute beginners to computing about what a valuable tool computers can be in society today, and the basics of using the mouse and the keyboard.
- Microsoft Digital Literacy **Standard curriculum**. Short tutorials on Microsoft Office 2003 or examples and screen shots from Microsoft Office 2007 and Microsoft Windows Vista.
- The **Advanced curriculum** features several courses that expand on what learners mastered in the Standard curriculum. These courses explore core topics like writing a resume, social networking, creating an internet e-mail account, and searching the internet.
- **Windows Vista and Office 2007 e-learning modules** are available as part of the Digital Literacy curriculum. Choose this training if you are already familiar with a computer and are interested in navigating the core capabilities of both Windows Vista and Office 2007 with confidence. You can use the ***assessment tools*** for Vista and Office 2007 to determine where you need to develop additional skills.

**Multiple languages:** The Standard Digital Literacy curriculum is currently available in over 30 languages. The Basic and Advanced courses are in development and will be available in other languages in the near future. This page will be updated when other languages are available.

### Skill Development in Microsoft Products

Microsoft will provide 26,000 vouchers to Massachusetts for individuals to participate in intermediate technology skills training through E-Learning courses and Microsoft Certification exams. Each voucher equals one on-line course or a course collection or an exam.

## 18,000 E-Learning Vouchers

- **13,000 individual vouchers for Microsoft E-Learning – Office Products (Business Worker):** Each voucher will allow a single user to redeem one e-learning collection. An e-learning collection is made up of several e-learning courses. The voucher code can only be used once. Users can choose courses in the following curriculums:
  - Office 2003 (Excel, Word, Powerpoint, Outlook)
  - Windows Vista & Office 2007 (Excel, Word, Powerpoint, Outlook)

- **5,000 individual vouchers for Microsoft E-Learning -- IT Professional Products:** Each voucher will allow a single user to redeem one e-learning collection on a specific advanced IT topic (ie. database administration, certified systems engineer, web design, etc.).

### **8,000 Certification Exam Vouchers**

- **8,000 individual vouchers for Business Certification exams:** Each voucher would enable a single user to pursue a certification on the coursework completed above. Microsoft will provide 3,000 for Office 2003 and 5,000 for Office 2007.

### **Who is eligible?**

- Massachusetts' residents may request and receive a voucher. Individuals can be unemployed or employed part-time or full-time. [Exceptions: Employees of the public workforce system and all state government employees are not eligible (unless a member of the military). Former state employees (laid off or retired) are eligible. City/town employees are eligible (unless an employee of the public workforce system). Federal employees are eligible.]
- Anyone with Internet access can take advantage of the digital literacy courses on Microsoft's website. Vouchers are not required.

### **How do you get a voucher?**

- Visit [mass.gov/ElevateAmerica](http://mass.gov/ElevateAmerica) to learn more. The vouchers will be distributed through the state's One-Stop Career Center system. Call or visit one of the 37 One-Stop Career Centers to register for a voucher. The website links you to your nearest location.

### **How are courses offered?**

- **THIS IS AN ON-LINE PROGRAM. NO CLASSROOMS.** An individual participates in e-learning course through Microsoft's Elevate America Website and uses the access code to enroll. You need access to a computer with Internet capacity to participate.
- **An individual can complete the on-line course at multiple sites** including a One-Stop Career Center, at home, or other public computing spaces providing access to a PC that meet the computing system requirements etc.

### **How do I get certified on Microsoft Office tools?**

- Individuals with a voucher for certification exams in Microsoft 2003 or 2007 products locate testing sites through the Elevate America website and sign up to take exams directly with the testing site. Proctoring fees may apply and are not covered by the voucher.