

Computer Skills & Checklist

COMPUTER SKILLS

Before starting at IT Career Lab, you should have the computer skills listed below.

How to:

- download a file
 - find where a downloaded file was saved
 - save-as
 - install and uninstall a program
 - run a basic search
 - create and manage folders
 - turn the camera and microphone on or off
 - use safe online practices
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CHECKLIST

The items below are due by the deadline announced in the information session.

- Complete and email** a screenshot or a PDF of all three of your North Star Assessment Scores to: Minnesota@ITCareerLab.org.
 - Assessment 1: Internet Basics ([click here to start](#))
 - Assessment 2: Windows 10 ([click here to start](#))
 - Assessment 3: Using Email ([click here to start](#))
- TABE test scores** (waived for applicants with a bachelor's degree)
- Resume**
- Training & Employment Plan and Documents** for your employment counselor (Please stay in direct and consistent communication with your counselor!)
- Purchase orders, vouchers, student agreements, from you and your employment counselor OR down payment if you are a self funder.