



LearnKey Learning Plan: Covering the Basics – Phase I

Whether you are looking for a new job or needing to update your computer skills, knowing where to start can be difficult. LearnKey’s Covering the Basics program will start you off on the right track. In this program you will learn basic computing skills along with essential job hunting and communication skills that will get you started on the right track.

Counselor Name:	State:
Student Name:	Educational Goal:
Student Email:	
Student Phone:	Date:

Please answer the questions below and complete the required tasks to move on to the next step in your LearnKey Learning Plan.

On a scale of 1 to 10 (1 low – 10 high) rate your computer skills:

What version of Microsoft Office do you currently use?

On a scale of 1 to 10 (1 low – 10 high) rate your skills in the following Microsoft Office programs:

Word: Excel: PowerPoint:

Prerequisite Courseware: Professional Development

Organization	Educational Focus		Time
LearnKey	Digital Literacy - IC3 Spark	Complete by:	5 hours
LearnKey	Job Hunting in a Digital World	Complete by:	2 hours
LearnKey	Communication Skills for Business	Complete by:	3 hours

Check the Career Opportunities that Interest You Most

Help Desk	General/Customer Service
Tech Support	Admin IT
Office Assistant	Security IT
Web Designer	Office Professional