

## SCSEP Approved Virtual Training Options

- The following is an approved list of virtual training options for participants' five\* weekly hours of offsite training.
- The *general*\* expectation is that participants train fifteen hours/week at their host agency and five hours/week offsite training.
- The **required** Network to Work hours are included in “offsite training” hours.
- Timesheets **MUST** include the hours, name of provider, and name of course/module.
- In addition to approved Virtual Training, other options are available for Specialized Training: WIOA workshops and courses, Local Library class offerings, etc. Your RC may approve seat time for these local classes.
- Industry Credential training may also be available depending on your training track. Please speak with your RC for credentials like ServSafe, Healthcare credentials, Admin Assistant & Customer Service Certificates.

*\*In certain cases, a participant may be at their host agency more hours or be approved for more than five hours per week of offsite training, please speak with your CMPA and or RC if you think this is needed for obtaining your job goals.*

## GetSetUp

*GetSetUp* is an online platform with real-time online classes run by live instructors or recorded classes with live chat guides. It is for all levels of digital learners.

**[Get Started with GetSetUp: Directions Here](#)**

1. Orientation: [TAKE THIS CLASS FIRST](#)

2. Zoom: [TAKE THIS CLASS SECOND](#)

### Digital Literacy

### Soft Skills & Job Readiness

Choose Your Device:

<a href="#">iPad Basics</a>	<a href="#">iPad Intermediate</a>
<a href="#">iPhone Basics</a>	<a href="#">iPhone Tips</a>
<a href="#">Chromebook Basics</a>	<a href="#">Chromebook Intermediate</a>
<a href="#">Windows Basics</a>	<a href="#">Windows shortcuts</a>
<a href="#">Android Basics</a>	<a href="#">Android: Tips and Tricks</a>
<a href="#">Apple Basics</a>	<a href="#">Apple Mac Preferences</a>

Choose Your Platform:

<b>Google Basics:</b>	<b>Microsoft Basics:</b>
<a href="#">Google Apps</a>	<a href="#">Microsoft Word</a>
<a href="#">Gmail</a>	<a href="#">Microsoft Excel</a>
<a href="#">Google Sheets</a>	<a href="#">Microsoft Power Point</a>
<a href="#">Google Slides</a>	<a href="#">Microsoft OneDrive</a>
<a href="#">Google Search</a>	<a href="#">Navigating Microsoft Windows</a>
<a href="#">Google Drive</a>	
<a href="#">Google Calendar</a>	

Live Help Sessions:

[Office Hours for Google](#)  
[Office Hours for iPad](#)  
[Office Hours for Android](#)  
[Office Hours for iPhone](#)

Advanced:

[Clean Up and Maintain Your Computer](#)  
[Organize Your Files on. Your PC](#)  
[Email Scams and How to Recognize Them](#)  
[How to Protect Yourself Against Hackers](#)  
[All About Web Browsers](#)  
[Scanning Documents with a PC or Phone](#)  
[How to Create a Strong and Unique Password](#)  
[Understanding Privacy on the Internet](#)  
[How Does the Internet Work](#)  
[Home Networks Explained](#)  
[Common Scams and Frauds](#)

[Finding Work from Home Jobs As An Older Adult](#)  
[How to Find Volunteer & Job Opportunities](#)  
[Create Resumes for Volunteering or Jobs](#)  
[Successful Interviewing](#)  
[Public Speaking Is For Everyday Use](#)  
[Use LinkedIn to Grow Your Network and Find a Job](#)

Business:

[How to Develop an Entrepreneurial Mindset](#)  
[Create a Simple Business Plan](#)  
[Budgeting for Business](#)  
[Building Your First Website](#)  
[How to Pitch Your Big Idea](#)  
[Branding and Marketing Your Business](#)  
[Create a Google Business Profile](#)  
[Goal Setting for Success](#)  
[Email Marketing Strategies that Work](#)  
[Basic Small Business Tools on a Budget](#)  
[Mind Your Own Business: Productivity & Tricks](#)  
[Basic Project Management](#)  
[Sell Stuff Online From Home](#)  
[Find Your Side Hustle](#)  
[How to Make Extra Income from Home](#)  
[Lead Engaging Online Meetings/Events](#)

Social Media & Marketing

[4 Ways to Customize Your Facebook Feed](#)  
[How to Use Instagram](#)  
[Using Instagram to Market Your Business](#)  
[All About Hashtags](#)  
[Getting Started with Pinterest](#)  
[TikTok: What is it](#)  
[How to Build a Great LinkedIn Profile](#)  
[About Privacy on Facebook](#)  
[Facebook Groups](#)  
[Get Started with X \(Twitter\)](#)

## Tech4Tomorrow

*Tech 4 Tomorrow* digital classes meet online, at a scheduled time, with live instructors. The two-hour classes meet twice a week over six weeks (12 classes in total).

**To enroll, talk to your RC or CMPA today.**

Introduction to the Computer  
 Learn Microsoft Word, Excel, Power Point, Outlook, & OneNote  
 Learn Google Workspace: Gmail, Google Docs, Google Sheets  
 Understanding the Smartphone  
 Introduction to Zoom Meetings  
 Protect Yourself From Scams: Essential Tips and Tricks for Staying Safe Online

### KLS

A4TD offers intermediate to advanced computer skills training through an online platform called KnowledgeWave Learning Site (KLS). In KLS, training is provided through a series of web-based videos, making it ideal for self-paced learners. It is intended for individuals who already have a basic-to-intermediate level of computer skills.

**There is a pre-assessment to determine enrollment, talk to your RC or CMPA today.**

### GCF Global

GCFGlobal.org is a worldwide leader in free, online education. They've been making free videos and tutorials for more than a decade, and have served more than 100 million users in every country in the world.

These are video tutorials without teacher support. There are more than 190 topics.

[Get Started with GCF Global: Directions Here](#)

Below is a list of currently approved GCF course playlists for A4TD Specialized Training

Job Readiness	Soft Skills
<a href="#">Job Search and Networking</a> <a href="#">Job Applications</a> <a href="#">Learning the Indeed Job Platform</a> <a href="#">Resume Writing</a> <a href="#">Cover Letters</a> <a href="#">Interviewing Skills</a>	<a href="#">Learning Tips</a> <a href="#">Job Success</a> <a href="#">Workplace Basics and Understanding your Pay</a> <a href="#">Communication Skills</a> <a href="#">Business Communication</a> <a href="#">Critical Thinking and Decision-Making</a>
Adult Basic Education	Digital Literacy
<a href="#">Online Learning Basics</a> <a href="#">Math Classes</a> <a href="#">Writing Skills</a> <a href="#">Personal Finance: Money Basics</a> <a href="#">Digital Media Literacy</a> <a href="#">GED Prep</a>	<a href="#">Computer Basics</a> <a href="#">Internet Basics</a> <a href="#">Basic Computer Skills</a> <a href="#">Tech Savvy Tips and Tricks</a> <a href="#">Internet Safety</a> <a href="#">Email Basics</a> <a href="#">Search Better</a> <a href="#">Windows Basics</a> <a href="#">Google Basics</a> <a href="#">Google Chrome Basics</a> <a href="#">Microsoft Office Basics</a>

### *Skills to Succeed Academy*

Created specifically to meet the needs of job seekers, Skills to Succeed Academy offers 36 bite-sized, interactive modules. You can practice real-life scenarios, such as job-interviews in a safe environment.

[Get Started with Skills to Succeed Academy: Directions Here](#)

Below is a list of currently approved S2S course playlists for A4TD Specialized Training

Job Readiness	Soft Skills
<a href="#">Getting a Job</a> This course includes (23 modules)  <b>Skills to Succeed courses contain modules of 15-40 minutes each.</b>  <b>Be sure to put "S2S, Name of Course, Name of Module" on your timesheet.</b>	<a href="#">Success in Work</a> (12 modules) <a href="#">Lifelong Learning</a> (7 modules) <a href="#">Emotional Intelligence</a> (6 modules) <a href="#">Solving Problems</a> (8 modules)

## Coursera

Coursera is the global online learning platform that offers anyone, anywhere access to online courses and degrees from world-class universities and companies.

[Get Started with Coursera: Directions Here](#)

Below is a list of currently approved S2S course playlists for A4TD Specialized Training

<b>Job Readiness</b>	<b>Soft Skills</b>
<a href="#">How to Write a Resume</a> <a href="#">Create a Resume and Cover Letter with Google Docs</a> <a href="#">Utilize LinkedIn for Job Search</a> <a href="#">Effective Communication Capstone Project</a> <a href="#">English for Career Development</a> <a href="#">Writing Professional Emails and Memos</a> <a href="#">Interviewing and Resume Writing in English</a> <a href="#">Career Planning: A Pathway to Employment</a> <a href="#">Utilize CareerBuilder to Find Employment</a> <a href="#">Career Options: Exploring a New Career</a> <a href="#">The Art of the Job Interview</a> <a href="#">Successful Interviewing</a>	<a href="#">Work Smarter, Not Harder: Time Management for Personal &amp; Professional Productivity</a> <a href="#">Learning How to Learn: Powerful mental tools to help you master tough subjects</a> <a href="#">Conflict Transformation</a> <a href="#">Introduction to Negotiation</a> <a href="#">Teamwork Skills: Communicating Effectively in Groups</a> <a href="#">The Importance of Listening</a> <a href="#">Communication in the 21<sup>st</sup> Century Workplace</a> <a href="#">Personality Types at Work</a>
<b>Adult Basic Education</b>	<b>Digital Literacy</b>
<a href="#">Algebra: Elementary to Advanced</a>	<a href="#">Getting Started with Google Sheets</a> <a href="#">Everyday Excel</a> <a href="#">Work Smarter with Microsoft Word</a> <a href="#">Work Smarter with Microsoft Excel</a> <a href="#">Work Smarter with Microsoft PowerPoint</a> <a href="#">Getting Started with Google Workspace</a>