ASSOCIATES FOR TRAINING & DEVELOPMENT

ADVANCING WORKFORCE DEVELOPMENT FOR MATURE WORKERS SINCE 1983

SCSEP Approved Virtual Courses

The following is an approved list of virtual training options for SCSEP participants.

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 CN may approve seat time for these local classes.

Industry Credential training may also be available depending on your training track. Please speak with your CN for credentials like ServSafe, Healthcare credentials, Admin Assistant & Customer Service Certificates.

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 CN or CMPA today.**
• Introduction to the Computer • Introduction to Zoom Meetings • Understanding the Smartphone • Protect Yourself from Scams • Introduction to AI • Microsoft Outlook, Word, Excel, and PowerPoint • Microsoft to Google • Career Workshops

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 CN or CMPA today.**

DigitalLearn	
DigitalLearn.org is an excellent option for technology newcomers. It is created by the Public Library Association. Get Started with DigitalLearn: Directions Here Below is a list of currently approved DigitalLearn courses for A4TD Specialized Training.	
Job Readiness	**Digital Literacy**
• Creating Resumes • Online Job Searching • Applying for Jobs Online	• Navigating a Website • Basic Search • Getting Started on a Computer • Intro to Email • Intro to Email 2: Beyond the Basics • Using a PC (Windows 10) • Using a Mac (OS 11) • Using a Mac (OS X) • Why Use a Computer? • Using a PC (Windows 11) • Basics of Video Conferencing • Online Frauds and Scams (2025) • Accounts & Passwords • Internet Privacy • Microsoft Word • Creating a Basic Budget with Excel • Using a Mobile Device (Android) • Using a Mobile Device (iOs)

LearnFree

LearnFree 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.

Get Started with LearnFree: Directions Here

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

Job Readiness	Soft Skills
• LinkedIn Basics • Job Search and Networking • Job Applications • Resume Writing • Cover Letters • Interviewing Skills • Business Communication	• Job Success • Career Experiences • Career Planning and Salary • Workplace Basics • Communication skills • Critical Thinking and Decision-Making
Adult Basic Education	**Digital Literacy**
• Money Basics • Fractions • Decimals • Percents • Algebra Topics • Grammar • Writing Skills	• Computer Basics • Basic Computer Skills • Mouse Tutorial • Typing Tutorial • Tech Savvy Tips and Tricks • Internet Basics • Search Better • Internet Tips • Internet Safety • Introduction to Microsoft Teams • Introduction to Microsoft Outlook • Introduction to Microsoft Word • Introduction to Microsoft PowerPoint • Introduction to Microsoft Excel • Excel: Foundations • Word: Foundations • PowerPoint: Foundations • Microsoft PowerPoint Tips • Microsoft Excel Tips • Microsoft Word Tips • Windows Basics • Chrome • Google Docs • Google Sheets • Google Drive • Google Slides • Gmail

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 Coursera courses for A4TD Specialized Training

Digital Literacy

- Getting Started with Microsoft Word
- Getting Started with Microsoft PowerPoint
- Introduction to Google Docs
- Collaborating with G Suite Apps

Job Readiness	Soft Skills
• Create a Resume and Cover Letter with Google Docs • Build a Professional Resume using Canva • Create a Profile and Network on LinkedIn • Utilize LinkedIn for Job Search • Email Etiquette (preview) • Preparation for Job Interviews • Utilize CareerBuilder to Find Employment	• Developing Interpersonal Skills (preview) • Collaborate Effectively for Professional Success (preview) • Active Listening: Enhancing Communication Skills (preview)

Learning to Earning

Learning to Earning is a global, AI-powered portal that provides free, online training in digital, technical, and personal skills.
Get Started with Learning to Earning: Directions Here

Below is a list of currently approved Learning to Earning courses for A4TD Specialized Training

Job Readiness	Soft Skills
Go to Courses and select the "Employability" tab. You can take: • Any course under the "Career Guidance" category • Any course under the "Job Search" category • Any course under the "Professional Growth" category	Go to Courses and select the "Soft skills" tab. You can take: • Any course under the "Soft skills – Basic" category • Any course under the "Soft skills – To grow" category • Any course under the "Soft skills- To stand out" category • Any course under the "Soft skills – For employment" category