



# SkillingUp

LEARN • ACHIEVE • EMPOWER •

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A program brought to you by **March of Dimes Canada** in  
Partnership with





## OUR PROUD HISTORY

We were founded in 1951 as the **Canadian Foundation for Poliomyelitis**, using the market name **Ontario March of Dimes**. Our original mission was to find a cure for the polio virus, with volunteers going door to door collecting dimes for research.

Following discovery of the Salk vaccine, our mandate evolved over the years to serve and support not only polio survivors, but adults with all forms of physical disability.

In 2006, we took on a national mandate and changed our name to **March of Dimes Canada**.



# ABOUT MARCH OF DIMES CANADA

**March of Dimes Canada** is a leading national charity committed to championing equity, empowering ability, and creating real change that will help the more than six million people living with disabilities across the country unlock the richness of their lives.

We serve, connect, and empower people living with disabilities to participate fully in life – on their own terms. Our work is grounded in the voices of the people we serve, built on a foundation of service, and backed by a 70-year history of success.



## Purpose

Champion equity. Empower ability.



## Vision

An inclusive, barrier-free society for people with disabilities.



## Mission

To be Canada's leading service provider, resource and advocate, empowering people with disabilities to live and thrive in communities nationwide.



WHAT IS  
**SkillingUp**?

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**LEARN SKILLS FOR JOBS IN OUR TECH-ENABLED  
FUTURE**

# DIGITAL ECONOMY AND DEMAND FOR TALENT

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Digital technologies are driving transformative change



Demand for talent is only growing



Misconceptions about disability persist



The need for continuous upskilling

# SKILLING UP IS FOR...



- People who face barriers to obtaining traditional education and want to learn at their own pace.
- People who want to learn new skills or upskill their existing digital skills and become qualified for a job requiring digital and tech-enabled skills.
- People who want a micro-credential or certification with Microsoft to help them become competitively employed.

A background pattern of overlapping teal triangles of various sizes and orientations, creating a textured, geometric effect.

**CUSTOM CONTENT BASED ON LEVEL  
INDEPENDENT LEARNING PATHWAYS**

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# DIGITAL LITERACY - BEGINNER

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The beginner learner has basic computer skills and can type, use a mouse, and navigate to websites. Beginner learners will focus on the **Digital Literacy and Productivity** pathway with the option to progress to intermediate pathways if desired.

The **Digital Literacy and Productivity** pathway will cover topics such as:

- Working with computers and devices
- Creating content in Microsoft Office
- Participating safely and responsibly online
- Using chat, video calls, and group video meetings
- Collaborating online in Outlook, Word, and OneDrive





# ROLE BASED - INTERMEDIATE

An intermediate learner has a solid understanding of how to easily navigate the internet as well as Microsoft Word, PowerPoint, Excel and Outlook. This learner also uses a computing device daily. Intermediate learners will focus on the **Career Essentials Certificate** pathways with an option to progress to the advanced pathways if desired.

The **Career Essentials Certificate** pathways are:

- Administrative Professional
- Project Manager
- Business Analyst
- Systems Administrator
- Data Analyst
- Software Developer
- Generative AI
- Cybersecurity

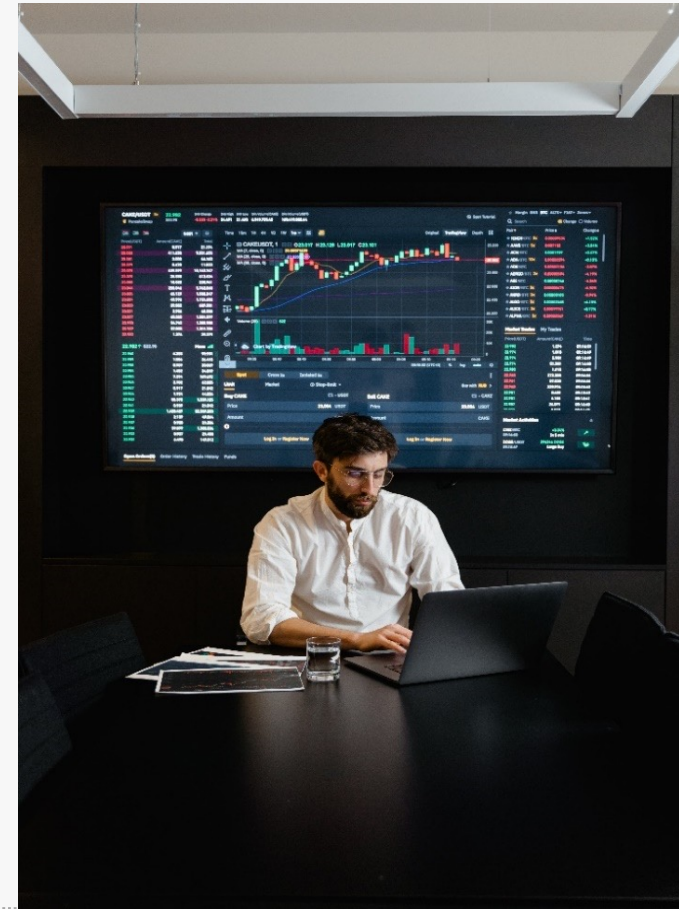


# TECHNICAL CERTIFICATES AND MICRO-CREDENTIALING- ADVANCED

An advanced learner is proficient with MS Systems and has existing experience and/or training in ICT. Advanced learners will focus on achieving **Microsoft Certifications**.

The **Microsoft Certification** pathways are:

- Fundamentals MS-900
- Dynamics 365 Fundamentals (CRM) MB-910
- Power Platform Fundamentals PL-900
- Security, Compliance, and Identity Fundamentals SC-900
- Messaging Administrator Associate MS-203 (retiring Dec 2023)
- Teams Administrator Associate MS-700
- Microsoft Certified: Azure AI Fundamentals AI-900



# SKILLING – SOFT SKILLS AND ENTREPRENEURSHIP

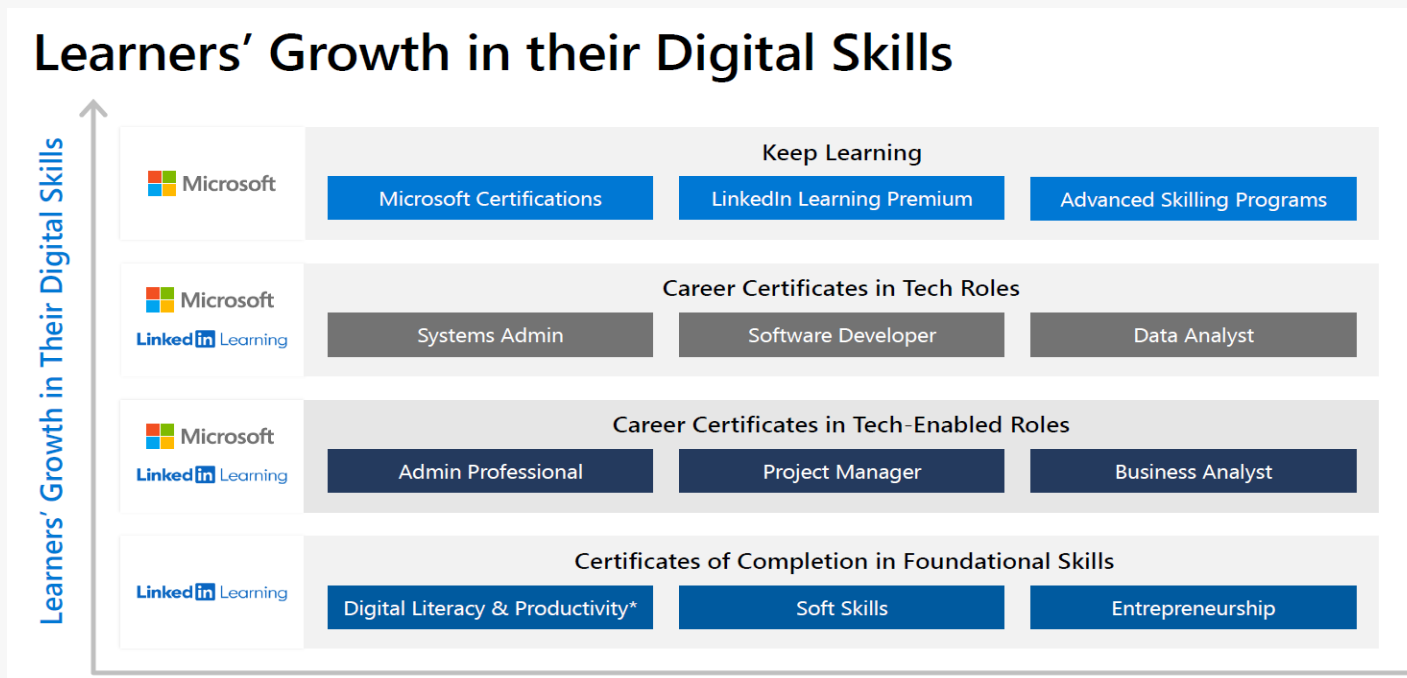
## Soft Skills

- Embracing Unexpected Change
- Teamwork Foundations
- Effective Listening
- Writing in Plain Language

## Entrepreneurship

- Guy Kawasaki on Entrepreneurship
- Entrepreneurship Foundations
- Entrepreneurship: Finding and Testing Business Ideas
- Creating a Business Plan
- Finance Essentials for Small Business

# PATHWAY PROGRESSION





**JUNIOR SYSTEMS ADMINISTRATOR  
LIVE WEBINAR LEARNING COHORT**

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# COHORT – JUNIOR SYSTEMS ADMINISTRATOR

## Certification Courses

- AZ-900 Microsoft Azure Fundamentals
- AZ-104 Microsoft Azure Administrator
- MD-102 Microsoft 365 Mobility and Security
- MS-102 Microsoft 365 Administrator
- SC-300 Microsoft Identity and Access Administrator

## What do you need to know

- January 2 – March 29, 2024
- French language
- Live webinars





# OPTIONS FOR ALL LEARNERS

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# JOB READINESS AND INDUSTRY EXPOSURE

| Networking   | Career Development  | Mentorships  |
|--|---|--|
| <ul style="list-style-type: none"><li>• Job Fairs</li><li>• LinkedIn Networking</li><li>• Opportunities to connect with industry professionals through mentorships</li></ul> | <ul style="list-style-type: none"><li>• Resume review</li><li>• Career development courses on the SkillingUp platform</li></ul> | <ul style="list-style-type: none"><li>• Virtual mentorships with featured employers</li><li>• Panel discussions with industry professionals</li><li>• Opportunities for Q&amp;A with mentors</li></ul> |

# DIGITAL CAREERS PLATFORM

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- Explore Careers
- Learn Skills
- Access Resources
- Find Work

 **DIGITAL**



## Next Steps In Your Roadmap

Make progress towards your career goals by completing your next steps below!



### Get to know your interests!

Uncover what truly excites you! Assess aptitudes, preferred work style and interests to gain valuable insights into fulfilling roles. Take the Holland Code Career Test in a separate tab to rate job...

Start ↗



#### Interest assessment results

Curious how your passions connect to digital careers? Discover your Holland Code Career Test results to explore diverse paths that match your interests....



#### Understand options of digital careers

To fully understand what it means to embark on a new career path, and expand your horizons in terms of digital careers and what it means in terms of every day...

[See all steps →](#)

### How can we help today?



#### Update your Career Passport

Keep your profile information up to date to get personalized recommendations.



#### Explore Careers

View recommended careers that match your skills and select a career to pursue.



#### Find Learning

Develop new skills through our curated learning library.



#### Browse Resources

Set yourself up for success with career guidance and support.



#### Apply to Work

Find job opportunities that match your skills and interests.



#### Navigate your Roadmap

Visit your Roadmap to get step-by-step guidance on your career journey.

A background pattern of overlapping teal triangles of various sizes, creating a textured, geometric effect. The triangles are arranged in a way that they appear to be floating or layered, with some in the foreground and others receding into the background.

# **PROGRAM DELIVERY**

**ACCESS ANYWHERE, ANYTIME**

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# LINKEDIN LEARNING

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- Learners will need to have a free LinkedIn profile prior to starting their learning pathway
- LinkedIn is a great online resource that can help learners build their network and connect with employers
- Privacy settings can be customized to select how much information they want to share
- The SkillingUp program coordinator can assist learners with setting up a LinkedIn account and privacy settings





# ACCESSIBILITY FEATURES

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|  |  |
|--|--|
|   | <b>Compatible with desktop and mobile assistive technology</b> |
|   | <b>Adjustable audio for all videos</b>                         |
|  | <b>Closed captioning offered on all videos</b>                 |



# HOW TO GET STARTED



[www.SkillingUp.ca](http://www.SkillingUp.ca)



# PLATFORM AND PATHWAY PREVIEW

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# Sign in

Sign in with your email address

[Forgot your password?](#)













Don't have an account? [Sign up now](#)

My Courses | Course Library

**My Progress** 17 Courses completed / 384 Certificates received

**My Certificates** [View Certificates](#)

Learning Paths (12)

|  |  |  |
|--|--|--|
|  Digital Literacy & Productivity<br>26% Complete                                      |  Professional Soft Skills<br>1% Complete  |  Entrepreneurship<br>0% Complete  |
|  Career Essentials in Administrative Assistance<br>8% Complete                        |  Career Essentials in Project Management<br>2% Complete                           |  MS-900 - Microsoft 365 Certified: Fundamentals (MS-900)<br>0% Complete             |
|  MB-910 - Microsoft Certified: Dynamics 365 Fundamentals CRM<br>9% Complete         |  PL-900 - Microsoft Certified: Power Platform Fundamentals<br>0% Complete       |  SC-900 - Microsoft Certified: Security, Compliance, and Identity<br>12% Complete |
|  MS-203 - Microsoft 365 Certified: Messaging Administrator Associate<br>0% Complete |  MS-700 - Microsoft 365 Certified: Teams Administrator Associate<br>0% Complete |  AI-900 - Microsoft Certified: Azure AI Fundamentals<br>0% Complete               |

Mail



← Back to My Courses


### Digital Literacy & Productivity

Learn how to gain digital literacy to use devices, software, and the Internet to collaborate with others and discover, use, and create information.

23 Courses | 23 Lessons


26% Complete

#### Working with Computers and Devices




Introduction\*

100% Complete




Computer and Device Basics

100% Complete




Working with Desktop Opera

100% Complete




Working with Applications

100% Complete




Keeping Your Computer Secu

100% Complete




Getting Online

100% Complete




Creating Content in Microsof

0% Complete




Getting Started in Word

0% Complete



Getting Started with Excel

0% Complete



This lesson will open in a new page  
View the lesson and get back here when you are done

[View lesson ↗](#)

From the course: [Working with Computers and Devices](#)



## Working with computers to create opportunity

From the course: [Working with Computers and Devices](#)

Transcripts

View Offline

### Working with computers to create opportunity

“ - Digital skills can play a powerful role in helping you to connect, learn, engage with your community and create a more promising future. Working with computers can open doors for opportunities at work, connect you with friends or family, spray your creativity, and expand your career horizons. This series of lessons is designed to help you improve your current skills and also learn new skills to help you succeed in the digital world. We'll start with a look at computer and device basics and find out what makes a computer a computer. We'll look at how to use the operating system to open, create

### Contents

Introduction



▶ Working with computers to create opportunity

1m 14s

1. Computer and Device Basics



2. Working with Desktop Operating Systems



3. Working with Applications



4. Keeping Your Computer Secure and Updated



5. Getting Online



6. Creating Content in Microsoft Office



7. Get Started with Word



8. Get Started with Excel



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THANK YOU!

[WWW.SKILLINGUP.CA](http://WWW.SKILLINGUP.CA)