

# DIGITAL SKILLS COURSEWARE

Technological skills for the 21st century workplace



## Digital Skills Courseware develops the technological skills needed for success in the modern workplace.

Technology plays a significant role in nearly every industry and its use in the workplace continues to increase every year. In order to succeed in their careers, job seekers and employees must have an understanding of the purpose and capabilities of these rapidly changing digital tools and demonstrate an ability to use technology to get the job done. By focusing on the technologies and processes most often used in the workplace, WIN Learning's Digital Skills Courseware ensures that all learners have the technological skills to get hired and succeed no matter their occupation.

Digital Skills Courseware is a self-paced course designed to provide learners with the skills needed to navigate technology in the workplace. It is comprised of five modules: Computer Basics, Internet Basics, Digital Communication Basics, Digital Documents Basics, and Digital Security Basics.




## Digital Skills Courseware

Digital Skills Courseware			
<b>Computer Operations</b>			
Pretest	Course	Posttest	
<b>Internet Browsing</b>			
Pretest	Course	Posttest	
<b>Digital Communication</b>			
Pretest	Course	Posttest	
<b>Digital Documents</b>			
Pretest	Course Level I	Course Level II	Posttest
<b>Digital Security</b>			
Pretest	Course	Posttest	

### Digital Security

**Virtual Private Networks (VPN)**

A VPN or Virtual Private Network is a secure connection between your device and another network across the internet that helps ensure that data is safely transmitted. Using a VPN protects you by encrypting the data transmitted between your device and the remote network.



INTERNET      VPN      YOU

### Digital Communication Basics Posttest

Using the Reply function in email

- A) keeps the information shared confidential.
- B) creates an ongoing conversation about a topic.
- C) is recommended when starting a new conversation.
- D) ensures that the email will only go to people at your company.

**Submit**

Question 2 of 12

Each module contains a course component that includes instructional content, a knowledge-check quiz, and practice exercises that allow learners to apply the skills to real life, practical situations. To complete each module, learners take a posttest to recap what they've learned.

The posttest at the end of each module measures mastery of content. When the learner scores 80% or greater on the posttest, they earn an eBadge and advance to the next module. When learners have completed all five modules and earned their eBadges, they earn a Certificate of Completion.

# WIN LEARNING'S CAREER READINESS SYSTEM INCLUDES DIGITAL SKILLS COURSEWARE, A WEB-BASED PROGRAM THAT PREPARES LEARNERS FOR THE 21ST CENTURY WORKPLACE.

## The courseware consists of five modules:

### Computer Operations

This module teaches learners to identify and understand device types, parts of a computer, operating systems, common software applications, basic computer operations, and professional use of devices.

### Internet Browsing

This module teaches learners to identify and understand the internet and the World Wide Web, how to connect to the internet, browser basics and how to search the web, and professional use of the internet.

### Digital Communications

This module covers the methods of digital communication, email basics, video conferencing basics, instant messaging and text messaging, social media etiquette, and professional use of digital communication tools.

### Digital Documents

In this module, learners are taught to identify and understand different types of digital documents used in the workplace, including word processing documents, spreadsheets, slide presentations, and online forms, as well as document sharing, collaboration, and professional use of digital documents.

### Digital Security

The final module teaches learners to identify and understand security policies and procedures, password security, privacy settings, security software, and VPNs.



## Did you know...

Learners who successfully complete Digital Skills Courseware can access digital versions of their eBadges and Certificate of Completion. These digital badges can be shared on social media, added to an email signature, included in an online portfolio or resume, and more.



## About WIN Learning

Since 1996, WIN's integrated approach to career readiness has given more than 10 million learners worldwide the tools, confidence, and skills necessary to excel. Our e-learning solutions include academic and employability skills courseware, assessments, and credentials as an important foundation for creating a more effective and efficient system to prepare learners and job seekers for career and life success.



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