



Career Readiness
Courseware &
Credentials

Digital Literacy

Technological skills for the 21st century workplace

Digital Literacy develops the technological skills needed for success in the modern workplace.

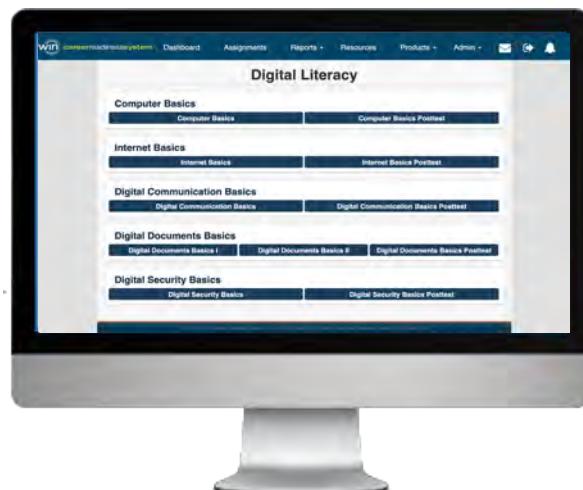
Technology plays a significant role in nearly every industry and its use in the workplace continues to increase every year. In order to succeed in their careers, job seekers and employees must have an understanding of the purpose and capabilities of these rapidly changing digital tools and demonstrate an ability to use technology to get the job done.

Digital Literacy 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.

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.

digital literacy



WIN Learning's Career Readiness System includes Digital Literacy, a web-based program that prepares learners for the 21st century workplace.

Digital Literacy consists of five modules



Lesson 1: Computer Basics

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.



Lesson 2: Internet Basics

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.



Lesson 3: Digital Communications Basics

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.



Lesson 4: Digital Documents Basics

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.



Lesson 5: Digital Security Basics

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

Build the foundational skills to succeed in the digital landscape.

In today's technology-driven world, knowledge and mastery of common digital devices and tools are imperative for gaining employment in nearly every industry. By focusing on the technologies and processes most often used in the workplace, WIN Learning's Digital Literacy ensures that all learners have the technological skills to get hired and succeed no matter their occupation.

Parts of a Computer

Computers have lots of buttons and **ports**. The **power button** turns the computer on and off. The **volume button** turns the speakers up and down.

Physical Ports on a computer act as an interface between the computer and other devices using a cable connector with the most common type being USB. Other ports include HDMI, Display Port, and Lightning.



Check Your Knowledge

Which is an example of a handheld mobile device?

- A) desktop
- B) laptop
- C) printer
- D) smartphone

Submit

Question 1 of 10

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.

Let's WIN Together. Contact Us!

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