

Digital Literacy Download

MAY 2026

Next Digital Literacy Class:

May 20-21, 2026 8:30am to 12:30pm

Workforce Connection Fresno West, Room 101

Digital Literacy: A Skill That Helps You Get a Job

Today, most job applications are done online, so having basic digital skills is essential.

Even simple applications can include many steps—like creating a résumé, organizing files, converting documents, searching for jobs, filling out forms, and uploading information. You also need to protect your personal data and avoid scams while doing it.

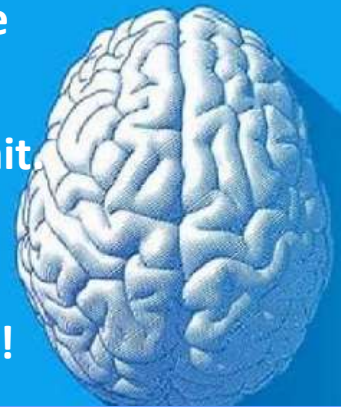
This may seem like a lot to know, but there's good news: **You can learn all these skills in our Digital Literacy Class!**

Avoid Compulsive Use of Social Media

Social media is designed to trigger dopamine addiction with likes, notifications, and endless scrolling. Set boundaries to strengthen your mental health!

- Turn off notifications.
- Use Social Media actively (resist passive scrolling).
- Set a time limit.

Note: Exercise releases dopamine, too!



How to Enroll in the Digital Literacy Class:

See your Case Manager about enrolling in the Digital Literacy training. Once enrolled, assess your knowledge by taking the Pre-Test. Here are the steps:

1. Navigate to IT-FRS.net and click on the "Digital Literacy" link in the menu.
2. Click on "Student Test Form" and follow prompts for the Pre-Test.
3. Meet with your Case Manager to get your score. Your Case Manager will help you decide whether you should complete Digital Literacy Training.

Digital Literacy Class Outline

Day 1:

- Introduction to Computers and Computer Components
- Operating Systems and What They Do
- Productivity Tools (MS Office and Google Suite)
- File Sharing
- Email Communications and Etiquette

Day 2:

- Internet Basics, Browsers, Search Engines
- Job Board Programs, Optimizing Searches
- Online Research, Evaluating Credibility, Fact Checking
- Social Media Platforms, Algorithms, Use vs Overuse
- Online Safety, Social Engineering, Common Online Threats
- Introduction to Artificial Intelligence

Learning AI on a Budget

Many quality, beginner-friendly AI resources are offered online for free or low cost. Some universities, government agencies, and non-profits may offer free AI courses as part of public initiatives. Look for courses labeled “*audit for free*” or “*open courseware*.” Even when an AI certificate has a fee, the course content itself may still be free.

Use **YouTube** (but be selective): choose explanations over “get rich quick” claims. Logoff if you hit a paywall. Try out **LinkedIn Learning’s** free one-month trial to explore AI courses and decide if this platform is right for you.

Strong starting points may include these free resources:

- “[Elements of AI](#)” — University of Helsinki & MinnaLearn
- **U.S. DOL’s** “[Make America AI-Ready](#),” a short, practical AI literacy course offered entirely by phone.

Using trusted, free resources like these lets you build a strong AI foundation—and decide over time if more advanced or paid training makes sense for your goals.

AI learning is a marathon, not a sprint. Small, consistent steps matter most.

Investing time in YOU is the best route to success!



VR TECHNICAL SERVICES

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