

# Digital Literacy Download

APRIL 2026

## Next Digital Literacy Class:

**April 15-16, 2026 8:30am to 12:30pm**

**Workforce Connection Fresno West, Room 101**

## Digital Literacy: A Skill That Helps You Get Jobs

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!**

## Your Digital Footprint

- Your digital footprint affects how others see you.
- Everything you post online can last forever.
- You have the power to shape your digital footprint with your visits, forwards, likes and comments.
- Learn more about your footprint in digital literacy class!



### 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](https://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 and Algorithms
- Online Safety, Social Engineering, Common Online Threats
- Introduction to Artificial Intelligence

## Smart Tips for Using AI (Artificial Intelligence)

**AI is helpful, but not perfect.** Use your judgment and double-check its answers.

### **Avoid sharing personal details with AI.**

Keep your input focused on work or school, and never include sensitive information like names, passwords, birth dates, or contact details.

**Use AI as a tool to support your thinking, not replace it.** It's great for brainstorming, learning, generating examples, or checking grammar—but avoid copying responses word for word. Teachers and employers

often spot unoriginal work, and relying on AI too much can hold back your own skill development.

**Don't turn to AI for personal advice.** It doesn't understand human experiences.

For serious concerns, reach out to a trusted friend or professional.



### VR TECHNICAL SERVICES

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