

Adult Education Basic Digital Literacy Competencies

	Competency	Specific skills associated with competency
EASY	1. Displays understanding of basic digital literacy concepts and vocabulary	<ul style="list-style-type: none"> a. Hardware, software, devices b. Browser, applications, virus, links c. Cloud storage
	2. Displays understanding of basic computer use	<ul style="list-style-type: none"> a. Use a mouse pad b. Demonstrates beginning level keyboarding skills c. Uses basic toolbar and scrolling functions d. Opens and closes applications on computer
	3. Displays understanding of using a variety of technology tools to gain meaning from information	<ul style="list-style-type: none"> a. Choose and use a variety of electronic searching tools e.g. databases, browsers, online references b. Uses appropriate technology for listening, viewing, reading, and organizing activities
Moderate	4. Displays basic understanding of social media	<ul style="list-style-type: none"> a. Recognizes consequences of public accounts (Facebook etc.) b. Chooses appropriate privacy settings for social media account
	5. Searches for and locates information and resources online	<ul style="list-style-type: none"> a. Chooses browser b. Displays understand of browser tool bar buttons c. Displays understanding of URLs and links d. Displays basic navigation skills (selecting tabs, following links)
Higher level	6. Displays deeper understanding of computer functions and use	<ul style="list-style-type: none"> a. Manages multiple windows b. Manages files
	7. Manages stored information effectively	<ul style="list-style-type: none"> a. Recognizes need for backing up information and files b. Evaluates benefits of using cloud type storage systems vs. or in addition to external hard drives
	8. Considers safety, privacy, appropriateness and digital footprint before using digital tools	<ul style="list-style-type: none"> a. Follows copyright guidelines b. Creates strong password when creating online accounts
	9. Creates products and content using digital tools and software	<ul style="list-style-type: none"> a. Uses word processing to draft, revise, and edit a piece of text in response to academic assignments b. Displays understanding of plagiarism and need for citations c. Uses word processing and templates to create resume and cover letters