

Digital Literacy Pathway

ENGEN

Computer and Software Skills to Encourage
the Economic Advancement of Adult Learners

There are 32 million adults in the United States who cannot use a computer. English Language Learners (ELLs) and workers with limited English proficiency (LEP) make up 14% of the population and a shocking 43% of this group have no digital skills at all, according to recent research from the National Skills Coalition. Digital skills instruction can help close the widening gap in access to technology while supporting communities that are disproportionately impacted. EnGen's newest pathway Digital Literacy, supports organizations and employers with the tools needed to develop the technology skills English learners need to seek, obtain, and retain employment. In this course, learners will explore how to use a computer, create text documents, navigate both Windows and Mac operating systems, and more.

AT THE END OF THE COURSE, LEARNERS WILL BE ABLE TO:

- Create text files and save them
- Draft, send, and receive emails and use the internet in a safe way
- Navigate Mac and Windows operating systems at a basic level
- Become familiar with the physical computer and its basic hardware

Course units include:



Basic Computer Skills

In this unit, you will learn how to start using a computer, keyboard, and mouse. Learners will be able to recognize basic computer hardware (monitor, keyboard, mouse) and use basic keyboard and mouse functions (shift, enter, right click, etc). This unit also explores how to access the computer by turning it on and logging in.



Basic Internet Skills

This unit introduces learners to the basics of browsers and websites on the internet. Learners will be able to open a browser and its functions (e.g. refresh, back, bookmarks), navigate websites using URLs and hyperlinks as well as recognize different domains and what they mean (.gov, .edu, .com)



Using Email

In this unit, you will learn how to send and receive email. "Register for an email account and create a strong password. Send, read, and reply to emails. Learn email etiquette and how to recognize spam and suspicious emails."



Internet Safety

In this unit, you will learn how to be safe, protect your information, and recognize bad players on the internet. "Learn what information must be kept protected. Recognize suspicious content on the internet. Check suspicious content using Internet resources."

Interested in Learning More About EnGen's Career-Aligned Pathways?

Reach out to us for a custom demo
[GetEnGen.com/demo](https://www.getengen.com/demo)

At EnGen, we are committed to creating content that empowers learners and improves their economic advancement.