

## EDUCATION

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### Computer Literacy

#### Rationale

A basic knowledge of computer operations may be essential in today's job market to secure and maintain employment.

#### Objective

Support Deseret Industries associates as they become computer literate.

#### Potential Discussion Items

- Assess the Deseret Industries associate's level of computer knowledge and his or her training needs in seven categories:
  - Word processing (create, read, and edit text files)
  - Image editing (create, view, and edit photos and images)
  - Databases (store and organize information, help locate needed information)
  - Spreadsheets (perform simple math calculations, especially for businesses)
  - Networking (connect to other computers by modem)
  - Web browsing (use browsers [Firefox, Internet Explorer, Google Chrome, and so on] to connect to the Internet to visit web pages)
  - Email (write, read, send, receive, store, and organize electronic mail messages)
- Help the Deseret Industries associate apply for free or low-cost computer literacy courses that are appropriate for the associate's skill level.
- Help the Deseret Industries associate identify social media platforms for job searching (LinkedIn, Facebook, and so on). Emphasize the importance of being careful about what they post on social media and elsewhere, because these posts may affect future employment opportunities.
- Help the Deseret Industries associate create professional employment profiles on ldsjobs.org, LinkedIn, and other job search sites.

#### Suggested Resources

- Tool to assess someone's computer skill level: <http://www.digitalliteracyassessment.org/index.php>.
- Suggestions for helping people with no prior computer knowledge: <https://medium.com/@nathantbaker/the-first-10-things-to-teach-a-new-computer-user-6aa1837ff051>.
- Modules on computer basics, trouble shooting, and maintenance: <http://www.gcflearnfree.org/computers/computerbasics>.
- An introduction to computer basics: <https://www.youtube.com/watch?v=DwsKeoXOa9I>.
- Information on how to use a computer in a job search: <http://www.learnmyway.com/learn-more/jobhunting-online> (no-cost registration required).

