DIGITAL LITERACY

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UNDERSTANDING HOW TO UTILIZE AND LEVERAGE TECHNOLOGY TO SOLVE PROBLEMS EFFICIENTLY AND ETHICALLY.

KEY BEHAVIORS

- Navigate change and be **open to learning** new technologies.
- Use technology to **improve efficiency** and productivity.
- Manipulate information, construct ideas, and use technology to **achieve strategic goals**.
- Identify **appropriate technology** for completing specific tasks.
- Utilize **Artificial Intelligence (AI) systems** in appropriate and ethical settings.
- Quickly adapt to **new or unfamiliar technologies**.
- Effectively communicate through **multiple digital platforms**.

WHERE TO BUILD IT...

- Personal learning
- Class projects
- Student organization social media roles
- Professional internships
- Professional certificate programs
- Student employment
- Microcredentials

Get Involved!

HOW EMPLOYERS ASK

- Describe how you've gone about **learning a new technical skill or digital tool** quickly?
- What are your thoughts on the **future of work** and how technology will impact it?
- How can one **effectively use Artificial Intelligence (AI) tools** to make our individual jobs easier?
- Sometimes complex projects require additional expertise. Describe a situation when you had to **request help or assistance** with one of your projects or assignments.
- Can you tell me about a time when you used technology to **improve a process** or solve a problem?

HOW TO TALK ABOUT IT

Resume Bullet Examples

- **Utilized** Excel to analyze customer user data for local small businesses as part of Business class project.
- **Earned** multiple Microsoft Certifications through LinkedIn Learning platform.
- **Trained** new staff on point of sales operating system that restaurant uses to manage to go orders.
- **Quickly adapted** to new software tracking system implemented within the accounting department.
- **Directed** social media communication plan for 200-person student organization, responsible for advertising events and recruiting new members.
- **Presented** research paper on the ethical uses of ChatGPT and other AI tools by high school students in Louisiana.

READY *to* ROAR