

Digital Literacy Leverages existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals.

Level	Demonstrated Behavior	Associated Skills	Example
Level I <i>Basic Experience</i>	Has basic technical knowledge.	Email MS Office Suite	Joe's supervisor asked him to create a poster using PowerPoint to notify students of the upcoming event and change in venue.
Level II <i>Practical Application</i>	Familiar with Office Products, Social Media Tools and other digital platforms.	Multi-media Videography Social Media Email MS Office Suite Website configurations	Dana was asked to help develop the department's event communication plan. Her technical knowledge allowed her to contribute to the marketing and publicity for the project through Facebook, Instagram and the department's