# Closing the Digital Skill Divide: The Payoff for Workers, business, and the economy

*"Even before the pandemic began, policymakers, businesses, and workforce advocates were already recognizing that workers were not being replaced by robots, but rather, being called upon to work hand-in-glove with rapidly evolving technology."*

*National Skills Coalition Closing the Digital Skill Divide Report*

# Presenters

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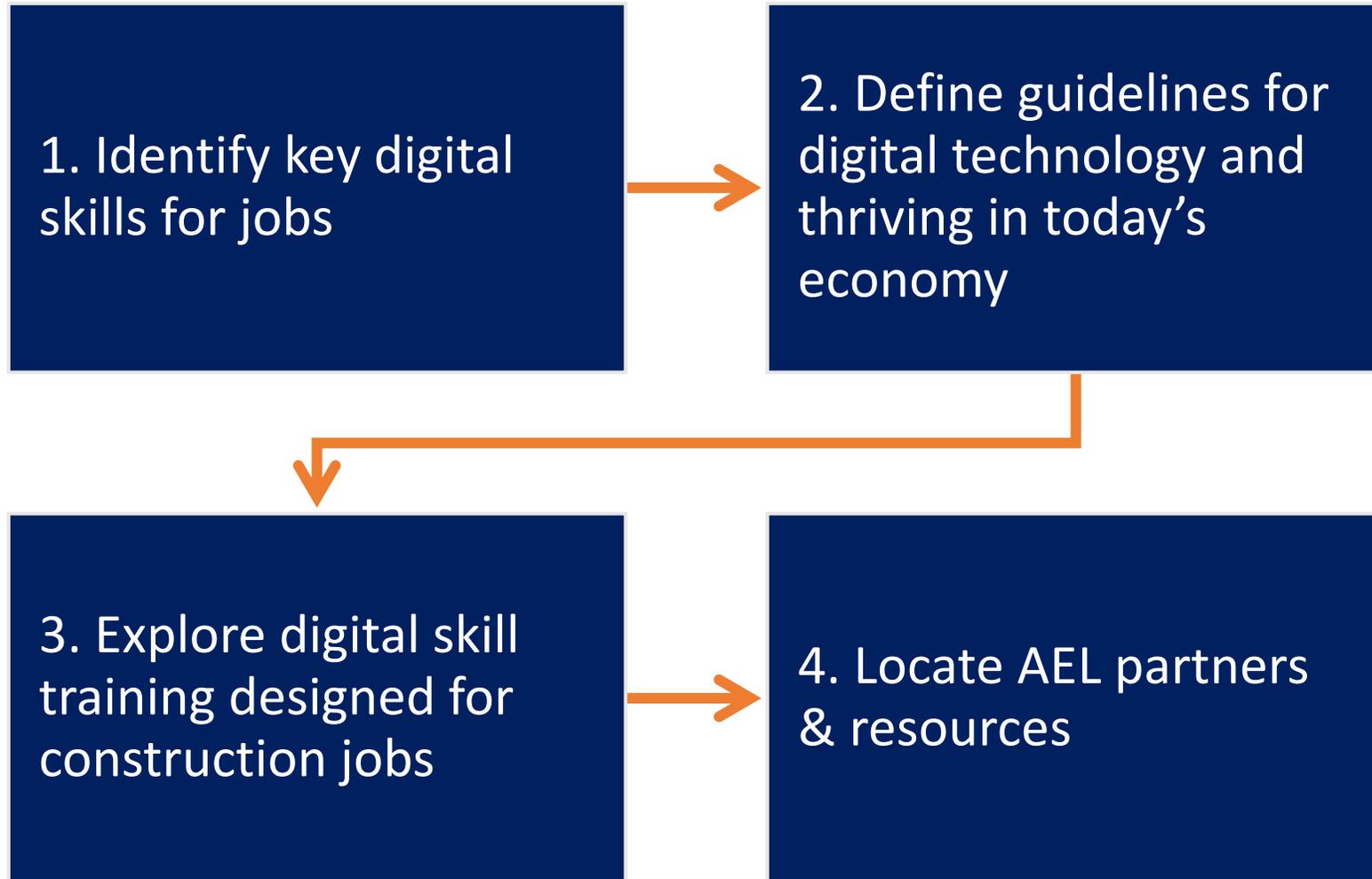
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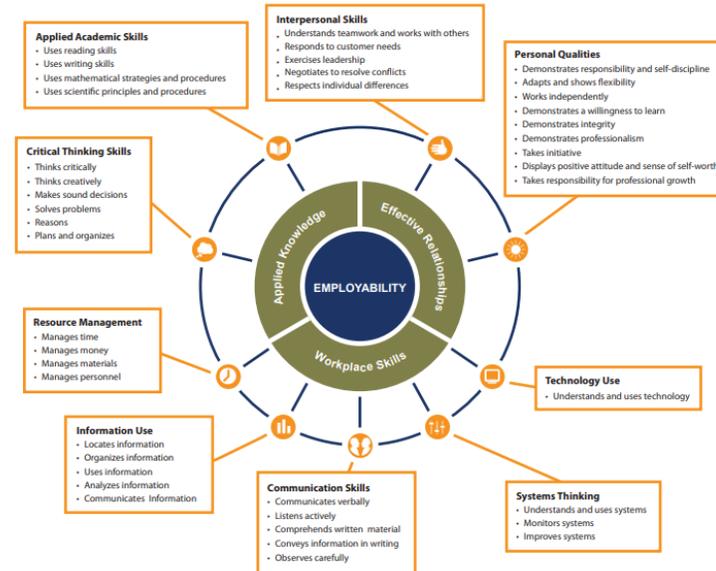
**Who's in the Room?**

# Session Objectives

1. Identify key digital skills for jobs

2. Define guidelines for digital technology and thriving in today's economy

3. Explore digital skill training designed for construction jobs

4. Locate AEL partners & resources

# Did YOU Know?

100% of participants in AEL are required to receive workforce preparation skills while in AEL.

Texas AEL Policy

**Hello**
**Adult Education and Literacy (AEL)**
**Your Partner**
**in Digital Skill Building**

*a refresher on AEL . . .*





- **Core partner under WIOA**

- **Statewide Multi-year Grants**

- **Over 80$ million Investment**

- **Serves over 60,000 participants a year**

- **Variety of Instructional Options**

- **Free or very low cost**

- **Able to leverage funding**

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# Title II AEL

# Who Do We Serve?

**College Ready**

12.9 Grade Level

**High School Equivalency / Skills Upgrade**

**With** or without a high school diploma

**English as a Second Language**
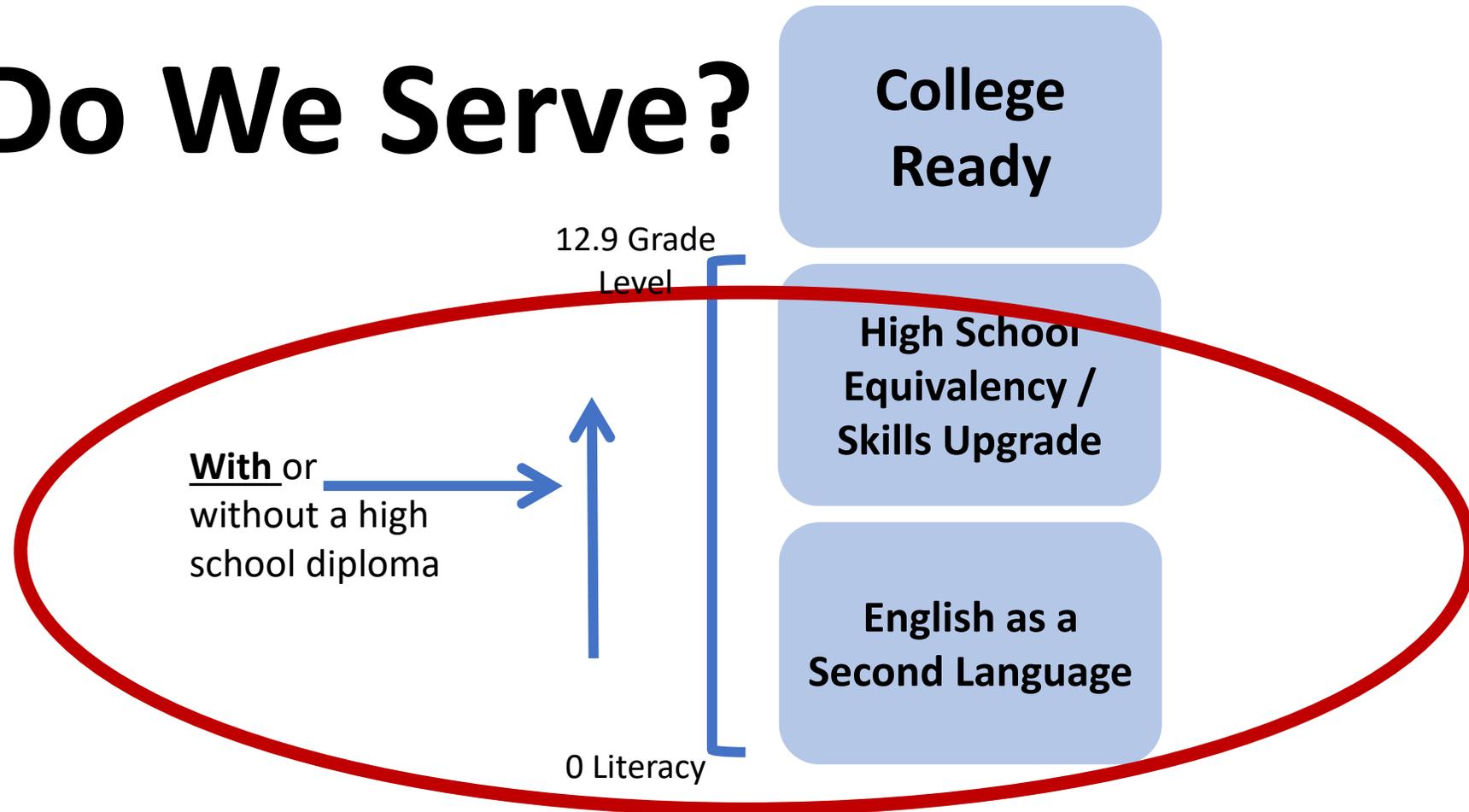
0 Literacy

# There are no income requirements.

Participants take a basic skills test to determine need for AEL services.

What Services Can AEL Offer?

# Digital Skills at Work

AEL and Employer Engagement

What are Foundational Digital Skills?

# Foundational Digital Skills

- Turning on/off or putting to sleep a variety of devices
- Communicating via email, text, or other applications (Log-ins, digital timecards)
- Using a mouse, a digital pointer, a mousepad, a devise without a keyboard
- Using work phones, tablets, scanners
- Uploading information to the cloud or specific company platforms

92% of all job ads require "definitely digital" or "likely digital skills." The demand is robust across all industries.

Entry level positions now require  digital skills

Construction workers use mobile devices to submit and review work orders

Medical office staff supporting telehealth and in-office patients

*Restaurant workers use online reservation, ordering and delivery software*

**Bottom Line:**
Even entry-level jobs now require digital skills.

What are Industry Specific Digital Skills?

Agriculture workers use in-cab tractor technology (e.g. AutoTrac) for efficient tractor operation.

Aerospace workers use augmented reality.

*Welders use collaborative robots ("cobots") in advanced manufacturing*

*Wind turbine service technicians use industrial control software*

# Digital skill demand

| 2021 job ads seeking | % of ads requiring a "likely" digital skill | % of ads requiring a "definitely" digital skill |
|---|---|---|
| 0-2 years of experience | 95% | 49% |
| 3-5 years | 98% | 71% |
| 6-8 years | 99% | 81% |
| 9+ years | 98% | 75% |

**How does AEL further the digital literacy skills of the workforce?**

# Did YOU Know?

45% of All AEL Grantees have at least one employer partner

AEL Data from TEAMS and Quarterly Reports

# TX AEL Digital Literacy Content Standards

Guideline for skills required to leverage digital technologies and thrive in the global economy.

# Purpose of the Standards

Designed to equip AEL students with essential digital skills for employment & overall success in today's modern world.

# Six Areas of Digital Competence
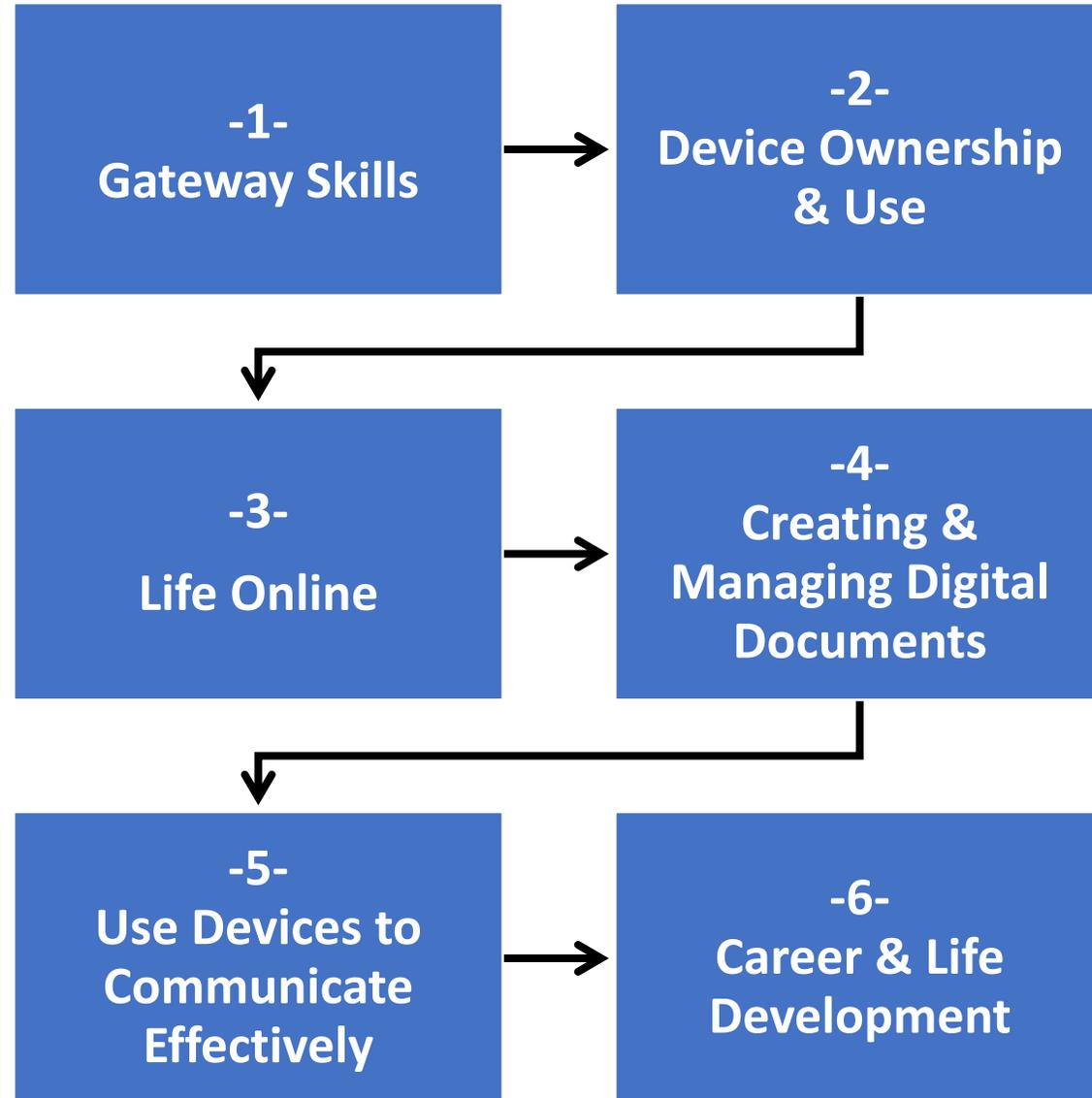
An Overview

# AEL Construction Curriculum

# Did YOU Know?

AEL specializes in building skills within a specific context:

"education that's functional!"

Texas AEL Policy

# Construction Curriculum

**The Product**

Instructor Handbooks

Student Workbooks

Scope & Sequence

Topics:

Digital Literacy

Language Arts

Mathematics
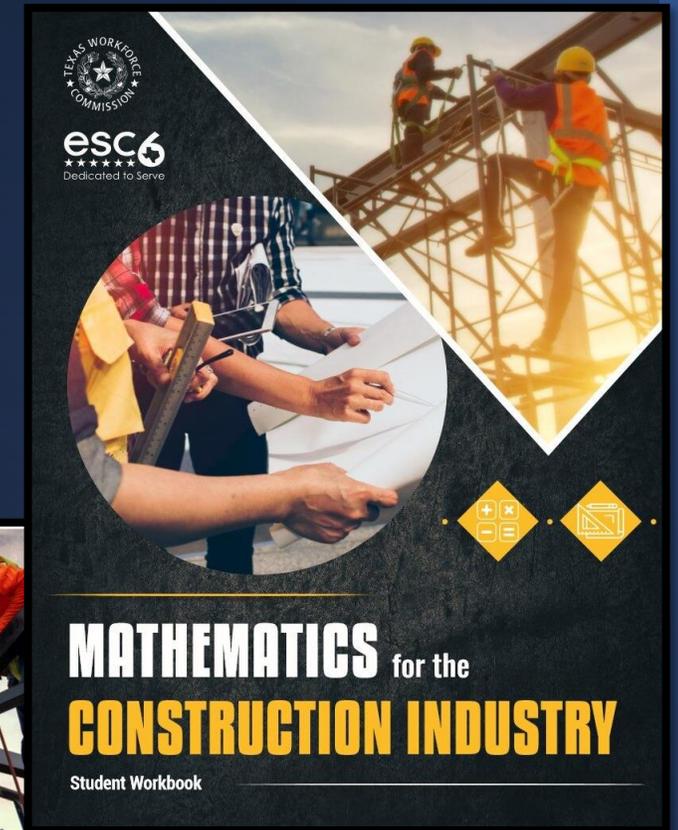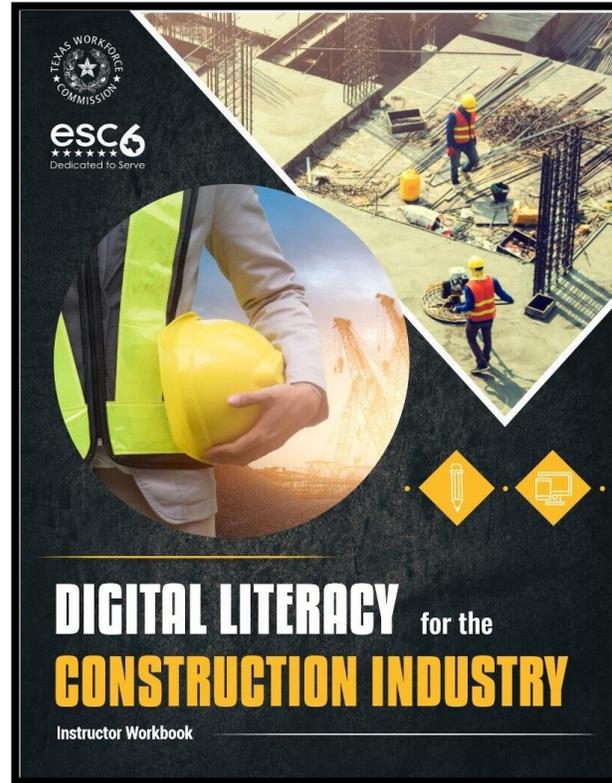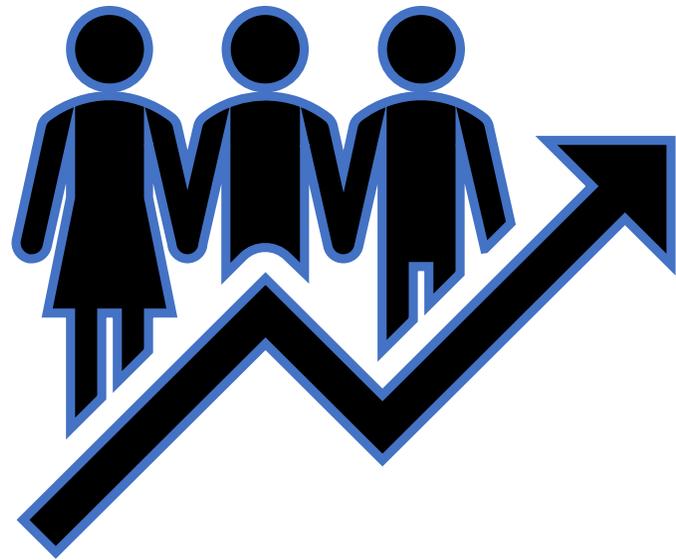
# Development process

**Direction from Employers**

- Outreach to employers for content to emphasize

- What common work tasks require the use of technology and software apps?

- Industry feedback through one-on-one consultation and surveys

- Requested emphasis on e-mail and software apps: word, excel, outlook, docs, sheets, etc.

# Development process

**Instructor/Student Feedback**

- Pilot curriculum process
- Use within AEL general classes and classes specific to industry and related training

# Industry Relevant Content

Digital Foundational Skills
**and**

- Math

- Reading/Writing

- Real work examples

# Technology Skills
## Digital Devices

**A Lesson  on the Basics**

# Learner Takeaways
**Digital devices**

Ability to identify variety of devices → Can reference device components

Know keyboard and shortcuts → Understand icons and symbols

Identify files types → Identify storage locations

# Audience Poll Slide 1

Cell phone

Tablet

Desktop

Laptop

Digital Scanner

Multiple monitors

Video conferences

Zoom meetings

Wireless printers

Wifi-casting

Go to: mentimeter.com
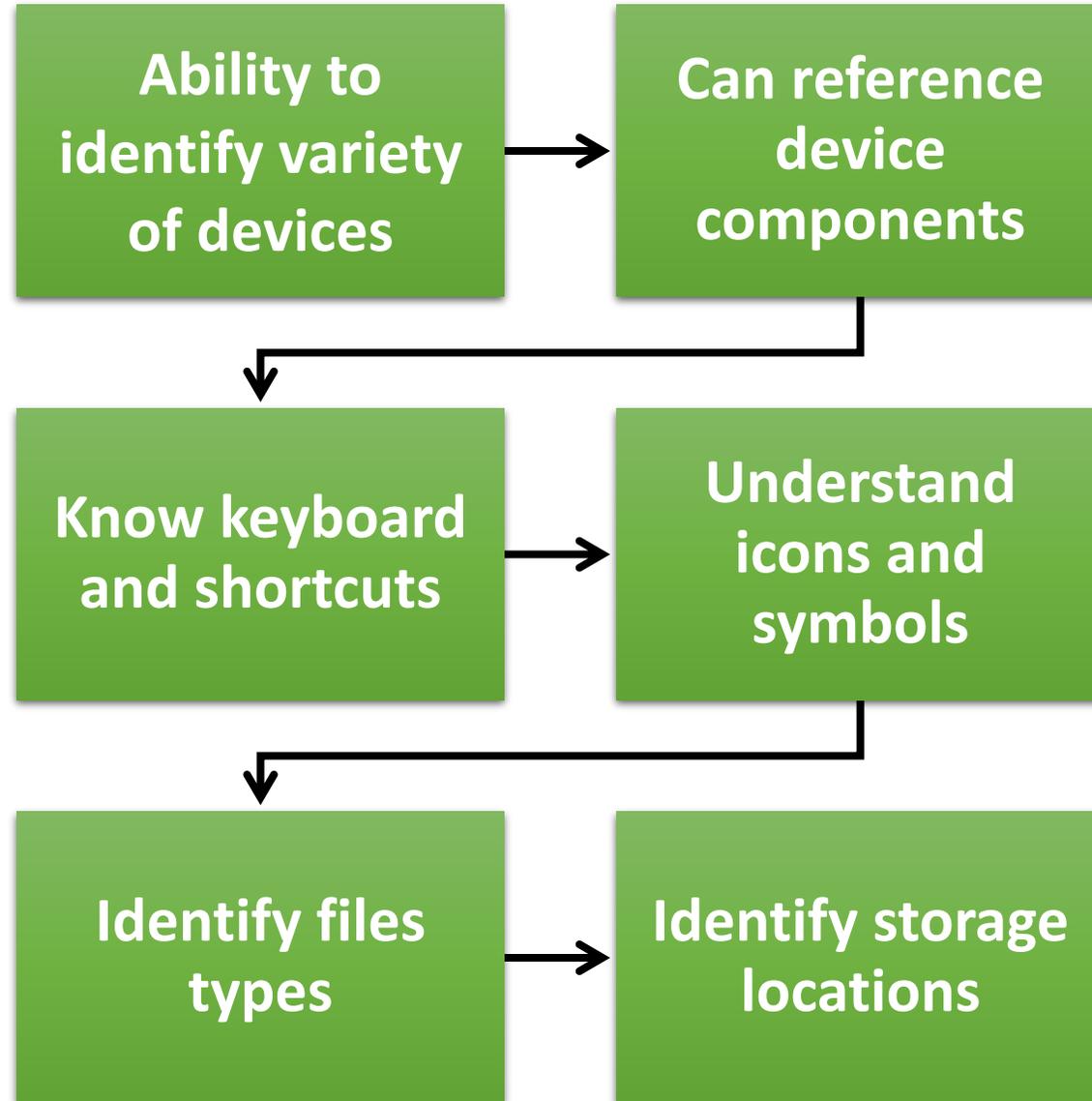
## Activity 1: Technology Devices

In the workplace, you might see various technology devices and tools. Using the word bank below, identify each technology device or tool.

| Word Bank | | | | |
|---|---|---|---|---|
| Desktop | Tablet | Webcam | Flash Drive | Keyboard |
| Mouse | Phone | Laptop | Monitor | Touchpad |

Basic Computer Skills
- 5 -

## Vocabulary

...arned in this lesson are listed below.
...lp remembering.

| | Definition |
|---|---|
| | ...ich can be accessed from the internet. |
| | ...g Unit; the brain of the computer system. |
| | ... screen showing the point that will be affected by ...er, such as where typed text will be inserted. |
| | ...ou see on the monitor when the computer starts up. |
| | ...ges sent from one user to another. |
| | ...file storage device. |
| | ...onent that stores all of your digital content. |
| | ...omputer system that you can touch (like the CPU). |
| | ...entation of a program or file. |
| | ...to communicate with the computer — composed of ...ignal to the computer to complete processes. |
| | ...computer with a screen and keyboard. |
| | ...mputer that visually communicates with the user; also ...en. |
| | ...l to communicate with the computer; it is used to move ...rform other tasks. |
| | ...s information from the computer and prints it on paper. |
| | ...urn the computer on and off. |
| | ...n the computer; also called applications. |
| | ...vice that resembles a large smart phone. |
| | ...device used like a mouse. |
| | ...ter used to plug in devices and tools like flash drives |
| | ...aches to a computer to stream video in real time. |

...ic Computer Skills
- 11 -

# Audience Poll Results

Insert link or QR code to results

# Did YOU Know?

43% of participants in AEL are receiving digital skill building through Distance Education.

AEL TEAMS Data Reports

# Digital Knowledge
An Overview

**A Lesson  on security and critical thinking**

# Learner Takeaways
**Digital Knowledge Base**

```
Define digital literacy  →  Understand need for digital skills on the job
                                              ↓
Understand a digital "footprint"  →  Best practices for safety online
                                              ↓
Best practices for online security  →  Resources for an online presence
```
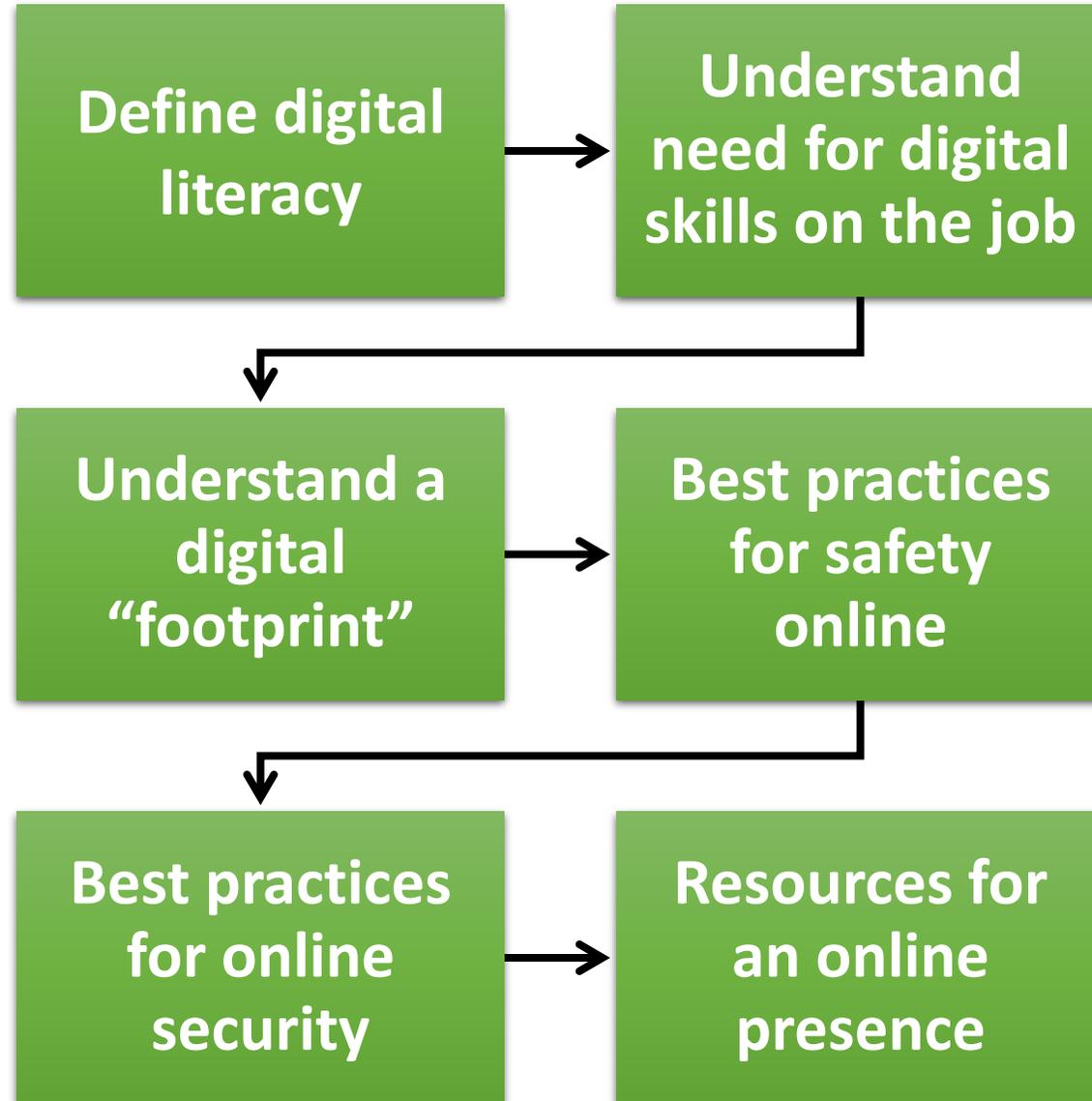
# Digital Knowledge (Sample #1)

## Activity 1: Defining Digital Literacy

Digital literacy is a person's ability to use information and communication technologies to find, evaluate, use, create, and share information and content.

In other words, it means having the skills you need to work in a society where access to information is largely through digital technologies like internet platforms, mobile devices, and social media.

### Reflection

Digital literacy incorporates a wide range of skills needed to succeed in a workforce where many forms of technology are used. Think about digital skills that may be needed in your workplace. In your own words, what do having digital literacy in the workplace mean to you?

_____

_____

_____

_____

Why is digital literacy an important skill?

_____

_____

_____

_____

## Activity 2: Your Digital Footprint

Your digital footprint is the information about you that exists on the internet. It shows where you have been, the data you have shared, and the traces you have left behind.

The footprint consists of many types of information. Some sources include browsing, job searching, shopping online, financial activities, and social activities.

### What's in a footprint?
Circle or highlight each action that can show up in your digital footprint.

- Buying something online
- Viewing articles on a news app
- Reading a paper magazine
- Signing up for a newsletter online
- Opening a credit card account
- Using a banking app
- Using a digital tape measure

- Subscribing to a newsletter
- Reposting articles you read
- Joining a dating website or app
- Using a fitness app to track workouts
- Playing games on social media
- Shopping at a cell phone store
- Sharing photos on social media

### Tips for Protecting Your Digital Footprint

1. Use privacy settings when available.
2. Don't overshare information online, including on social media.
3. Be aware of being tagged in posts and photos on social media, and un-tag yourself when needed.
4. Keep a list of accounts, and delete accounts you no longer use.
5. Unsubscribe from emails and newsletters you no longer need.
6. Don't enter personal information when using public Wi-Fi.
7. Don't log into third-party websites or apps using your Facebook account.

# Digital Knowledge (Sample #2)

## Activity 5: Creating a Google Account

Your Google account will allow you to access many of Google's online apps and to including Docs (word processing), Sheets (spreadsheets), and Drive (file storage). you sign up for a Google account, you can create a Gmail (email) address at the sa time. That email address will then be your Google username.

### Basic steps to sign up for a Google accoun

*Your instructor will walk you through creating an account, the basic steps are provided here to remind you in the futu*

1. Use an internet browser to navigate to www.google.co
2. Click the *Sign in* button at the top of the page.
3. Click the *Create account* link.
4. Enter your first name, last name, and a username.
   - Remember that your username will become your email address.
5. Enter a password, then confirm the password (type th same thing). Be sure to choose something with at leas characters, with a mix of letters, numbers, and symbol so no one can guess what you selected.
6. Click the *Next* button.

**Did you choose a professional username and strong password?**

Write your username and password below if you need help remembering them You will use the account you created for future activities.

Username: _____

Password: _____

### Remember:

Being professional online (including choosing an appropriate email address and choosing a strong password) helps ensure you are a good digital citizen and helps keep your digital information secure.

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## Activity 3: Digital Citizenship

Digital citizenship is the ability to safely and responsibly access digital technologies and also to be a respectful member of society. As people who use and communicate with others through digital technologies, we are digital citizens.

### Digital Citizenship Basics

The tips below will help you to be a good digital citizen.

**Passwords:**
Be sure to create strong passwords, and don't use the same password for every account or website.

**Private Information:**
Be sure to protect your private information, like your address, email address, and phone number.

**Personal Information:**
Be careful about sharing personal information, like information about your family and pets.

**Photographs:**
Be careful sharing photos, and check photos for private details (like license plates or street signs) before posting them online.

**Property & Permission:**
Be sure you have permission to use someone else's work (property), such as images, before using them in your own projects.

**Protection:**
Beware of viruses, phishing, and identity theft. Protect your information.

**Professionalism:**
Be respectful of others when communicating online.
Use professional language when talking with your supervisor and co-workers digitally, such as through email.

*Back to the "Standards"*
**Gateway Skills:**
Understanding Devices

- Identifying technology devices and tools

- Parts of a Computer/Device

- Keys on a variety of Keyboards and devices

*Back to the "Standards"*
# Gateway Skills:
## Use Computer Components

- Identifying keyboard setups

- Know desktop icons

- Know file, storage, and cloud types
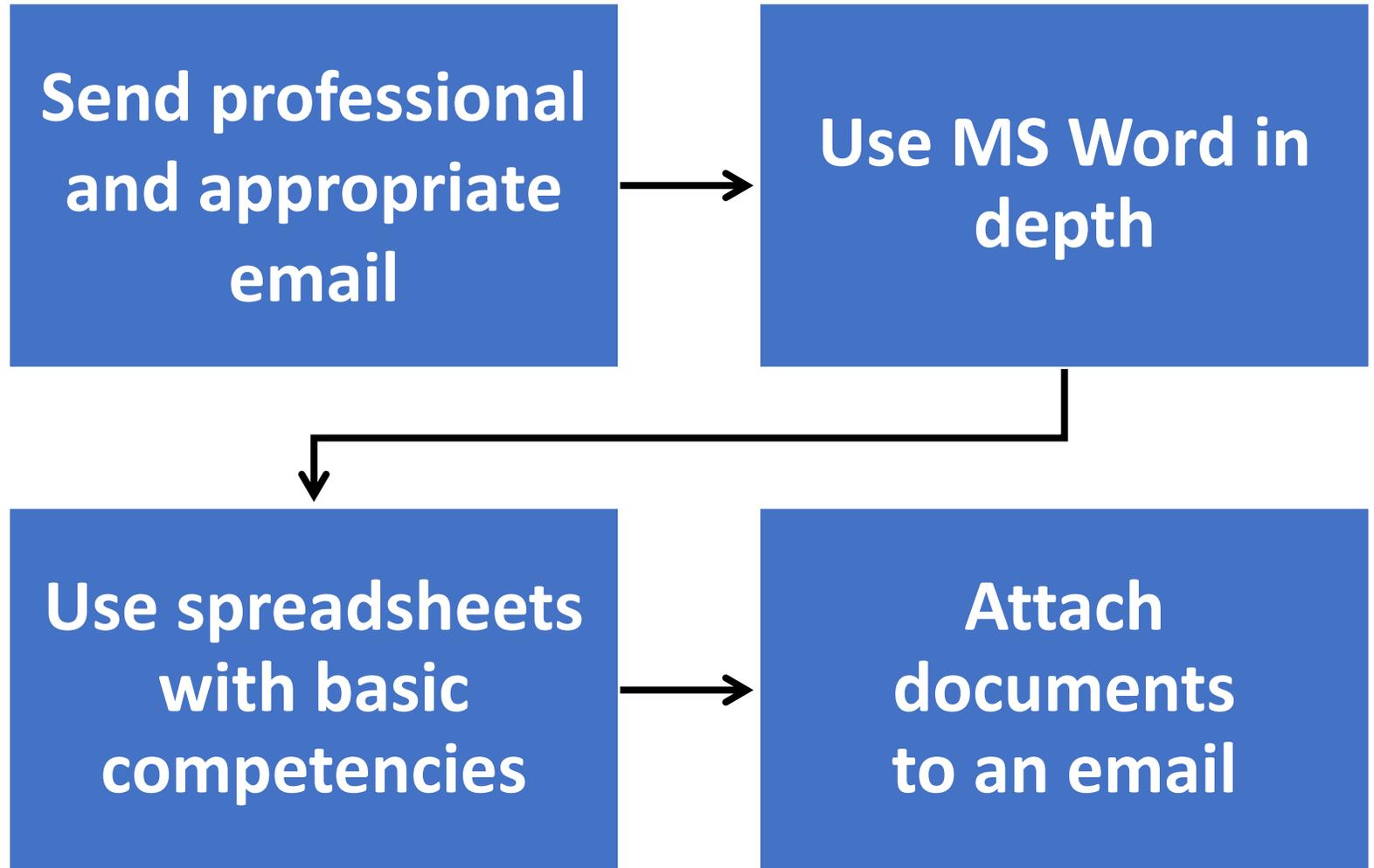
# Email

## 3. Email

Electronic mail, commonly called email, is a way to send messages between people using digital devices, like computers, tablets, and mobile phones. In the workplace, you may receive emails from your supervisor, from the human resources department, or from other employees.

This lesson will prepare you to receive and respond to those emails, as well as compose messages of your own.

**After completing this lesson, you will be able to:**

1 - Explain what email is
2 - Identify common email products and apps
3 - Identify the parts of an email
4 - Understand safety tips for using email
5 - Compose an email using text-formatting options
6 - Create an email signature

## Activity 1: Parts of an Email

Email is a popular way to communicate in many workplaces, so knowing how to format and send an email is an important skill.

To: boss@job.com
Cc: officemanager@job.com
Request for Time Off
Good Morning,
I would like to request to use sick time on Monday, Oct
Thank you,
Michael

Michael White
Assistant Project Manager
ABC Construction
(123)456-7890

Sans Serif

Send
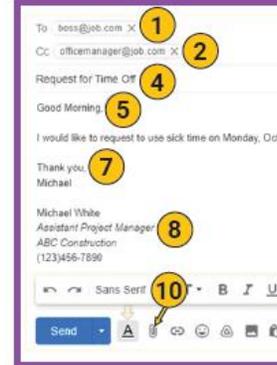
**Label the parts of the email**

1 _____
2 _____
3 _____
4 _____
5 _____

## Activity 2: Email Safety

The following tips will help you remember how to stay safe when writing and receiving emails.

### Safety Tips for Email Use

**Work Use Only**
Do not use your work device or work email for personal use. Avoid connecting to free Wi-Fi connections.

**Passwords**
Keep passwords secure. Change passwords frequently. Do not reuse passwords for multiple devices. Do not share your passwords with others.

**Trust Your Source**
Do not open emails from someone you do not know or trust. Emails from an untrusted source may contain a virus or malware and could damage your device. Think before you open. Do not share your email address with untrusted sites.

**Sensitive Information**
Try to avoid sending sensitive information through email. Be mindful that email is not a secure source of communication.

**Attachments Bring Viruses**
Before opening an attachment, ensure the sender is a known source. Many times malicious emails will appear to be from a known source. Check the email address - is it a trustable email address?

## Activity 3: Composing an Email

Email is a method of exchanging messages between people using electronic devices, like computers, tablets, and mobile phones. In this activity, you composed an email using formatting options, an attachment, and a signature.

### Was your email formatted professionally?

Sometimes, it may be appropriate to send a quick, casual email to a co-worker without including a greeting or professional language. However, if you are sending a resume to apply for a job, or if you are sending a formal message to someone, remember to follow the tips below.

☑ **Font:** Make sure to use a readable font that looks professional.
· For Outlook, Arial and Calibri are commonly used fonts in that are acceptable. For Gmail, the default (Sans Serif) is fine.

☑ **Font size:** Make sure the text is large enough (at least 10 or 12 points).

☑ **Email length:** Include all of the necessary information, but keep the email as brief as possible.

☑ **Subject:** Include a subject that summarizes the purpose of your email
· Example: Application for Electrician - John Smith

☑ **Greeting (Salutation):** If you know who the contact person is, address the person directly (for example, "Mr. Smith"). If you do not know who the hiring manager is for a job application, address the email, "Dear Hiring Manager."

☑ **Message body:** Be sure to state who you are and why you are writing, along with thanking them for their time or consideration.

☑ **Closing:** Use a formal closing line, such as "Sincerely" or "Regards."

☑ **Signature:** Include your full name, email address, and phone number so the person you are messaging knows how to contact you.

☑ **Attachments:** Don't forget to attach your resume or other documents.

# Creating and Managing Documents

## 4. Word Processing

Word processing is the act of using a computer to create, edit, save, and print documents. In this lesson, you will learn about two of the common software applications used to create documents: Microsoft Word and Google Docs. You can use these applications to create and edit a resume to send to potential employers.

In the workplace, you may need to use Microsoft Word or Google Docs to create reports, letters, or other documents.

**After completing this lesson, you will be able to:**

1 - Demonstrate an understanding of word processing terminology
2 - Open, create, edit, save, and print documents
3 - Modify the page layout of a document
4 - Format text and insert objects
5 - Manipulate documents using functions
6 - Use spelling and grammar checks
7 - Attach a Word document to an email

Word Processing
- 30 -

## Activity 1: Intro to Word Processing

In the workplace, word processing is used to create and edit documents, such as letters, resumes, and reports.

### Word vs. Docs

One of the main differences between Microsoft Word and Google Docs is that a paid subscription is required for the full version of Word. However, you can use Google Docs for free, from any device connected to the internet.

What are some ot

**WORD INTERFACE**

In the next activity, you will explore Word.

Part of the interface is shown here.

## Activity 2: Exploring Word

Word is a word processing application developed by Microsoft. It is used to create documents in a variety of formats, such as letters, resumes, and reports.

In this activity, you created a new Word document. Using the word bank below, identify the labeled font and paragraph options.

| Word Bank | | | | |
|---|---|---|---|---|
| Underline | Shading | Borders | Italic | Font |
| Numbering | Font Color | Bullets | Font Size | Bold |

1 _____   6 _____
2 _____   7 _____
3 _____   8 _____
4 _____   9 _____
5 _____   10 _____

Word Processing
- 32 -

## Activity 3: Exploring Docs

Docs is a word processing application developed by Google. It is used in the same way as Microsoft Word: to create documents in a variety of formats. In this activity, you created and shared a Google Doc.

### Matching

Match each keyboard shortcut below to its function.

Ctr + C — Paste
Ctr + V — Cut
Ctr + X — Print
Ctr + Z — Copy
Ctr + P — Undo

### Reflection

Do you feel comfortable using both Word and Docs? Which do you like using more? Is one more difficult to use than the other? If so, why?

Word Processing
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# Creating and Managing Spreadsheets

## 5. Spreadsheets

Spreadsheets are electronic documents used to store, sort, organize, and calculate data. In this lesson, you will learn about two of the common software applications used to create spreadsheets: Microsoft Excel and Google Sheets.

Construction project managers might use Excel to keep track of supplies, cost estimates, daily reports, work orders, or employee work hours.

### After completing this lesson, you will be able to:

1 - Demonstrate an understanding of spreadsheet terminology
2 - Open, create, save, and share workbooks
3 - Edit and format cell contents
4 - Insert, resize, and delete rows and columns
5 - Sort and filter data
6 - Attach an Excel file to an email

## Activity 1: Intro to Spreadsheets

In the workplace, spreadsheets are used to store, sort, organize, and calculate data.

### Excel v...

Similar to...
between...
paid subs...
However,...
connecte...

What ar...

### EXCEL INTERF...

In the nex...
activity, y...
will explo...
Excel.

Part of th...
interface...
shown he...

## Activity 4: Creating a Table

You have now explored two spreadsheet applications: Excel and Sheets. Some employers use Excel to keep track of supplies. Select a sample inventory list from the options below and create a table in Excel. Use font options to make the column titles bold and add a border around the table.

### CARPENTRY SUPPLY INVENTORY
*Item, Quantity, Location*

- Hammer, 13, Workshop
- Tape Measure, 21, Supply Closet
- Chalk Line, 33, Supply Closet
- Pencil, 120, Supply Closet
- Tin Snips, 15, Supply Closet
- Framing Square, 17, Workshop
- Wood Chisel 1", 38, Workshop
- Level, 13, Workshop
- Circular Saw, 4, Workshop
- Extension Cord, 16, Supply Closet

### PLUMBING HAND TOOL INVENTORY
*Item, Quantity, Location*

- Tubing Cutter, 5, Warehouse
- Hacksaw, 7, Warehouse
- Torch, 8, Warehouse
- Thread Sealing Tape, 9, Supply Closet
- Pliers, 12, Supply Closet
- Flashlight, 15, Supply Closet
- Bucket, 22, Warehouse
- Pipe Wrench, 23, Warehouse
- Faucet Key, 24, Warehouse
- Sink Wrench, 20, Warehouse

### ELECTRICIAN TOOL INVENTORY
*Item, Quantity, Location*

- Pliers, 14, Supply Closet
- Tape Measure, 13, Supply Closet
- Electric Drill, 6, Warehouse
- Wire Strippers, 17, Supply Closet
- Fish Tape, 43, Supply Closet
- Voltage Tester, 21, Warehouse
- Flashlight, 33, Supply Closet
- Conduit Bender, 12, Warehouse
- Reaming Bit, 18, Supply Closet
- Insulated Gloves, 22, Supply Closet

### Did you know?

You can use formulas and functions in spreadsheets to perform basic math tasks, like adding the data in a column to calculate a total. This will be covered in a later module, but if you want to get a head start, find the *Insert Function* icon in Excel and explore the options.

## Assessment: Emailing an Inventory List

For this assessment, you will use the email account you created earlier to write a professional email and attach the spreadsheet you made.

### Use the example below as a guide.

**Carpentry Inventory List**

boss@abc-construction.com

Carpentry Inventory List

Mr. Jackson,

I have attached the inventory list you requested. Please let me know if you have any questions.

Thank you,
John

John Smith
johnsmith@gmail.com
(999)123-4567

**Carpentry Inventory List.xlsx (10K)**
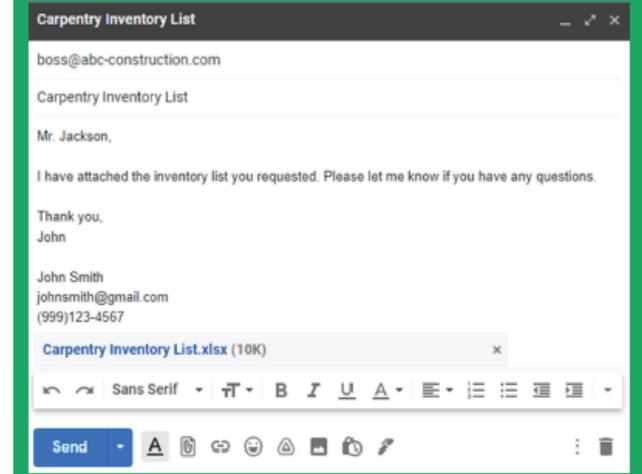
### Remember:

You can use the keyboard shortcuts you learned in almost any software application. For example, you can press *Ctrl + C* to copy information in a cell and *Ctrl + V* to paste it into another cell. If you type the wrong information into a cell, you can press *Ctrl + Z* to undo, which will clear the information.

# Inventory & Cost Increases

**Using Digital Skills in Work Context**

# From Classroom to Job Site

## Activity 2a: Oral/Written Conventions

Use the list of fixtures and supplies you made in Activity 1 to create an Excel spreadsheet containing the items and quantities needed.

A basic example of what the headings should look like is provided below.

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| 1 | Item | Brand | Color/Finish | Model # | SKU | Quantity | Room |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |

Provided below are the specific fixtures required for this standard-build home.

**Note:** For this exercise, you will use the same fixtures for several rooms, but in the workplace, these may be different for each room.

For the supplies not listed below, you may leave the numbers blank, but in a real work situation, you would need to search the vendor's website for the item numbers.

### Standard Plumbing Fixtures (Vendor: Home Depot)

**Kitchen**
- Moen Kaden Faucet | Chrome | Model 7966 | SKU 1003954738
- Moen 2000 Series Sink | Stainless | Model GS202131Q | SKU 1004427409

**Bathrooms and Utility Room**
- Vanity Art Freestanding Tub | White | Model VA6815-XS | SKU 1005114973
- AKDY Floor Mount Tub Faucet | Chrome | Model TF0021 | SKU 1002257918
- Glacier Bay 2-Handle Faucet | Chrome | Model F5121054CP | SKU 217251
- Glacier Bay Vanity with Basin | White | Model GB18P2-WH | SKU 630204
- MAAX Corner Shower Kit | Chrome | Model 10560500129104 | SKU 678910
- Adler Shower Faucet | Chrome | Model 82604 | SKU 1002081930
- Glacier Bay Toilet | White | Model N2316 | SKU 215583

## Activity 2b: Sample Email

Now, compose a professional email to your supervisor to get the list of supplies approved. Attach the spreadsheet. A sample email and tips are provided on the next page. *For this activity, you will send the email to your instructor, who will act as the supervisor.*

### Professional Email Draft:

_____ ,

_____

_____

_____

_____

_____

_____ ,

_____

File name of your attachment (for your reference):

_____

# From Classroom to Job Site 2

## Activity 2: Oral/Written Conventions

The customer has asked you to send them an email with general information about each countertop type (marble, granite, quartz). Write a professional email to the customer with a summary of each type, including cost differences, and provide your recommendation.

**Email Draft:**

........................................... ,

..................................................................

..................................................................

..................................................................

..................................................................

..................................................................

..................................................................

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........................................... ,

..................................................................

## Activity 3b: Research

Using your square foot calculation, plus the quotes below from the vendor, calculate the price. Then, use Microsoft Word to create a *Change Order Request Form* for the customer, to explain the price increase.

| Cost of Material Per Square Foot | | | |
|---|---|---|---|
| Marble: $198 | Granite: $149 | Quartz: $120 | Laminate: $45 |

### ABC Construction | Construction Change Order Request Form

Change Order # _____     Contract #: _____

Project Name: _____

Under our AGREEMENT dated _____, you are hereby authorized and directed to make the following change(s) in accordance with terms and conditions of the Agreement:

(DESCRIPTION OF THE CHANGE)

FOR THE ADDITIVE SUM OF: $ _____.
    Original Agreement Amount: $ _____
    Sum of Previous Changes:     $ _____
    This Change Order:               $ _____
    Present Agreement Amount: $ _____

The time for completion shall be (increased/decreased) by ____ calendar days due to this Change Order. Accordingly, the Contract Time is now _____ calendar days, and the substantial completion date is _____.

Your acceptance of this Change Order shall constitute a modification to our Agreement and will be performed subject to all the same terms and conditions in our Agreement indicated above, as fully as if the same were repeated in this acceptance.

The adjustment, if any, to this Agreement shall constitute a full and final settlement of any and all claims arising out of or related to the change set forth herein, including claims for impact and delay costs.

Accepted on _____ (Date)

By: _____ (Contractor)   By: _____ (Owner)

# Gateway Skills :
## Use the Internet

Students are encouraged to figure out a symbol, by doing an internet search for "plumbing blueprint symbols."

## Creating & Managing Digital Documents

Create Spreadsheets Using Common Software Applications.

Students create inventory list using Microsoft Excel.



| Component: (Network and Table) | |
|---|---|
| Network | Some Network |
| Table | Inventory, by components [Table] |

| Reporting Entity [Axis] | 0000000001 000000000 |
|---|---|
| Legal Entity [Axis] | Consolidated [member] |

| | Period [Axis] |
|---|---|
| Inventory, by components [Line Items] | 2017-12-31 |
| Current finished goods | 1,000 |
| Current work in progress | 1,000 |
| Current raw materials | 1,000 |
| Current production supplies | 1,000 |
| Current inventories | 4,000 |

**Gateway Skill:**  Use Computer Components:
Keyboarding to compose an email

# Creating & Managing Digital Documents

Create documents using common software applications.

Prepare & process correspondence using Microsoft Word.

# Use Devices to Communicate Effectively

Use Communication Etiquette

Use Email to Communicate

Students write a professional email and attach an Excel inventory list to the email to their supervisor.

# Curriculum Resources

**The Product**

Instructor Handbooks
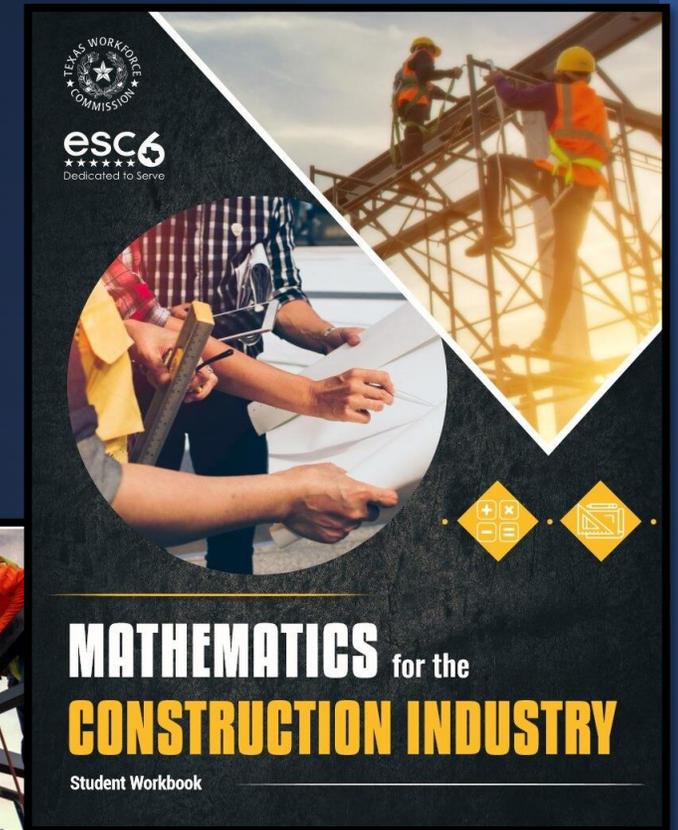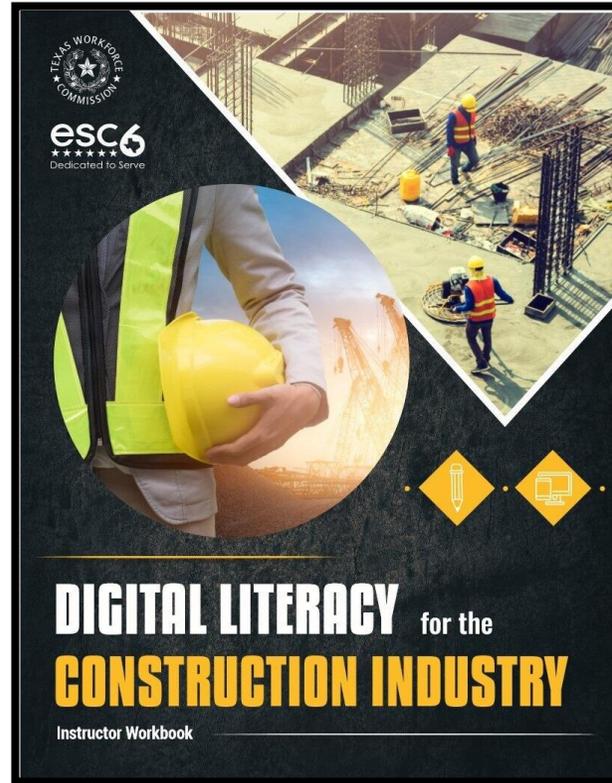
Student Workbooks

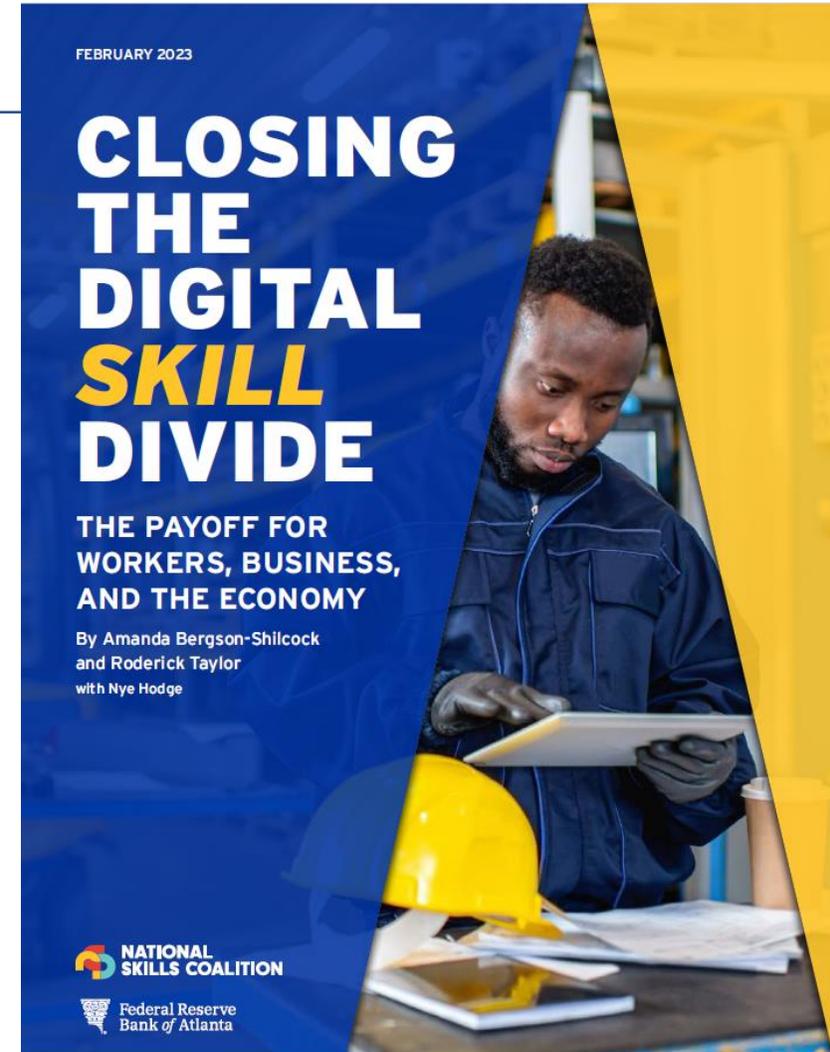Scope & Sequence

Topics:

Digital Literacy

Language Arts

Mathematics

# Did YOU Know?

If a worker who previously held a job with no digital skills were to transition to a role that explicitly demands digital expertise, their hourly wage would increase by 23%, equivalent to over $8,000 annually.

National Skills Coalition (2023)



FEBRUARY 2023

CLOSING THE DIGITAL **SKILL** DIVIDE

THE PAYOFF FOR WORKERS, BUSINESS, AND THE ECONOMY

By Amanda Bergson-Shilcock and Roderick Taylor
with Nye Hodge

NATIONAL SKILLS COALITION

Federal Reserve Bank of Atlanta

# 2024 Texas State Content Standards



Texas Adult Education and Literacy Content Standards v. 4

**ESL** English as a Second Language Content Standards

**MATH** Mathematics Content Standards

**DIGITAL LITERACY** Digital Literacy Content Standards

**ELA** English Language Arts Content Standards

**FAMILY** Parent/Family Content Standards

**Thank you!**
**Adult Education and Literacy (AEL)**
**Your Partner**
**in Digital Skill Building**

**Welcome to the Adult Education Provider Directory Search**

# Next Steps?
# Engage Your AEL Provider

**https://tcall.tamu.edu/search.aspx**

# Please let us know what kind of TA with AEL would benefit your work?

Enjoy the Forum!