

Digital Literacy Curriculum

Beginner:

- **Introduction to Computers:**
 - Understanding computer hardware and software components.
 - Familiarization with basic computer terminology.
- **Operating Systems:**
 - Introduction to popular operating systems (e.g., Windows, macOS, Linux).
 - Navigating the desktop environment and basic system settings.
- **Internet Basics:**
 - Introduction to web browsers and their functions.
 - Navigating websites and understanding URLs.
 - Basic internet safety practices (e.g., recognizing phishing scams, setting strong passwords).
- **Email and Communication:**
 - Creating and managing email accounts.
 - Composing, sending, and receiving emails.
 - Understanding email etiquette and best practices for communication.
- **Introduction to Word Processing:**
 - Using basic word processing software (e.g., Microsoft Word, Google Docs).
 - Formatting text, creating simple documents, and saving files.

Intermediate:

- **File Management:**
 - Organizing files and folders on the computer.
 - Copying, moving, renaming, and deleting files.
 - Understanding file extensions and file types.
- **Internet Research Skills:**
 - Effective search techniques using search engines.
 - Evaluating the credibility of online sources.
 - Citing sources and avoiding plagiarism.
- **Social Media and Online Collaboration:**
 - Understanding social media platforms and their uses.
 - Creating and managing social media accounts.

- Participating in online communities and understanding digital citizenship.
- **Digital Security and Privacy:**
 - Protecting personal information online.
 - Recognizing common online threats (e.g., malware, identity theft).
 - Implementing basic security measures (e.g., antivirus software, firewalls).
- **Basic Data Analysis:**
 - Introduction to spreadsheet software (e.g., Microsoft Excel, Google Sheets).
 - Entering data, creating simple formulas, and generating basic charts.

Advanced:

- **Advanced Word Processing and Presentation Skills:**
 - Mastering advanced formatting techniques in word processing software.
 - Creating professional-quality documents and presentations.
- **Advanced Internet Skills:**
 - Utilizing advanced search operators for more precise online research.
 - Understanding and managing browser extensions and plugins.
 - Exploring advanced internet tools and resources (e.g., cloud storage, web applications).
- **Advanced Data Analysis:**
 - Performing complex calculations and data analysis using spreadsheet software.
 - Creating pivot tables, macros, and custom functions.
- **Cybersecurity Awareness and Practices:**
 - Understanding advanced cybersecurity threats (e.g., ransomware, social engineering).
 - Implementing multi-factor authentication and encryption techniques.
 - Developing a cybersecurity mindset and staying updated on emerging threats.
- **Introduction to Programming Concepts:**
 - Understanding basic programming principles and logic.
 - Exploring introductory programming languages (e.g., Python, JavaScript).
 - Writing and executing simple scripts to automate tasks.