

Basic Digital Literacy Course Outline

Course Title: Basic Digital Literacy

Duration: 6 Weeks (2 sessions per week)

Target Audience: Beginners with little or no prior digital skills

Course Objectives:

- Understand fundamental computer concepts.
- Use common software applications effectively.
- Navigate the internet safely.
- Communicate online using email and social media.
- Understand basic data privacy and security practices.

Week 1: Introduction to Computers

- Overview of digital literacy
- Types of computers (desktop, laptop, tablet, smartphone)
- Understanding hardware and software
- Turning a computer on/off, basic operations

Week 2: Operating Systems & File Management

- Introduction to operating systems (Windows/macOS/Linux basics)
- Understanding files and folders
- Creating, saving, moving, and deleting files
- Basic keyboard and mouse skills

Week 3: Word Processing & Spreadsheets

- Introduction to Microsoft Word / Google Docs
- Creating, editing, formatting documents
- Introduction to Microsoft Excel / Google Sheets
- Entering data, basic formulas, simple tables

Week 4: Internet Basics

- Understanding browsers and search engines

- Effective online searches
- Understanding URLs, links, and websites
- Introduction to cloud storage

Week 5: Email & Online Communication

- Creating and managing email accounts
- Sending, receiving, and organizing emails
- Introduction to video calls and messaging apps
- Basic online etiquette

Week 6: Online Safety & Digital Responsibility

- Recognizing phishing and scams
- Strong passwords and two-factor authentication
- Protecting personal information
- Introduction to digital footprint and online reputation

Assessment & Practice

- Hands-on exercises for each module
- Practical test: creating a document, sending email, basic spreadsheet task
- Q&A and feedback session