Digital Literacy

Course Overview

This entry-level course aims to equip students with essential digital literacy skills, important for both personal and professional success in today's digital world. By mastering basic computer and internet skills, students will improve their productivity, safety, and digital communication abilities. Most if not all adults should find this course useful to some degree, regardless of technical proficiency.

Course Objectives

- Understand the function of basic hardware and software components.
- Navigate efficiently through an operating system (Windows or macOS).
- Employ effective internet search strategies.
- Practice digital communication etiquette.
- Apply best practices for digital security and privacy.
- Utilize common productivity tools and cloud storage solutions.

Unit 1: Intro to Computers

Learn the basics of computer safety and describe hardware and software.

- ☐ Slideshow - "When am I going to use this?"
- ☐ Reading - What Does It Mean to Be Digitally Literate?
- ☐ Slideshow - Basics of Computer Safety
- ☐ Checkpoint - How Will Technology Help Me?
- ☐ Reading - Hardware and Software
- ☐ Video - ▶ The Fetch-Execute Cycle: What's Your Computer Actually Doing?
- ☐ Reading - Computer Hazards
- ☐ Video - ▶ The Worst Typo I Ever Made (Why backups are important)
- ☐ Reading - Cables & Ports
- ☐ Hands-on Exercise - Identifying Hardware
- ☐ Reading - Files, Data, and Information
- ☐ Reading - "Why is my computer so slow?"
- ☐ Reading - Your Computer's Properties
- ☐ Unit 1 Vocabulary
- ☐ Unit 1 Recap
- ☐ **Unit 1 Test**

Unit 2: Navigating Your OS

Master Windows or macOS for effective file management and system customization.

- [ ] [Slideshow - What Is an Operating System?](#)
- [ ] Video - ▶ What is an Operating System as Fast As Possible
- [ ] Identify your operating system (Windows or macOS)
- [ ] [Reading - The User Interface (Navigation Basics)](#)
- [ ] [Reading - File Management](#)
- [ ] [Reading - Customizing Your OS](#)
- [ ] Video - ▶ Top Windows 10 Shortcut Keys
- [ ] [Reading - Keyboard Shortcuts](#)
- [ ] [Hands-on Exercise - Keyboard Shortcuts](#)
- [ ] [Unit 2 Vocabulary](#)
- [ ] [Unit 2 Recap](#)
- [ ] **[Unit 2 Test](#)**

Unit 3: Internet Skills

Develop efficient web searching techniques, email etiquette, and practice online safety.

- [ ] [Slideshow - The Internet & the World Wide Web](#)
- [ ] [Reading - Web Browsers](#)
- [ ] Video - ▶ Search Engines as Fast As Possible
- [ ] [Reading - Search Engines](#)
- [ ] [Reading - Email](#)
- [ ] Video - ▶ Why You Should Turn On Two Factor Authentication
- [ ] [Hands-on Exercise - Setting Up an Email Account](#)
- [ ] [Slideshow - Social Networking: The Pros and Cons](#)
- [ ] [Hands-on Exercise - Social Media (Instagram Account)](#)
- [ ] [Video Playlist - Navigating Digital Information](#) - Optional; check out this series if you want to learn more about staying safe online and protecting yourself from fake news.
- [ ] [Reading - Cloud Storage](#)
- [ ] Video - ▶ Shopping Online: Top 5 Cybersecurity Tips | NordVPN
- [ ] [Reading - Online Shopping](#)
- [ ] [Unit 3 Vocabulary](#)
- [ ] **[Unit 3 Test](#)**