Digital & Media Literacy
-outline-

DIGITAL LITERACY OUTLINE

I.   Overview:

1. Digital technology now touches almost every aspect of our lives, including work. In this course you will explore how you can build a successful career in the digital age.
2. Identify the major components of a computer system and evaluate its potentials and limitations;
3. explain the purpose of a computer operating system and the uses of commercially available software.
4. explain and demonstrate how a user can manipulate folders to organize files on a disk and online.
5. demonstrate the use of the appropriate search techniques to locate information in electronic databases and on the Internet, and assess the reliability of the information source; and
6. create and modify word processing, spreadsheet, and electronic presentation documents using appropriate features of the selected application
7. You will learn about the key skills we all need to thrive in this new environment and how you can find support and keep learning to reach your goals.

II.   PREREQUISITES

1. None

III.   DURATION / NUMBER OF HOURS / NUMBER OF WEEKS

1. 4 hours per day
2. 4 days per week
3. 4 weeks

No	Topic	Hours	Methodology
Lesson 1	**Introduction to Computers** **Computers and devices** • Computer hardware fundamentals • Installing and running programs • Software licensing and piracy • Operating System basics **Desktop, icons, settings** • Desktops and icons • Using windows • Tools and settings **File management** • Introducing files and folders • Organizing files and folders • Storage and compression **Security** • Protecting data and devices • Malware **Mobile** • Intro to cellphones, smartphones • Mobile media and news industry • Game apps • Play Store / App Store	**6**	**1.** Instructor will explain the lessons through slides. **2.** Instructor will go through each topic with provided examples for further details. **3.** Instructor will use hardware computer and Network components and tools to providing information to the students about each component. **4.** Teaching students to install suitable software for the hardware functionality and other type of programs. **5.** Knowledge about the OS GUI and toolbar.
Lesson 2	**Laptop and Tablets** • Intro to laptop and Tablets • Types of laptop and Tablets • Tablet Specifications • Laptop Specifications • Programs and games • Laptop and Tablet Preventive Maintenance	**4**	
Lesson 3	**Network Basics** • Define a computer network. • List the four purposes of a network. • Explain the elements of communication List and describe the two types of networks	**4**	
Lesson 4	**Network Basics** • Define a computer network. • List the four purposes of a network. • Explain the elements of communication • List and describe the two types of networks	**4**	

No	Topic	Hours	Methodology
Lesson 1	**MS Word** **Getting Started with Word** • Navigate in Microsoft Word • Create and Save Word Documents • Manage Your Workspace • Edit Documents • Preview and Print Documents • Customize the Word Environment	**2**	1. Instructor will explain the lessons through slides. 2. Instructor will go through each topic with provided examples for further details. 3. Students will be asked to practice each lesson on their computer using **MS Word.** 4. At the end of This Study each student will be required to submit a project.
Lesson 2	**Formatting Text and Paragraphs** • Apply Character Formatting • Control Paragraph Layout • Align Text Using Tabs • Display Text in Bulleted or Numbered Lists • Apply Borders and Shading	**3**	
Lesson 3	**Adding Tables** • Insert a Table • Modify a Table • Format a Table • Convert Text to a Table	**2**	
Lesson 4	**Inserting Graphic Objects** • Insert Symbols and Special Characters • Add Images to a Document • Add SmartArt • Add Chart	**2**	

No	Topic	Hours	Methodology
Lesson 1	**MS Excel** **Performing Calculations** • Create Worksheet Formulas • Insert Functions • Reuse Formulas and Functions	**4**	1. Instructor will explain the lessons through slides. 2. Instructor will go through each topic with provided examples for further details.
Lesson 2	**Modifying a Worksheet** • Insert, Delete, and Adjust Cells, Columns, and Rows • Search for and Replace Data • Use Proofing and Research Tools	**1**	3. Students will be asked to practice each lesson on their computer using **MS Excel**.
Lesson 3	**Formatting a Worksheet** • Apply Text Formats • Apply Number Formats • Align Cell Contents • Apply Styles and Themes • Apply Basic Conditional Formatting • Create and Use Templates	**1**	4. Formulas will be explained in details by Instructor and practiced with example and assignments.
Lesson 4	**Printing Workbooks** • Preview and Print a Workbook • Set Up the Page Layout • Configure Headers and Footers	**2**	5. Students will be asked to submit a project covering the studied material.

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Lesson 1	**Outlook** **Getting Started with Outlook** - Navigate the Outlook Interface - Work with Messages - Access Outlook Help	**2**	1. Instructor will explain the lessons through slides.
Lesson 2	**Formatting Messages** - Add Message Recipients - Check Spelling and Grammar - Format Message Content	**2**	2. Instructor will go through each process of the functionality of this Application.
Lesson 3	**Working with Attachments and Illustrations** - Attach Files and Items - Add Illustrations to Messages - Manage Automatic Message Content	**1**	3. Students will be asked to practice each lesson on their computer using **MS Outlook**.
Lesson 4	**Customizing Message Options** - Customize Reading Options - Track Messages - Recall and Resend Messages	**1**	4. At the end of This Topic students will acquire information on how emails are sent, organized and received.
Lesson 5	**Organizing Messages** - Mark Messages - Organize Messages Using Folders	**1**	
Lesson 6	**Managing Your Contacts** - Create and Edit Contacts - View and Print Contacts	**1**	
Lesson 7	**Working with the Calendar** - View the Calendar - Create Appointments - Schedule Meetings - Print the Calendar	**2**	

No	Topic	Hours	Methodology
Lesson 1	**Power point** **Modifying the PowerPoint Environment** • Customize the User Interface • Set PowerPoint Options	**2**	**1.** Instructor will explain the lessons through slides using the App itself.
Lesson 2	**Customizing Design Templates** • Add Slides • Modify Slide Masters and Slide Layouts • Add Headers and Footers	**2**	**2.** Instructor will go through each topic with provided examples for further details on how to set up the app and create a power point presentation.
Lesson 3	**Adding SmartArt and Math Equations to a Presentation** • Create SmartArt • Modify SmartArt • Write Math Equations	**1**	**3.** Students will be asked to practice each lesson on their computer using **MS PP**.
Lesson 4	**Working with Media and Animations** • Add Audio to a Presentation • Add Video to a Presentation • Customize Animations and Transitions	**1**	**4.** At the end of This Study each student will be required to submit a project presentation using the knowledge from this course.

No	Topic	Hours	Methodology
Lesson 1	**Internet** • Access the internet • Use navigational buttons: back, home, go, refresh, history • Navigate using links	**2**	**1.** Instructor will explain the lessons through slides using the App itself.
Lesson 2	• Enter URL by typing or pasting • Perform basic Internet search • Scroll in web page • Print all or part of a web page	**1**	**2.** Instructor will go through each topic with provided examples explaining the elements of the internet such as browsers, toolbars, and navigation bars.
Lesson 3	• Know email address and password • Compose, send, open, read, reply to, and forward messages • Store and retrieve email messages • Locate and use common search engines	**1**	

No	Topic	Hours	Methodology
Lesson 1	**Social Media** **Facebook** • Facebook pages • Facebook Pages Setting and optimization • Facebook Posting and creation • Growing your page organically • Publishing tools • Creator studio • Live demo by student	**2**	**1.** Instructor will explain the lessons through slides. **2.** Instructor will go through each topic with provided examples for further details. **3.** Students will be asked to practice each tool on their computer.
Lesson 2	**Instagram** • Instagram page (business account vs personal account) • Hashtags and stories • Organic growth and strategy • Posting and third-party posting • Live demo by student	**2**	**4.** Instructor will provide information about the process of setting up accounts on these platforms. **5.** General idea about how to manage these apps.
Lesson 3	**E Commerce** • Introduction to uses of the internet for business and commerce	**1**	