

## DIGITAL LITERACY

### LMS90-001SG-DLP\_r2.0\_Digital Literacy v3.0

**LEARNING PATH:** Complete all items in the Learning Path to complete the learning journey.

**COURSE DURATION:** 17 HOURS 10 MINUTES \* 9 courses

**HOW TO COMPLETE THIS COURSE:** Work through the courseware provided. Watch all the content and score a minimum of 80% on the assessments as well as the final assessment to complete the course.

**EARN A DIGITAL CERTIFICATE WHEN YOU ACHIEVE COMPLETION:** In collaboration with Microsoft, leading global providers of innovative learning, you have the opportunity to earn a digital certificate upon successful completion of this content.

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Course Contents	Description	Duration
<p><b>KAZ (Keyboarding A to Z)</b> <i>Ebook with data files</i></p>	<p><b>Course Description</b></p> <p>The 50-Minute Manager Series was designed to cover critical business and professional development topics in the shortest time possible. Our easy-to-read, easy-to-understand format can be used for self-study or classroom training, or even office training. With a wealth of hands-on exercises, the 50-Minute books keep you engaged and help you retain critical skills. Good typing and keyboarding skills are essential in today's workplace. Those who know how to touch type with ten fingers without looking down at the keyboard are usually more focused, more efficient, and more productive. The KAZ Method, developed in the UK by Gotham New Media, is designed to help learners master touch typing in as little as 90 minutes. Through a combination of word association and your own natural dexterity, you will learn how to type using all ten fingers and how to make firm keystrokes without looking at the keyboard or growing fatigued. This book contains numerous figures and illustrations to help you easily identify the keys you will focus on in each lesson as well as hands-on exercises to help you practice your new skills and test your understanding of the content.</p> <p><b>Course Content</b></p> <ul style="list-style-type: none"><li>Part 1: Getting Started with KAZ<ul style="list-style-type: none"><li>Benefits of the KAZ Method</li><li>Keyboarding Posture</li><li>The Keyboard</li></ul></li><li>Part 2: The Five Key Phrases<ul style="list-style-type: none"><li>Using the Key Phrases</li><li>Typing the First Key Phrase</li><li>Typing the Second Key Phrase</li></ul></li></ul>	<p><b>Course Length: 1 day</b></p>

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Course Contents	Description	Duration
	Typing the Third Key Phrase Typing the Fourth Key Phrase Typing the Fifth Key Phrase Part 3: Words and Sentences Typing with the First Two Fingers Typing with the First, Third, and Fourth Fingers Typing with the Third and Fourth Fingers of the Left Hand Typing Sentences Part 4: Capitalization, Numbers, and Punctuation Using Capital Letters Using the Number Row Using Punctuation Keys Part 5: The Numeric Keypad Playing with Numbers Part 6: Speed and Accuracy Improving Speed and Accuracy Speed Drills Appendix to Part 1 Appendix to Part 2 Additional Reading	
<b>MS Digital Literacy-Work with Computers (Windows 10 &amp; Office 2016)</b> The Student Reference Guide PowerPoint Presentations Integrated Video Tutorial MP4 files	<b>Course Description</b> This learning path will introduce you to the different types of computers, as well as their parts and functions. You will also learn the difference between operating systems and applications and their functions. Peripherals and portable storage devices will be discussed as well. <b>Course Content</b> <b>Module 1 – Interact with a Computer</b> <b>Course Length: 11 minutes   6 units</b>	<b>Course Length: 1 hour 9 minutes</b>

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Course Contents	Description	Duration
Assessment Hitchhikers Guide to Surviving in the workplace (eBook)	<p>In this module, you will explore what a computer is, the parts of a computer, and how to interact with it. There are many types of computers that are used for everyday tasks. In this lesson, we'll explore what a computer is, the parts of a computer and how to interact with a computer.</p> <p>By the end of this lesson you will be able to:</p> <ul style="list-style-type: none"><li>• Describe the functions of a computer.</li><li>• Differentiate between computer hardware and software.</li><li>• Describe the primary parts of a computer and the use of each part.</li></ul> <p><b>Module 2 – Use a Computer</b></p> <p><b>Course Length:</b> 36 minutes   11 units</p> <p>In this module, you will learn about operating systems and how to use the basic functions of the Windows 10 operating system. In this lesson, you will learn how to operate a computer to perform basic tasks.</p> <p>By the end of this lesson you will be able to:</p> <ul style="list-style-type: none"><li>• Describe the role of an operating system.</li><li>• Navigate the Windows 10 operating system.</li><li>• Organize files and folders in Windows 10.</li><li>• Use the right-click to access system features.</li><li>• Customize your operating system desktop.</li></ul>	

## **Module 3 – Work with Applications**

**Course Length:** 12 minutes | 6 units

In this module, you will learn more about apps, what types of applications you can use, and how to work with applications on your computer. Applications, also known as apps, are software programs that we can use to get things done on our computers. Every day, new applications are developed to solve new problems around the world. In this lesson, you'll learn more about apps, what types of applications you can use, and how to work with applications on your computer.

By the end of this lesson you will be able to:

- Describe the concept of an application.
- Choose the right application for your needs.
- Understand the similarities between different applications.
- Work with applications on your computer.

## **Module 4 – Work with Connected Devices**

**Course Length:** 10 minutes | 5 units

In this module, you will learn how to use peripheral devices, portable storage devices, and Bluetooth devices. Computers are built with the hardware that is necessary for the computer to operate at a basic level. However, there are times when you might want to add functionality to your computer by connecting an external device. These types of devices are called peripheral devices. They add functionality to your computer by providing **input** functions and/or **output** functions. An example of an input device is a keyboard, which allows a user to type information, or a scanner, which allows a user to scan a photo into the computer. An example of an output device is a speaker that outputs sound from the computer to the user, or a monitor, which outputs visual information to the user. These types of devices are called peripheral devices. They add functionality to your computer

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Course Contents	Description	Duration
	<p>by providing input functions and/or output functions. An example of an input device is a keyboard, which allows a user to type information, or a scanner, which allows a user to scan a photo into the computer. An example of an output device is a speaker that outputs sound from the computer to the user, or a monitor, which outputs visual information to the user.</p> <p>By the end of this lesson you will be able to:</p> <ul style="list-style-type: none"> <li>• Describe types of peripheral devices and their uses.</li> <li>• Use portable storage devices.</li> <li>• Connect Bluetooth devices to a computer.</li> </ul>	
<p><b>MS Digital Literacy- Access Information Online (Using Windows 10 &amp; Office 2016)</b>            The Student Reference Guide            PowerPoint Presentations            Integrated Video Tutorial            MP4 files            Assessment            Hitchhikers Guide to Surviving in the workplace (eBook)</p>	<p><b>Course Description</b>            In this learning path, you will become familiar with the concept of the internet and how to access it. You will also be introduced to the World Wide Web and how to access it using a web browser. In addition to that, search engines will be covered, including how to use them effectively and how to evaluate the results.</p> <p><b>Course Content</b>  <b>Module 1 – Get Connected</b>  <b>Course Length:</b> 14 minutes   6 units</p> <p>In this module, you will learn more about the Internet and how to connect to the Internet. The Internet makes many things possible for us, from communication to learning, to entertainment. We'll learn more about what the Internet is and how to connect to it in this lesson.</p> <p>By the end of this lesson you will be able to:</p> <ul style="list-style-type: none"> <li>• Describe common uses of the Internet.</li> <li>• Describe the Internet.</li> <li>• Describe methods for connecting to the Internet.</li> <li>• Connect a Windows 10 device to the Internet using Wi-Fi.</li> </ul>	<p><b>Course Length:</b> 48 minutes</p>

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Course Contents	Description	Duration
	<p><b>Module 2 – Browse the Web</b> <b>Course Length:</b> 15 minutes   6 units</p> <p>In this module, you will learn about the World Wide Web, how to explore the web using a web browser and how to complete some online transactions safely. One of the most popular uses of the Internet is the <b>World Wide Web</b>, also referred to as the web. Many people use the terms Internet and web to refer to the same thing, but they are different from one another. In this lesson, you'll learn how to browse the web to access information online.</p> <p>By the end of this lesson you will be able to:</p> <ul style="list-style-type: none"><li>• Describe the World Wide Web and how it differs from the Internet.</li><li>• Describe the function of a web browser.</li><li>• Access digital content on the web using a browser.</li><li>• Navigate between webpages using a web browser.</li><li>• Safely complete basic online transactions.</li></ul> <p><b>Module 3 – Search the Web</b> <b>Course Length:</b> 19 minutes   7 units</p> <p>In this module, we will cover the basics of searching the web using web search engines and web browsers. The web is made up of a massive collection of information across over a billion websites. That's a lot of information to work with! You will often need to find information online without knowing the website or URL. <b>Search engines</b> solve this problem and allow you to search through large collections of content to find what you are looking for. This lesson will cover the basics of searching the web using web search engines and web browsers.</p> <p>By the end of this lesson you will be able to:</p> <ul style="list-style-type: none"><li>• Describe the use of search engines.</li><li>• Conduct a simple keyword search using a search engine.</li></ul>	

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	<ul style="list-style-type: none"><li>• Configure a browser to use a specific search engine.</li><li>• Compare search results returned by a search engine.</li><li>• Describe ways to evaluate the credibility and accuracy of online content.</li><li>• Describe ways to critically evaluate media messages.</li></ul>	

<p><b>MS Digital Literacy- Communicate Online (Windows 10 &amp; Office 2016)</b>          The Student Reference Guide          PowerPoint Presentations          Integrated Video Tutorial          MP4 files          Assessment          Hitchhikers Guide to Surviving in the workplace (eBook)</p>	<p><b>Course Description</b>          This learning path will show you how to effectively communicate online using email. You will be introduced to web applications that are used for instant messaging including voice and video calls.</p> <p><b>Course Content</b>  <b>Module 1 – Communicate Using Email</b>  <b>Course Length:</b> 19 minutes   8 units          In this module, you will learn more about email, how to set up an email, and how to use it to connect with people. There are many ways to stay in touch with others using the internet. One of the most popular methods of communicating with others online is using email, or electronic mail. In this lesson, you will learn how to communicate online using email.          By the end of this lesson you will be able to:</p> <ul style="list-style-type: none"> <li>• Describe uses of email.</li> <li>• Identify options for getting set up with an email account.</li> <li>• Use an email service to send an email.</li> <li>• Use an email service to view and reply to messages.</li> </ul> <p><b>Module 2 – Chat Online</b>  <b>Course Length:</b> 14 minutes   9 units          In this module, you will learn how to communicate with people using instant messaging, voice calls, and video calls. The internet and the web make it possible for us to stay in touch with others near and far. There are apps and services that make it easy to communicate with others online through <b>instant messaging (IM), voice calling, and video calling</b>. In this lesson, we'll explore these methods of communicating online.          By the end of this lesson you will be able to:</p> <ul style="list-style-type: none"> <li>• Describe common ways to communicate with others online.</li> <li>• Use Skype or similar services to send instant messages to others.</li> </ul>	<p><b>Course Length:</b> 33 minutes</p>
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Course Contents	Description	Duration
	<ul style="list-style-type: none"> <li>• Make voice calls on the web.</li> <li>• Make video calls on the web.</li> </ul>	
<p><b>MS Digital Literacy- Participate Safely and Responsibly Online (Windows 10 &amp; Office 2016)</b>            The Student Reference Guide            PowerPoint Presentations            Integrated Video Tutorial            MP4 files            Assessment            Hitchhikers Guide to Surviving in the workplace (eBook)</p>	<p><b>Course Description</b>            In this learning path, you will be introduced to the safety risks you can face while using the internet. You will learn about online scams and how to avoid them. You will also learn about best practices for sharing information online. In addition, you will be introduced to cyberbullying.</p> <p><b>Course Content</b>  <b>Module 1 – Online Safety and Privacy</b>  <b>Course Length:</b> 17 minutes   8 units</p> <p>In this module, you will learn about some of the safety risks that can affect you when you are using the internet, and tips for staying safe and keeping your information private online. While there are many positive things we can do online, we should always be aware of the safety risks. There are many scams that online predators use to access people's information online.</p> <p>You should be aware of these scams so that you can do your best to avoid them. Phishing is a common online scam that you should be aware of.</p> <p>By the end of this lesson you will be able to:</p> <ul style="list-style-type: none"> <li>• Describe safety risks associated with using the internet and the web.</li> <li>• Identify signs of online scams like phishing.</li> <li>• Describe best practices for safely interacting with other people online.</li> <li>• Identify characteristics of a strong password.</li> <li>• Describe best practices for sharing information online.</li> <li>• Describe the importance of managing your digital footprint.</li> </ul>	<p><b>Course Length:</b> 26 minutes</p>

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Course Contents	Description	Duration
	<p><b>Module 2 – Online Civility</b>  <b>Course Length:</b> 9 minutes   5 units</p> <p>In this module, you will learn more about rights and best practices for using information online. You will also learn about cyberbullying. We can use the internet to access lots of information and communicate with others, but we have to make sure we're behaving as responsible digital citizens. In this lesson, you will learn how to responsibly use the internet and the web.</p> <p>By the end of this lesson you will be able to:</p> <ul style="list-style-type: none"> <li>• Describe the rights that people have to information and content shared on the web.</li> <li>• Describe best practices for using information found on the web.</li> <li>• Describe the implications of treating others poorly on the web.</li> </ul>	
<p><b>MS Digital Literacy- Create Digital Content (Windows 10 &amp; Office 2016)</b>            The Student Reference Guide            PowerPoint Presentations            Integrated Video Tutorial            MP4 files            Assessment            Hitchhikers Guide to Surviving in the workplace (eBook)</p>	<p><b>Course Description</b>            In this learning path, you will be introduced to the core features of Microsoft Office, including the basic functions of Microsoft Word            You will learn how to interact with text, pictures, lists and other types of objects. You will also learn about working with and creating PDF files.</p> <p><b>Course Content</b>  <b>Module 1 – Introduction to Microsoft Office</b>  <b>Course Length:</b> 9 minutes   6 units</p> <p>In this module, you will be introduced to Microsoft Office and how to sign into Office online. Microsoft Office is a package of software applications that makes it easy for you to be productive as you accomplish everyday tasks on your computer. In this lesson, you</p>	<p><b>Course Length:</b> 1 hour 9 minutes</p>

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Course Contents	Description	Duration
	<p>will be introduced to Microsoft Office and learn how you can use it for productivity in your daily work and personal activities.</p> <p>By the end of this lesson you will be able to:</p> <ul style="list-style-type: none"><li>• Describe the basic benefits of Microsoft Office.</li><li>• Differentiate between Office 2016 and Office 365.</li><li>• Sign in to Office Online.</li></ul> <p><b>Module 2 – Work with Word documents</b></p> <p><b>Course Length:</b> 12 minutes   7 units</p> <p>In this module, you will learn how to start using Microsoft Word to create documents, write and edit text, save, and print. Microsoft Word is an Office app that allows you to create and work with text documents. With Microsoft Word, you can accomplish your daily tasks and express your ideas in a professional way. In this lesson, you will learn how to start using Microsoft Word to create documents, write and edit text, save, and print.</p> <p>By the end of this lesson you will be able to:</p> <ul style="list-style-type: none"><li>• Create a Word document using a Word template.</li><li>• Save a document to your computer or OneDrive.</li><li>• Print a document.</li></ul> <p><b>Module 3 – Format and Edit Text in Word</b></p> <p><b>Course Length:</b> 11 minutes   7 units</p> <p>In this module, you will learn to deal with text in Microsoft Word, check spelling and grammar, and search for a word in a document. Microsoft Word is fundamentally a word processing program, which means it's designed to allow you to create, edit, and format text-based documents. In this lesson, you will learn how to work with text in Word documents.</p> <p>By the end of this lesson you will be able to:</p> <ul style="list-style-type: none"><li>• Add text and modify the font styles of text in a Word document.</li></ul>	

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Course Contents	Description	Duration
	<ul style="list-style-type: none"><li>• Check text spelling and grammar.</li><li>• Find and replace text in a Word document.</li><li>• Add and format lists.</li></ul> <p><b>Module 4 – Format and Edit Objects in Word</b> <b>Course Length:</b> 13 minutes   8 units</p> <p>In this module, you will learn about some of the objects you can work with in Word, how to add them to your documents, and how to edit them as needed. Microsoft Word is designed as a word-processing program, but it's not limited to text. You can also add objects like shapes, charts, pictures, and tables to your Word documents. In this lesson, you'll learn about some of the objects you can work with in Word. You'll learn how to add them to your documents, and how to edit them as needed.</p> <p>By the end of this lesson you will be able to:</p> <ul style="list-style-type: none"><li>• Insert and format shapes in a document.</li><li>• Insert WordArt in a document.</li><li>• Add pictures from your computer or from the web.</li><li>• Insert and format tables.</li></ul> <p><b>Module 5 – Discover More Word Features</b> <b>Course Length:</b> 16 minutes   8 units</p> <p>In this module, you will learn how to use more Microsoft Word features so you can feel more proficient as you create documents. You can do a lot with Microsoft Word when you know how to add and edit text, and insert and format objects. There are several additional features of Microsoft Word that can make it easier to create digital content. In this lesson you will learn how to use some of these features so you can feel more proficient as you create documents.</p> <p>By the end of this lesson you will be able to:</p> <ul style="list-style-type: none"><li>• Add page numbers to documents.</li></ul>	

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Course Contents	Description	Duration
	<ul style="list-style-type: none"> <li>• Apply themes to documents.</li> <li>• Add equations.</li> <li>• Use the "tell me" feature of Word to access any feature.</li> <li>• Use Word on a mobile device.</li> </ul> <p><b>Module 6 – Create and Edit PDFs in Word</b>  <b>Course Length:</b> 6 minutes   5 units</p> <p>In this module, you will learn how to deal with PDF files in Microsoft Word. By default when you create a document in Word, it will be saved as a Word document with the extension .doc or .docx. Text documents can also be saved as view-only files using the PDF file type. In this lesson, you'll learn how to work with PDF files in Microsoft Word.</p> <p>By the end of this lesson you will be able to:</p> <ul style="list-style-type: none"> <li>• Covert a Word document to the PDF format.</li> <li>• Edit a PDF file.</li> </ul>	
<p><b>MS Digital Literacy- Collaborate and Manage Content Digitally (Windows 10 &amp; Office 2016)</b></p> <p>The Student Reference Guide            PowerPoint Presentations            Integrated Video Tutorial            MP4 files            Assessment            Hitchhikers Guide to Surviving in the workplace (eBook)</p>	<p><b>Course Description</b></p> <p>In this learning path, you will be introduced to the cloud services like OneDrive and how to apply their basic functions. You will also learn how to collaborate with others on Word documents. In addition, you will learn how to use Microsoft Outlook to manage your tasks, time and contacts.</p> <p><b>Course Content</b></p> <p><b>Module 1 – Use OneDrive Cloud Storage</b>  <b>Course Length:</b> 28 minutes   13 units</p> <p>In this module, you will learn about cloud services like OneDrive and how to apply their basic functions. Thanks to the internet, we can store information from one device and access it using another, almost instantly. The cloud is a collection of software services that run across the world using the internet, instead of running on a</p>	<p><b>Course Length:</b> 1 hour 5 minutes</p>

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Course Contents	Description	Duration
	<p>single user's computer. In this lesson, you will learn about the cloud and how you can use it.</p> <p>By the end of this lesson you will be able to:</p> <ul style="list-style-type: none"><li>• Describe uses of cloud services like OneDrive.</li><li>• Sign in to OneDrive.</li><li>• Use OneDrive from a mobile device.</li><li>• Create, upload, restore, and share files using OneDrive.</li></ul> <p><b>Module 2 – Share and Collaborate with Documents</b></p> <p><b>Course Length:</b> 15 minutes   8 units</p> <p>In this module, you will learn how to collaborate with your peers or colleagues to access and work on documents together. With the way work gets done today, it's great to know how to collaborate with others using digital tools. In this lesson, you will learn how to collaborate with your peers or colleagues to access and work on documents together.</p> <p>By the end of this lesson you will be able to:</p> <ul style="list-style-type: none"><li>• Share and collaborate on a Word document.</li><li>• Add comments and track changes that you make to a document.</li><li>• Accept or reject changes made by others.</li></ul> <p><b>Module 3 – Manage Time with a Digital Calendar</b></p> <p><b>Course Length:</b> 13 minutes   7 units</p> <p>In this module, you will learn about Outlook Calendar, the calendar feature of the Outlook mail app. Digital calendars are a great way to keep track of meetings and tasks on your own or with the people you work with. In this lesson, you will learn about Outlook Calendar, the calendar feature of the Outlook mail app.</p> <p>By the end of this lesson you will be able to:</p> <ul style="list-style-type: none"><li>• Create appointments and meetings.</li><li>• Search for an item in your calendar.</li></ul>	

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Course Contents	Description	Duration
	<ul style="list-style-type: none"> <li>• Use categories and reminders.</li> </ul> <p><b>Module 4 – Work with Contacts and Tasks</b></p> <p><b>Course Length:</b> 7 minutes   6 units</p> <p>In this module, you will learn more about how Outlook helps you stay organized. In addition to managing meetings and appointments, you can use calendar apps like Outlook to keep track of your contacts and manage your tasks in an organized way. In this lesson, you will learn more about how Outlook helps you stay organized.</p> <p>By the end of this lesson you will be able to:</p> <ul style="list-style-type: none"> <li>• Add contacts and create contacts groups in Outlook.</li> <li>• Create tasks and to-do lists.</li> </ul>	
<p><b>MS Digital Literacy-Final Certificate</b></p>	<p>Learners to complete the final assessment</p>	
<p><b>CyberSAFE (Exam CBS-410), Readiness Assessment</b> Video and Assessment</p>	<p><b>Course Description</b></p> <p>Welcome to CyberSAFE: Exam CBS-410. Regardless of your computer experience, this class will help you become more aware of technology-related risks and what you can do to protect yourself and your organization from them. This course will help you to:</p> <ul style="list-style-type: none"> <li>• Understand both security and compliance needs and requirements.</li> <li>• Recognize and avoid phishing and other social engineering attempts.</li> <li>• Recognize and avoid viruses, ransomware, and other malware.</li> <li>• Help ensure data security on computers, mobile devices, networks, the Internet, and in the cloud.</li> </ul> <p>In this course, you will use discussions, case studies, and the experiences of your instructor and fellow students to explore the</p>	<p><b>Course Length:</b> 4 hours</p>

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	<p>hazards and pitfalls of technology and learn how to use that technology safely and securely.</p> <p><b>Course Objective:</b> In this course, you will identify many of the common risks involved in using conventional computing technology, as well as ways to use it safely, to protect yourself from those risks.</p> <p>You will:</p> <ul style="list-style-type: none"><li>• Identify security compliance measures.</li><li>• Address social engineering attempts.</li><li>• Secure devices such as desktops, laptops, tablets, smartphones, and more.</li><li>• Use the Internet securely.</li></ul> <p><b>Target Student:</b> This course is designed for all users of computers, mobile devices, networks, and the Internet, to enable them to use technology more securely and minimize digital risks, regardless of technical ability. This course is also designed for you to prepare for the CyberSAFE credential. You can obtain your CyberSAFE certificate by completing the CyberSAFE credential process on the CHOICE platform following the course presentation.</p> <p><b>Prerequisites:</b> To ensure your success in this course, you should have experience with the basic use of conventional computing technology, including desktop, laptop, or tablet computers; mobile phones; and basic Internet functions, such as web browsing and email.</p> <p><b>Course Content</b></p> <p><b>Lesson 1: Identifying Security Compliance Measures</b></p> <p>Identify Organizational Compliance Requirements and Resources</p>	

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Course Contents	Description	Duration
	<p>Identify Legal Compliance Requirements and Resources</p> <p><b>Lesson 2: Recognizing and Addressing Social Engineering Attacks</b></p> <p>Recognize Social Engineering Attacks Defend Against Social Engineering Attacks</p> <p><b>Lesson 3: Securing Devices</b></p> <p>Maintain Physical Security of Devices Use Secure Authentication Methods Protect Your Data Defend Against Malware Use Wireless Devices Securely</p> <p><b>Lesson 4: Using the Internet Securely</b></p> <p>Browse the Web Safely Use Email Securely Use Social Networks Securely Use Cloud Services Securely Work from Remote Locations Securely</p> <p><b>Appendix: Mapping Course Content to CyberSAFE Exam CBS 410</b></p>	