

# Digital Literacy Pro<sup>®</sup>



## Course Outline and Specification



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Microsoft Partner

CompTIA<sup>®</sup>



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## Introduction

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This course will introduce the learner to Digital Literacy Pro<sup>®</sup> via an online learning platform, it provides a comprehensive experience and hours of content for training practical skills through interactive learning modules. Instructional lessons are combined with instructor-led videos, demonstrations, quizzes, practice exams, and performance-based lab simulations to provide hours of content.

**This course is available self-paced**, with demonstration video lessons, visual text lessons, lab simulations, live-in-the-app projects, and certification practice exams.

## Duration

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This course is available with a 12-month access license, with tutor support.

## Course Features

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Multi-format training resources are included with this course.

## Certification

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There is a certified exam voucher available with this course.



# Course Outline: Keyboarding

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## 1. Keyboarding Skills

- Computer Keyboard and Typing Ergonomics
- Finger Placement
- Keyboarding Practice Tips

## 2. Letter Practice

- Home Row Letters
- Pointer Finger Practice
- Middle Finger Practice
- Ring Finger Practice
- Pinky Finger Practice
- Numbers
- Shift Keys

## 3. Word Practice

- Common Words
- Word Practice 1
- Word Practice 2
- Word Practice 3
- Mixed Case

## 4. Sentence Practice

- Aesop's Fables
- Pride and Prejudice
- A Journey to the Centre of the Earth



# Course Outline: Hardware

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## 1. What is Computer Hardware?

- What is Computer Hardware?
- Input and Output
- Bits, Bytes and Buses
- Binary Decimal Conversion
- Hexadecimal
- Hertz, Bytes and Metric Prefixes
- Best Practices
- Learning Review
- Using the hardware labs

## 2. Peripheral and External Devices

- Common Peripheral Devices
- Printers
- Learning Review: Peripheral Devices
- Connect Peripheral Devices

## 3. Motherboard

- The Motherboard
- Motherboards From Different Computers
- Motherboard Ports and Connectors
- Learning Review: Choose a Motherboard
- Learning Review: Motherboard Ports
- Learning Review: Motherboard Backplane



#### 4. Internal Components

- Internal Components
- The CPU and Microprocessor
- Install a CPU
- Short-Term Memory
- Install RAM
- Long-Term Storage
- Install Hard Drives
- GPU
- Monitors and Touchscreens
- Sound
- Upgrade a Video Card
- Power and Cooling
- Install a Power Supply



# Course Outline: Operating System and File System

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## 1. Operating Systems

- Operating Systems and Applications
- User Interfaces and Interactions
- Common Operating System Features
- Boot Process: Starting an OS

## 2. Windows Operating System Basics

- Windows OS Overview
- Common UI Elements
- Managing Applications
- Learning Review: Using Windows
- Manage Applications

## 3. Configure Windows

- Personalize Windows
- Windows Display Settings
- Personalize Windows and Use Display Settings
- Updating Drivers
- Update Drivers
- Windows Update
- Update Windows



#### **4. File Systems**

- Files and Folders
- Compressed Files
- Organizing and Renaming Files
- Using External Storage Devices
- Use Windows File System
- Windows Command Line
- Use Windows File System: Command Line
- Move Files from an External Drive

#### **5. Other Common Operating Systems**

- macOS Overview
- Chrome OS Overview
- Linux OS Overview
- Use Linux File System
- Linux Command Line
- Use Linux File System: Command Line





# Course Outline: Introduction to Applications

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## 1. Application Software

- Apps on Different Computer Devices
- Personal Information Software
- Productivity Software
- Communication Software
- Entertainment Software
- Digital Media Software
- Troubleshoot Software Problems

## 2. Common Tasks in Microsoft Office Applications

- Basic File Management
- Create and Save Files
- Printing Files
- Print Files Lab
- Undo, Redo, Cut, Copy, and Paste
- Spelling and Grammar Check
- Use Cut, Copy and Paste



# Course Outline: Word Processing

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## 1. Word Processing

- Digital Documents
- Word Processors

## 2. Formatting Text

- Formatting Fonts
- Additional Font
- Modify Fonts

## 3. Formatting Paragraphs and Pages

- Paragraph Formatting
- Align and Format Paragraphs
- Bulleted and Numbered Lists
- Create and Format Lists
- Tabs and Indentation
- Margins and Orientation
- Indentation and Page Options

## 4. Tables

- Word Tables
- Create, Modify, and Delete Tables
- Table Formatting
- Customise a Table

## 5. Images

- Inserting and Resizing Images
- Work with Images



# Course Outline: Spreadsheets

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## 1. Spreadsheet Software

- Spreadsheets
- Common Spreadsheet Tools

## 2. Spreadsheet Navigation

- Workbooks and Worksheets
- Rows and Columns
- Navigate a Workbook

## 3. Format Data

- Cell Formatting
- Number Formatting
- Format a Worksheet

## 4. Formulas and Functions

- Cell References and Formulas
- Common Functions
- Use Formulas
- The Fill Handle and Flash Fill
- Use Fill Options

## 5. Tables and Charts

- Excel Tables
- Use Excel Tables
- Formatting Charts
- Chart Data
- Use Charts



# Course Outline: Presentations

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## 1. Presentation Software

- Digital Presentations
- Common Presentation Tools

## 2. Slides

- Adding and Managing Slides
- Add and Manage Slides

## 3. Text and Images

- Formatting Text
- Add and Format Text
- Inserting and Modifying Images
- Insert and Modify Images

## 4. Transitions and Animations

- Slide Transitions
- Animations
- Use Transitions and Animations

## 5. Presenting

- Launching and Presenting a Slideshow
- Present a Slideshow



## Course Outline: Other Common Applications

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### 1. Email Software

- Sending Email
- Formatting Email
- Create and Send Messages
- Responding to Messages
- Spam and Junk Email
- Reply to Messages
- Learning Review: Writing and Sending Email

### 2. Calendaring Software

- Digital Calendars
- Creating Meetings
- Scheduling Meetings

### 3. Database Software

- What is a Database?
- Database Basics
- Inserting and Modifying Data
- Insert, Modify and Remove Data from a Database
- Query Basics
- Create a Simple Query in a Database

### 4. Digital Media Software

- Digital Media Software
- Graphic and Photo Editing Software
- Audio and Video Editing Software
- Motion Graphics Software
- Graphics and Animation Software



# Course Outline: Networks and Internet Technology

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## 1. Computer Networks

- Communication for Computers
- Wired and Wireless Communication

## 2. Networking Devices and Cables

- Network Devices
- Network Cards and Cables
- Learning Review: Identify Networking Devices
- Install a Network Card
- Set a Static IP Address
- Set an IP Address
- Create a Simple Wired Network
- Create a Simple Wireless Network

## 3. Networking Protocols and Troubleshooting

- Networking Protocols Overview
- Common Networking Protocols
- Learning Review: Protocols
- Network Types 3
- Network Topology
- Troubleshooting Network Problems
- Learning Review: Choose a Network Topology
- OSI Model
- Learning Review: OSI Model Layers

## 4. Cloud Technology

- Cloud Computing Overview
- Cloud Technology
- Web Apps
- Learning Review: Cloud Technology



## 5. Online Communication and Collaboration

- Principles of Effective Communication
- Global Collaboration
- Synchronous and Asynchronous Communication
- File Sharing Services
- Share a File Using OneDrive



# Course Outline: Internet, Social Media, and IoT

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## 1. The Internet and the World Wide Web

- Websites and Web Servers
- IP Addresses and URLs
- Internet Service Providers
- Common Internet Browsers
- Browser Basics
- Browser Cache and History
- Browser Cookies and Settings
- Browser Management

## 2. Online Search

- Searching the Internet and Search Engines
- Evaluating Search Results
- Search Operators and Advanced Search
- Image Search Tools and Downloading Images
- Learning Review: Use a Search Engine
- Evaluate Search Results
- Conduct an Advanced Search
- Search for Images

## 3. Research

- Academic Research
- Copyright and Digital Ownership
- Citations and References
- Learning Review: Copyrights and Trademarks
- Fake News and Evaluating Misinformation





#### **4. Social Media**

- Social Media Overview and Responsibility
- Social Networking
- User Reviews and Content Sharing
- User Communities & Forums
- Learning Review: Choose a Social Media Platform

#### **5. Internet of Things (IoT)**

- The Internet of Things
- Popular IoT Devices
- Set Up IoT and Smart Devices



# Course Outline: Mobile Technology

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## 1. Mobile Operating Systems

- Mobile Devices
- Mobile Operating Systems
- Common Mobile Settings
- Learning Review: iOS Apps
- Explore iPad UI and Common Settings
- Use Cellular Settings

## 2. Mobile Apps

- What are Mobile Apps?
- Install and Remove Mobile Apps
- Use the App Store on iPad
- Configure iPad Settings for Apps

## 3. Mobile Connectivity

- Mobile Connection Types
- Learning Review: Mobile Connections
- Wi-Fi
- Connect to Wi-Fi
- Bluetooth
- Use iPad Bluetooth

## 4. Basic Summary Settings

- Privacy Settings
- Touch ID, Passcode, and Auto-Lock
- Learning Review: Mobile Security
- Privacy Settings and Authentication



# Course Outline: Digital Citizenship

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## 1. Be Empathetic and Ethical

- What is Digital Citizenship?
- Empathy and Ethics
- Show Empathy
- Personal Brand

## 2. Be Responsible and Educated

- Being Responsible for Learning
- Digital Etiquette (Netiquette)
- Competence and Safety
- Digital Wellness
- Learning Review: Email Safety and Etiquette

## 3. Be Aware and Safe

- Dangers of Digital Worlds
- Cyberbullying
- Personal Data

## 4. Be Secure

- Data Safety and Security
- Security with Email and Text Messages
- Security with Online Browsing
- Security with IoT Devices
- Learning Review: Cybersecurity Online
- Configure Social Media Privacy Settings
- Evaluate Texts for Smishing



# Course Outline: Programming Fundamentals

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## 1. Programming Overview

- Introduction to Programming
- Programming Languages
- Programming Language Facts
- Software Design Facts

## 2. Computational Thinking

- Abstraction, Problem Solving, & Algorithmic Thinking
- Instructions for Computers
- Working with Pseudocode
- Programming Tools
- Coding Overview
- JavaScript Overview
- Using the JavaScript Code Visualizer
- Working with Your First Program

## 3. Data Operators

- Constants, Variables, and Data Types
- Data Types
- Order of Operations
- Arithmetic in JavaScript
- Data Operator Facts
- Using Data Operators



#### **4. Functions in Programming**

- Modular Programming
- Functions in JavaScript
- Function Facts
- Working with Functions
- String Functions
- Working with String Functions & Formatting

#### **5. Conditions**

- Structured Programming
- IF Then Else
- Using IF Then Else
- Code Blocks
- Relational Operators
- Logical Operators
- Working with Conditions & Operators
- Branching Statements
- Using Branching Statements

#### **6. Loops**

- Using Loops
- While Loop
- Working with While Loop
- For Loops
- Using for Loops



## 7. Arrays

- Arrays and Lists
- Index Notation
- Displaying Array Members
- Working with Arrays & Lists
- Arrays and Functions
- Working with Arrays & Functions

## 8. Programming Summary

- Finding and Fixing Bugs
- Programming Terminology



## Course Outline: Problem Solving and Project Planning

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### 1. Project Planning

- Define Project Goals
- Identify the Audience
- Visualise Solutions
- Design Processes
- Using Feedback

### 2. Carrying Out a Project

- Goals and Progress
- Collaborative Content Creation
- Collaborative Review and Feedback
- Team and Task Management
- Share and Present



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