



**DIGITAL
LITERACY
HAND BOOK**

Digital Literacy.

WEEK 1

Fundamentals of Digital Literacy

- Defining & Understanding Digital Literacy
- Importance of Digital Literacy and Digital Skills in the Tech Industry
- Core digital skills every professional should possess
- Importance of developing a growth mindset
- How to leverage digital platforms for networking, collaborating and building a personal brand.

Computing Systems and Gadgets

- Introduction to Computing Systems and Gadgets
- Computer and its Application
- Basic Hardware and Software
- Key Concepts: CPU, Input/Output, Memory and Storage, System Software/Mobile Software

Introduction to Microsoft Office/ Google Suite Basics

- Introduction and Overview of Microsoft
- Introduction to Google workspace
- Introduction to Excel/Sheets
- Creating and Managing Spreadsheets
- Advanced Document Formatting and Presentation Skills

- Introduction to PowerPoint/Slides Digital Communication Tools
- Introduction to video conferencing (Zoom/Google Meet)
- Virtual Meeting Etiquette

Tech career literacy (Hard & Soft Skills)

- Most in demand Tech skills and their requirements
- Tech tools for smart productivity.
- Q&A and Feedback Session

WEEK 2

Introduction to Productivity Tools and Research

- Online Search and Research
- Effective search techniques
- Evaluating online sources
- Introduction to search engines (Google/Bing)
- Introduction to cloud storage (Google Drive/Dropbox)
- Organizing digital files and folders

Digital Time Management, Calendar and Remote Scheduling

- Introduction to Google Calendar and Outlook
- Using digital calendars (Google Calendar/Outlook)
- Setting up virtual meetings and calendar management
- Setting reminders and notifications
- Prioritizing tasks and avoiding distractions
- Best Practices for Remote Collaboration
- Sharing files and folders

Introduction to Email Communication

- Creating an email account
- Setting Up and Managing Email Account
- Writing effective emails
- Setting up Gmail Signature
- Creating labels and inbox management basics.
- Email Etiquette and Best Practices
- Q&A and Feedback Session

Design Tools - Canva

- Understanding the fundamentals of designs
- How to create a banner
- How to create a flier with Canva
- Canva Workshop

Privacy and Security

- How to protect your personal information online
- How to create strong passwords
- How to identify and avoid phishing scams.
- How to avoid making false or misleading claim

WEEK 3

Identifying tech career paths

- Various career paths in tech, roles and skills required
- Building online presence via LinkedIn
- Effective LinkedIn optimization
- Leveraging LinkedIn for job opportunities

Effective Job Search Strategies

- Tailoring your resume
- Creating a Digital Portfolio
- Showcasing Skills and Projects (using No-code tools)



Wrapping it All Up

- Review of Entire Course
- Students Present Final Projects
- Q&A and Feedback Session