Foundational Digital Literacy Program - Student

Week 1: Digital Awareness, Device Knowledge, Internet Basics, Digital Access [Digital Basics]

Theme: Building the Foundation

- **Day 1:** Introduction to Digital Literacy and its Importance
    - Understand the concept of digital literacy and its significance.

- **Day 2:** Basic Computer Skills (Hardware and Software Overview)
    - Identify basic computer components and their functions.

- **Day 3:** Introduction to the Internet and Web Browsing
    - Understand how the internet works and its various uses.

- **Day 4:** Online Safety and Cybersecurity Basics
    - Learn about online threats and how to protect oneself.

- **Day 5:** Creating and Managing Digital Content (Documents, Spreadsheets, Presentations)
    - Understand the importance of organizing digital content.

Week 2: Digital Behaviour, Online Safety, Ethics, Personal Responsibility [Digital Responsibility]

Theme: Exploring Digital Tools

- **Day 1:** Introduction to Email and Communication Tools
    - Learn the basics of email communication and etiquette.

- **Day 2:** Collaborative Tools and Online Learning Platforms
    - Explore tools for online collaboration and learning.

- **Day 3:** Basics of Digital Citizenship and Online Etiquette
    - Understand responsible online behaviour.

- **Day 4:** Introduction to Social Media and Responsible Usage
    - Learn about the pros and cons of social media.

- **Day 5:** Digital Footprint and Privacy Management
    - Understand the importance of managing one's digital footprint.

DIGITAL CITIZENSHIP

TAG TECH AVANT-GARDE

CARTE BLANCHE
ENDLESS EMPOWERMENT
PILOT SCHOOL PROGRAM

CARTE BLANCHE
ENDLESS EMPOWERMENT

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Week 3: Diving Deeper into Technology and Hands-on Walkthroughs of Microsoft Tools (View-only) and Digital Productivity Mindset [Tech Exploration]

Theme: Advanced Digital Concepts

- **Day 1:** Introduction to Information Technology (IT) and M365 Apps

  - Learn about IT's role in various industries with Microsoft Tools relevance. Microsoft Teams Walk Through.

- **Day 2:** Basics of Artificial Intelligence (AI) and Machine Learning

  - Understand AI concepts and real-world applications.

- **Day 3:** Understanding the Concept of Data Science

  - Learn what data science is and its importance.

- **Day 4:** Introduction to Financial Literacy and Online Banking

  - Understand basic financial literacy concepts.

- **Day 5:** Basics of Coding and Programming

  - Introduce students to coding concepts.

Week 4: Preparing for the Future and Search, Design, Communication, Project Thinking, Career Readiness with Final Project Work [Futu re Readiness]

Theme: Practical Applications and Future Readiness

- **Day 1:** Real-world Applications of Digital Skills

  - Learn how digital skills are used in various careers.

- **Day 2:** Project-based Learning: Creating a Digital Portfolio

  - Guide students in creating a digital portfolio.

- **Day 3:** Exploring Career Opportunities in the Digital World

  - Discuss various career paths in the digital world.

- **Day 4:** Preparing for Device and Software Usage

  - Teach students how to use devices/software effectively.

- **Day 5:** Review and Reflection: Preparing for the Future

  - Review key concepts covered in the course