# **Digital Literacy - CMP Pilot Project**

# **Class Agenda & Schedule**

## **Class 1**

**Date: January 20th**, **2024 Saturday**

**Time: 9:00 am – 11:00 am**

**Content:**

* Basic Computer Skills: know your device, hardware & operation system.
* Internet Basics: navigating the vast world of information available online.
* Websites: learning about websites, browser.
* Cybersecurity: basics of cybersecurity, protecting personal information while surfing the web.

## **Class 2**

**Date: January 27th, 2023 Saturday**

**Time: 9:00 am – 11:00 am**

**Content:**

* Using Email: email communication, learning how to compose, send, receive, and manage emails.
* Windows: familiarity with Windows operating system.
* Mac OS: familiarity with Mac OS operating system.
* Android: familiarity with Android operating system.
* IOS: familiarity with IOS operating system.

## **Class 3**

**Date: February 3st, 2023 Saturday**

**Time: 9:00 am – 11:00 am**

**Content:**

* Microsoft Word: creating documents
* Microsoft Excel: creating spreadsheets
* Microsoft PowerPoint: creating presentations
* Text: understanding the basics of text editing, including formatting and document structuring

## **Class 4**

**Date: February 17th, 2023 Saturday**

**Time: 9:00 am – 11:00 am**

**Content:**

* Google: Google's suite of applications
* Google Docs: collaborative and cloud-based solutions for document creation
* Google Drive: cloud-based document storage

## **Class 5**

**Date: February 24th, 2024 Saturday**

**Time: 9:00 am – 11:00 am**

**Content:**

* Social Media: exploring the world of social media platforms provides insights into digital communication and networking.
* WeChat: learning its features and functionalities.
* Information Literacy: evaluate and utilize information from various sources.
* Career Search Skills: leveraging digital platforms for job searches, resume building, and professional networking.

## **Class 6**

**Date: March 2nd, 2024 Saturday**

**Time: 9:00 am – 11:00 am**

**Content:**

* Translator: introduction to digital translation tools helps participants bridge language gaps and enhances communication.
* Photo editing: basic photo editing skills using iPhone and Meitu.
* Digital Signature: understanding the Process of Creating a Digital Signature.
* Accessing Telehealth Appointment: Understanding how to access and navigate telehealth platforms is increasingly important for remote healthcare services.