



EXCEL
INTERNATIONAL

Course Name: Digital Literacy for Students

1. Course Module Structure

This course is divided into 10 structured modules designed to develop essential digital skills, online awareness, and responsible technology usage among students. Each module progressively builds knowledge, helping learners effectively use digital tools, evaluate online information, communicate safely, and adapt to the digital world in both academic and real-life contexts.

2. Modules & Topics

Module 1: Introduction to Digital Literacy

Topics:

- What is digital literacy?
 - Importance in modern education
 - Digital vs traditional literacy
 - Role of technology in daily life
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Module 2: Basic Computer Skills

Topics:

- Understanding hardware and software
 - Operating systems basics
 - File management
 - Using common applications
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Module 3: Internet Fundamentals

Topics:

- What is the internet?
 - Browsers and search engines
 - Effective web searching
 - Understanding websites and URLs
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Module 4: Online Communication Skills**Topics:**

- Email writing and etiquette
 - Online collaboration tools
 - Social media basics
 - Digital communication ethics
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Module 5: Digital Safety and Security**Topics:**

- Creating strong passwords
 - Protecting personal information
 - Cybersecurity basics
 - Recognizing online threats
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Module 6: Evaluating Online Information**Topics:**

- Identifying reliable sources
 - Detecting fake news
 - Fact-checking methods
 - Critical evaluation of content
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Module 7: Digital Content Creation**Topics:**

- Creating documents and presentations
- Basic multimedia tools

- Introduction to digital design
 - Responsible content sharing
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Module 8: Digital Citizenship

Topics:

- Responsible online behavior
 - Digital rights and responsibilities
 - Cyberbullying awareness
 - Respectful online interaction
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Module 9: Practical Applications of Digital Skills

Topics:

- Using technology for learning
 - Online research projects
 - Collaboration and teamwork
 - Real-life digital problem-solving
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Module 10: Practice and Assessment

Topics:

- Hands-on digital exercises
 - Scenario-based activities
 - Feedback and improvement
 - Final evaluation
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This structured course helps students become confident, responsible, and effective digital users, preparing them for academic success and future careers in a technology-driven world.