



# Chatham Technical Institute

*To learn through teaching*

## Digital Literacy Fundamentals® & DLF Online

This Chatham Technical Institute digital literacy program is designed for facilitated or online instruction and presented as individual courses in a manner that supports the interests and appropriate skill levels of each student. A pre-assessment establishes the students' digital literacy baseline. Students that require basic computer skills begin their training with the two hour **Computer Basics** class where they learn the components of a desktop, develop mouse and keyboard skills and are introduced to digital concepts and terminology.

Once the student masters basic computer skills, they are offered an a la carte menu of two hour classes, each designed to survey a particular digital topic. These classes are organized into the Basic Digital 100, Intermediate Digital 200 and Civic Digital 300 course tracks.

The **Digital 100** course track surveys topics that are of interest to entry level digital computing with an emphasis on the usage of broadband technology in support of daily activities. These courses include:

- Internet Basics
- Internet Safety & Security
- Understanding the Basics of Broadband
- Using Online Banking and Commerce
- Email Basics

The **Digital 200** course track enhances the offerings of the other course tracks with more focused course materials and productivity software training. These courses include:

- Social Networks
- Using Communication Vehicles
- Using Open Source Software
- MS Office Word 2007 or 2010: The Basics
- MS Office Excel 2007 or 2010: The Basics
- MS Office PowerPoint 2007 or 2010: The Basics

The **Digital 300** course track is designed to support the types of group online activities that are a part of civic engagement and community organizing. These courses include:

- Civic Engagement and Accessing Government Websites
- Online Research Basics
- Social Networking for Community Organizing

Each online and facilitated class includes an assessment requiring 70% comprehension for successful completion. **Certificates of Completion** are available upon request. Students completing five classes in six months are eligible to receive a **Certificate of Digital Literacy** from the Chatham Technical Institute.

# 1

## Digital 101 - Internet Basics

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### Module Objectives

In Module 101, you will learn basic information about the Internet, surfing capabilities, and search functionality.

#### Upon completion of this module, you will be able to:

- Define Internet concepts and key terms.
- Discuss the history and background of the Internet.
- Examine the common uses of the Internet
- Explore the World Wide Web, its window elements, and address line.
- Access a variety of websites and learn navigation techniques.
- Use basic search techniques.
- Create a favorite.

# 2

## Digital 102 - Internet Security & Safety

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### Module Objectives

In Module 102, you will learn about Internet security and how online threats can compromise your computer's data. You will also learn a variety of ways to protect yourself from online threats or malicious attacks. Internet safety tips, setting parental controls, and monitoring computer activity will be discussed.

#### Upon completion of this module, you will be able to:

- Describe the various online threats that can harm your computer.
- Define firewall.
- Discuss the symptoms of online threats.
- Explain how to protect your computer's data.
- Describe security concerns when making online transactions.
- Define the various safety measures to protect your children in cyberspace.
- Set parental controls.
- Monitor computer activity.
- Examine additional resources.

# 3

## Digital 103 – Broadband Basics

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### Module Objectives

In Module 103, you will learn the basics of what you need to access the Internet for business, home and mobile use. The basics of broadband, dial-up connections, selecting an Internet Service Provider (ISP) and Internet services needed are included.

#### Upon completion of this module, you will be able to:

- Define broadband and key terms.
- Identify broadband Internet connections for home, office, and mobile use.
- Examine dial-up Internet connections.
- Define Internet Service Provider (ISP).
- Locate an Internet Service Provider (ISP) using a search engine.
- Review Internet Service Provider offerings (Email, cost, web hosting).
- Select the right Internet connection and Internet Service Provider based on personal and/or business need.

# 4

## Digital 104 - Online Banking and Commerce

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### Module Objectives

In Module 104, you will learn the basics of online banking and the financial services offered by online banking. You will learn how to search the Internet for online banks that offer the services you need. You will also learn the basics of online commerce and how to search several websites via the Internet for the purposes of buying goods and services.

#### Upon completion of this module, you should be able to:

- Define online banking
- Explain available services and the advantages and disadvantages of online banking
- Identify security precautions needed when banking online
- Explain the pros and cons of mobile banking
- Define online commerce
- Identify security concerns when purchasing goods and services online
- Explain the advantages and disadvantages of online commerce
- Discuss what it means to be an informed consumer
- Access and navigate e-commerce sites

# 5

## Digital 105 - Email Basics

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### Module Objectives

In Module 105, you will receive an introduction to Email Basics. You will learn how to create email accounts, and use them to perform various tasks (such as read, create, send, and forward messages). You will also learn how to attach files, and how to delete and restore your email messages.

#### Upon completion of this module, you should be able to:

- Create email accounts
- Use the *Inbox* to:
  - Read messages
  - Create and send messages
  - Reply to messages
  - Format messages
  - Check spelling in messages
  - Attach and download files
  - Forward messages
  - Delete and restore messages
- Explain the importance of email etiquette

# 1

## Digital 201 - Social Networking

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### Module Objectives

In Module 201, you will learn about social networks.

#### Upon completion of this module, you will be able to:

- Define social networking.
- Examine the most popular sites.
- Discuss how social networks can be used for business, marketing, and community organizing.
- Define and use Facebook.
- Explain how Facebook finds your friends and acquaintances.
- Sign up with Facebook to connect with friends.
- Take a tour of the home page.
- Create a profile.
- Add and remove friends.
- Use the search function to find friends.
- Write on your wall.
- Create a photo album and upload images.
- Create a group.
- Add privacy controls.
- Describe LinkedIn.
- Discuss the various options in LinkedIn.
- Review social networking safety tips.

# 2

## Digital 202 - Communication Vehicles

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### Module Objectives

In Module 202, you will learn about communication vehicles that can be used in the digital age.

#### Upon completion of this module, you will be able to:

- Define blogs.
- View and create the parts of a blog.
- Examine the four meeting types (online meetings, web conferencing, webinar, and video conferencing).
- Describe the purpose of a webcam.
- Discuss photo and video sharing.
- Examine free resources.

# 3

## Digital 203 - Open Source Software

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### Module Objectives

In Module 203, you will receive an introduction to the basics of Open Source Software. Topics covered will answer the questions: what is Open Source Software; what is the importance of licensing agreements; and what are the benefits of open source software. Finally, you will receive an overview of some of the most popular and free! Open Source Software.

#### Upon completion of this module, you should be able to:

- Define Open Source Software
- Explain the importance of licensing agreements
- Explain the benefits of Open Source Software
- Describe some of the most popular Open Source Software



## Digital 204 - MS Office Word 2007 or 2010: The Basics

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### Module Objectives

In Module 204, you will learn the basic uses of Microsoft Office Word 2007 or 2010.

**Upon completion of this module, you should be able to:**

- Create and edit a document
- Save a document
- Format text and page layout of a document
- Proof a document
- Print a document



## Digital 205 - MS Office Excel 2007 or 2010: The Basics

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### Module Objectives

In Module 205, you will learn the basic uses of Microsoft Office Excel 2007 or 2010.

**Upon completion of this module, you should be able to:**

- Create and enter data in a worksheet
- Perform basic calculations
- Formatting a worksheet
- Print a worksheet

# 6

## Digital 206 - MS Office PowerPoint 2007: The Basics

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### Module Objectives

In Module 206, you will learn the basics of using Microsoft Office PowerPoint 2007 or 2010.

**Upon completion of this module, you should be able to:**

- Navigate a presentation
- Create and edit a presentation
- Adding graphics to a presentation
- Print a presentation

# 1

## Digital 301 - Civic Engagement and Accessing Government Websites

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### Module Objectives

In Module 301, you will learn the basics of searching government websites that will prepare you to perform civic engagement activities. In addition, you will learn to search the websites to get information about services and other information you may need. Community organizations often need to know how to search government websites for information and/or data on community issues.

#### Upon completion of this module, you will be able to:

- Define civic engagement.
- Search the City of Chicago website for information.
- Review school report card data on the Illinois State Board of Education website.
- Access election results.
- Use CPD CLEARMAP to access neighborhood reported crime data.
- Search the Cook County website for healthcare service information.
- Use CTA Bus Tracker to determine bus arrival times for specific bus stops.

# 2

## Digital 302 - Online Research Basics

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### Module Objectives

In Module 302, you will learn the basics of conducting online research. Topics covered include how to approach online research; where to look for information; the three “R’s” when utilizing search engines; and how to structure your search results for excellent, credible results. Finally, you will receive an introduction in utilizing citations and copyright restrictions.

#### Upon completion of this module, you should be able to:

- Manage your research time wisely to locate information online
- Describe the three “R’s” of search engines
- Structure your search for excellent results
- Determine the credibility of your search results
- Explain the correct use of citations and copyright restrictions

# 3

## Digital 303 - Social Networking for Community Organizing

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### Module Objectives

In Module 303, you will be introduced to Social Networking for Community Organizing, specifically how to use social media tools to engage and attract people in support of your organization or a particular cause, whether it relates to fundraising or marketing a product or service.

#### Upon completion of this module, you should be able to:

- Explain why it's important to use social media to connect to a larger audience
- Explain how to setup and organize social media for community organizing
- Be able to visualize how social networking can be used to engage people for fundraising or promoting causes