ICDL Digital Citizen

DIGITAL CITIZEN

Syllabus 1.0

Syllabus Document

Purpose

This document details the syllabus for the Digital Citizen module. The syllabus describes, through learning outcomes, the knowledge and skills that a candidate for the Digital Citizen module should possess.

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Digital Citizen

This module sets out the basic concepts relating to using a computer and the digital skills needed to complete some elementary or everyday tasks in a confident way.

Module Goals

Successful candidates will be able to:

- Identify different types of computers as well as their main components and be able to log on to a computer and understand the basic function of a mouse and keyboard.
- Understand and use common desktop icons and the taskbar and be able to shut down a computer.
- Identify the main parts of a window, work with windows, and identify the main types of storage media and programme applications.
- Create, format, save and print a document.
- Identify files and folders and recognise common file types.
- Understand the Internet and the World Wide Web and the importance of evaluating information on the World Wide Web.
- Use a Web browser and a search engine to navigate the Web.
- Identify common online services and complete a Web based form.
- Understand the structure of an email address and be able to create, send, and receive email and understand the security risks involved.
- Understands concepts relating to social networking, instant messaging and VoIP.

CATEGORY	REF.	TASK ITEM
1 Computer Basics	1.1	List and compare different types of computer: personal computer, laptop computer, all in one, media player, smart phone, tablet.
	1.2	Identify and understand different components: system unit, monitor, mouse, keyboard.
	1.3	Start the computer and log on securely using a user name and password.
	1.4	Understand functions of a mouse: select items, move items, issue commands to computer.
	1.5	Understand how to use the mouse: click, double-click, move with click and drag.
	1.6	Understand mouse pointer shapes: click to enter text (I Beam), point, computer busy, hyperlink here.
	1.7	Use click and drag to move selected items on the screen.
	1.8	Understand that the keyboard is a mode of data entry and a method of giving commands to computer.
	1.9	Understand and use keys on the keyboard like: letters and numbers, enter, backspace, shift, space bar, caps lock, delete.
2. Desktop	2.1	Understand what a computer desktop is.

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	2.2	Understand the term icon. Recognise and understand the use of some common desktop icons like: documents, computer, networks, deleted items, browser.
	2.3	Understand what the taskbar is and some of its features: start button to start an application, clock, ability to switch between open windows, language indicator.
	2.4	Select, activate common desktop icons.
	2.5	Shut down the computer properly.
3. Windows	3.1	Identify parts of a window like: title bar, scroll bars, scroll bar markers, status bar, menu bar, ribbon, toolbar.
	3.2	Collapse, expand, resize, move, close a window.
	3.3	Scroll up and down in a window.
	3.4	Switch between open windows.
	3.5	Know the main types of storage media like: internal hard disk, USB Flash drive, DVD, online file storage.
	3.6	Understand the function of different types of applications like: word processing, spreadsheet, database, presentation.
4. Document Creation	4.1	Open a word processing application.
	4.2	Change text formatting: font types, font size.
	4.3	Apply text formatting: bold, italic, underline.
	4.4	Copy, cut, move text within a document.
	4.5	Print a document from an installed printer using output options like: entire document, specific pages, number of copies.
	4.6	Save and name a document.
5. File Handling	5.1	Understand what a file, folder is.
	5.2	Know where files, programmes are normally stored.
	5.3	Recognise common file types and associated icons like: doc, .xls, .mdb, .jpg, .mp3.
	5.4	Double click to open files, folders.
	5.5	Close a file.
6. The Internet	6.1	Understand that the Internet is the global, physical network of networks, and is used to support services like the Word Wide Web (WWW) and email.
	6.2	Understand what the World Wide Web (WWW) is.
	6.3	Identify types of resources available on the World Wide Web (WWW).

CATEGORY	REF.	TASK ITEM
	6.4	Understand the importance of evaluating information on the World Wide Web (WWW).
	6.5	Identify different ways of connecting to the Internet.
	6.6	Recognise the importance of staying safe online.
7. Web Browsing	7.1	Understand what a Web browser is.
	7.2	Recognise that the default page of a Web browser is called the Home/Start page.
	7.3	Understand the terms uniform resource locator (URL), hyperlink.
	7.4	Understand the terms favorites/bookmarks.
	7.5	Understand the term browser history.
	7.6	Go to a URL.
	7.7	Activate a hyperlink/image link.
	7.8	Navigate on a web site: back, forward, home.
	7.9	Print a web page.
	7.10	Understand the term search engine.
	7.11	Search for information using keywords.
	7.12	Download a file from a web page.
8. Online Services	8.1	Identify common online services.
	8.2	Understand what an online form is.
	8.3	Log onto a web site using a user name and password.
	8.4	Understand the importance of data checking in forms.
	8.5	Complete and submit a web based form.
9. Email	9.1	Understand that email is a digital messaging service carried on the Internet.
	9.2	Know about different email accounts: Internet Service Provider Accounts (ISP's), Webmail.
	9.3	Understand the make-up and structure of an email address.
	9.4	Understand what an attachment is and the implications of its size.
	9.5	Understand the term virus.
	9.6	Understand security risks associated with opening certain email attachments.
	9.7	Understand the term phishing.

CATEGORY	REF.	TASK ITEM
	9.8	Understand the term spam.
	9.9	Understand the term inbox folder, and open an email.
	9.10	Understand the term Sent Items folder.
	9.11	Create a new message.
	9.12	Insert a mail address in the To field.
	9.13	Insert a title in the Subject field.
	9.14	Send a message.
	9.15	Use the reply function.
	9.16	Forward a message.
10. Social Networking, Instant Messaging, VoIP	10.1	Understand the term social networking.
	10.2	Identify common social networking web sites.
	10.3	Recognise the importance of protecting your personal data.
	10.4	Understand the term blog.
	10.5	Understand the term instant messaging.
	10.6	Understand the term Voice over Internet Protocol (VoIP).