

Computer Fundamentals & Digital Literacy

Essential Computer Usage, Internet Basics & Digital Safety

Stream: Basic Computer & Digital Literacy

Level: Certificate Program (Beginner)

Duration: 8 Weeks

Mode: Offline

Executive Summary

Computer Fundamentals & Digital Literacy is a structured academic program designed to build professional competency in **Basic Computer & Digital Literacy**.

The program follows a progressive learning model combining academic grounding, applied skills, and industry alignment.

This course is positioned at the **Certificate Program** level and targets learners at the **Beginner** stage.

Successful completion demonstrates structured problem-solving ability, applied knowledge, and readiness for professional or advanced academic pathways.

Course Overview

This course introduces absolute beginners to fundamental computer usage and essential digital skills required for academic participation, workplace readiness, and everyday digital interaction.

Learning Outcomes

- Operate a computer and digital devices independently
- Identify basic hardware, software, and operating system components
- Navigate the operating system and manage files and folders
- Use the internet safely for information and servicesCreate and manage emails with attachments
- Create and manage emails with attachments
- Apply basic digital safety and cyber hygiene practices
- Perform everyday digital tasks with confidence

Curriculum Structure

Module 1 — Computer Systems & Operating Basics

Concept Focus: Build foundational understanding and confidence in computer usage

Week 1 — Introduction to Computers & Digital Devices

What a computer is, types of computers (desktop, laptop), common digital devices, basic hardware components, input and output devices, safe power operations, and correct keyboard and mouse handling.

Week 2 — Operating System Basics & Desktop Navigation

Purpose of an operating system, desktop interface, icons, taskbar, windows, opening and closing programs, switching between applications, and basic system handling practices.

Module 2 — Digital Information Management & Internet Use

Concept Focus: Enable structured data handling and responsible internet usage

Week 3 — File & Folder Organization

Creating, renaming, copying, moving, and deleting files and folders; understanding storage locations, USB devices, and basic backup concepts for organized digital work.

Week 4 — Internet Access & Web Navigation

What the internet is, using web browsers, searching information effectively, navigating websites, downloading and uploading files, and understanding basic safe browsing practices.

Module 3 — Digital Communication & Online Interaction

Concept Focus: Develop essential communication and service interaction skills

Week 5 — Email Communication Fundamentals

Creating and managing email accounts, composing emails, replying and forwarding messages, attaching files, and following basic email etiquette for academic and office use.

Week 6 — Online Forms & Digital Services Awareness

Using online forms, understanding common government and institutional portals, basic awareness of digital services and safe transaction practices.

Module 4 — Digital Safety & Independent Capability

Concept Focus: Ensure safe, ethical, and independent digital behavior

Week 7 — Digital Safety & Cyber Awareness

Password hygiene, recognizing online fraud and scams, social media awareness, data privacy basics, and responsible digital behavior.

Week 8 — Integrated Practice & Final Evaluation

End-to-end execution of computer usage, file handling, internet navigation, email communication, and safety practices through guided revision and supervised assessment.

Certification

Certified Digital Literacy Practitioner (CDLP)

The Certified Computer & Digital Literacy Practitioner certification validates a learner's ability to independently operate computers and digital devices, manage basic operating system functions, handle files and folders, use the internet and email safely, and follow essential digital hygiene practices.

This certification confirms that the holder possesses minimum standardized digital competency required for academic participation, office environments, and entry into further professional or technical training programs.

It is designed as a foundational, assessable, and practical credential, suitable for first-time learners, career entrants, and individuals transitioning into technology-enabled workplaces.