



CARIBBEAN  
SCHOOL  
OF  
**DATA**

# **CSOD Course**

## Foundations of Being Digital

October 27th, 2019

## Course: Foundations of Being Digital

### Course Description:

“Foundations of Being Digital” is the first course in the Caribbean School of Data introductory program that seeks to empower youth with the practical skills for today's Digital economy. These courses are designed to address competency profiles in Digital literacy and Data skills that have become essential for the job markets of today and the future. Participants in this course “Foundations of Being Digital”, will acquire the essential baseline competencies for a skills profile referred to as “*Digital Learner*” that will equip them to effectively use the internet, as well as navigate the remainder of the courses in this program.

This course is broken down into 4 (four) modules namely:

1. Learning About the Internet
2. Using the World-Wide Web Securely
3. The Mobile Internet
4. Personal Safety and Security in Cyberspace

### Purpose of the Course:

This foundational course is designed to equip students with the basic essential Digital Literacy – knowledge, skill and awareness - to enable them to understand and appreciate the Internet, it's various components and services, and the benefits that can derive from using it effectively. Techniques are learned, to use the Internet for browsing, searching and filtering data, information and digital content, as well as evaluating data and information for specific purposes. Students also learn to communicate, collaborate and share information through the Internet using mobile devices, while exercising safe, ethical practices.

### Learning Objectives:

1. Describe the Internet
2. Distinguish between key Internet services (e.g. World-wide-web, Social Media and Electronic Mail)
3. Understand the benefits and risks associated with using the Internet effectively
4. Describe various means and devices for connecting to the internet
5. Effectively use the Internet for browsing, searching and filtering data, information and digital content, as well as evaluating data and information for specific purposes
6. Effectively communicate, collaborate and share information through the Internet using mobile devices (Tablets and phones).

**Target Audience:**

The course is targeted to young adults who have reached the end of high school and/or are beginning to engage in tertiary education, and who have none-to-basic starting digital competencies.

**Pedagogical Approach:**

Course content has been developed to target young adults who have reached the end of high school and/or are beginning to engage in tertiary education, and who have none-to-basic starting digital competencies.

Content design employs the following pedagogical strategies, suitable for adult learners and amenable to online delivery using web/mobile devices:

- **Adult Learners:** allow for student agency and autonomy; being goal-oriented; heavily practical content and; structured to leverage the learner's experience as well as the local community;
- **Retrieval learning:** Short, modular content with built-in quizzes and repetitive learner assessment in line with content;
- **Alignment:** Module Content has been organized in a logical sequence with clear linkages and alignment to explicit learning objectives
- **Mastery learning:** Modules strive for a progressive, self-paced, directed learning path that allows students to achieve incremental mastery of concepts before moving on to the next
- **Enhanced attention and focus:** Incorporates text and graphical components to create rich, interactive and a much more responsive learner experience
- **Self-Reflection:** Modules provide guides that encourage the student to reflect on the learned concepts and cognitively apply them to familiar contexts

**Time Required:**

Estimated time to complete each module ranges from 45 – 90 minutes. Additional learning resources are provided to enable students to explore more information on the topics covered.

**Programme/Course Assessment:**

The assessment done at the course level is based on both formative and summative assessments, and includes:

1. Progressive in-course Assessment (i.e. questions built-into modules)

- ~ 5-7 questions per module that help students to test and validate their learning and reinforce the concepts
2. Reflection Questions
    - A series of 1 - 2 short answer, open ended questions that encourage the student to reflect on the learned concepts and cognitively apply them to familiar contexts
  3. A Quiz administered at the end of each Course
    - More traditional summative tests/evaluations which attempt to draw together and integrate a number of elements across the modules in a course

## Module Outlines:

Below is a brief description, a list of learning objectives and topics for each module of this course:

### Module 1: Learning About the Internet

#### Module Description:

This module, "Learning About the Internet", is foundational and designed to provide learners with an understanding of how the Internet works, its components & services, its geographical scope and magnitude of users. Devices that connect to the Internet are examined along with network types. Special attention is paid to the two of the popular tools used to access the Internet: the desktop computer and the mobile phone.

It is designed to equip students with the basic essential Digital Literacy – knowledge, skill and awareness - to enable them to understand and appreciate the Internet, it's various components and services, and the benefits that can derive from using it effectively.

#### Learning Outcomes:

By the end of this module students will be able to:

1. Identify the core services that make up the Internet.
2. Differentiate between the elements of the Internet (e.g. World-wide-web and Social media).
3. Discuss some of the benefits that can be derived from using the Internet effectively.
4. Describe at least four (4) types of devices that connect to the Internet.

5. Differentiate at least four (4) types of devices that connect to the Internet.
6. Recognize and describe the purpose of five (5) basic parts of a desktop computer
7. Describe the functionality of at least three (3) parts of the mobile phone.

### **Module Topics:**

1. Defining the Internet
2. The Services of the Internet
3. Benefits of using the Internet
4. Wired and Wireless Internet
5. Devices that Connect to the Internet
6. The Desktop Computer
7. The Components of a Smart Phone

## **Module 2: USING THE WORLD-WIDE-WEB SECURELY**

### **Module Description:**

This module, "Using the World-Wide-Web Securely", is designed for students with little or no experience in using the Internet in a secured manner. Students are taught to recognise the various types of URLs and how to access the Internet through the use of links, downloaded browsers and search engines. Additionally, through the use of keywords, learners will be able to conduct both basic and advanced searches. Secured sites are explored and students will gain skills in navigating between websites, finding and evaluating information and bookmarking or storing website information.

The module teaches about the World-Wide-Web and how to browse and use the "Web" effectively and securely. It helps to build the core competency in browsing, searching and filtering data and information on the Internet, as well as retrieving and evaluating digital content.

### **Learning Outcomes:**

1. List the various types of URLs.
2. Discuss at least three (3) browsers.
3. Conduct an internet search on a given topic using key words.
4. Distinguish between an unsecured and secured Internet site.
5. Demonstrate an understanding of using search engines confidently by locating information and other resources (such as images) on the web.
6. Perform online activities such as navigating between websites, finding and evaluating information, bookmarking and storing website information.

### **Module Topics:**

1. World-Wide Web and URLs
2. Using a Browser
3. Additional Features of a Browser
4. Search Engines - the Workhorses of the Internet
5. Browsing, Searching and Filtering Information
6. Browsing the Wes Securely

## Module 3: THE MOBILE INTERNET

### Module Description:

Mobile phones are much more than just a tool for making calls. Increasingly they are the primary way people across the world access the internet. The mobile phone is responsible for the explosive growth of Internet users online in the last 10 years. This module, "The Mobile Internet", will give you valuable skills about mobile internet use and enhance your digital communications ability that can be used in both your professional and non-professional life. The approach is to foster practical application in using mobile devices for sharing information, collaborating and creating new information. Learners will use popular digital tools for the mobile phone including, WhatsApp Messenger, Gmail, Google Docs and YouTube. Additionally, the desired social behaviour surrounding these tools will also be explored.

This will empower learners by opening up a whole new world of interactions for sharing information, collaborating and creating new information, through mobile devices. As a result, learners will be equipped with a deeper understanding of what they can use the internet for and the basic skills needed to access and use it.

### Learning Outcomes:

By the end of this module students will be able to:

1. Understand the benefits of the mobile internet
2. Install the applications WhatsApp, Google Docs and YouTube.
3. Use the applications for sharing and collaborating digital content on the cell phone.
4. Discuss when to use the various applications based on their benefits and functionalities.
5. State at least three (3) desirable social behaviour for each application
6. Send and receive texts, images and videos on WhatsApp
7. Find a video on YouTube and share via WhatsApp

## Module Topics:

1. Defining Mobile Internet
2. What are the Uses and Benefits of Mobile Internet?
3. Mobile Apps and the Google Play Store
4. Introduction to common Google Applications
5. Introduction to WhatsApp
6. Introduction to YouTube
7. Mobile Internet Netiquette

## Module 4: Personal Safety and Security in Cyberspace

### Module Description:

This module provides a comprehensive knowledge and understanding about safety and security in a digital environment. Through this module, "Personal Safety and Security in Cyberspace", learners will gain the necessary knowledge, understanding and skills to protect their digital devices, ensure they achieve protection of their personal data and privacy by building strong password and paying attention to secured sites, internet scams, viruses and malware. Additionally, learners will be taught the importance of protecting their personal health and well-being, along with the environment, when operating digitally.

It is designed to ensure the learner understands the various threats and risks associated with using the Internet, and practical common-sense steps to protect their security and appropriate privacy while working, playing or educating themselves in cyberspace.

### Learning Outcomes:

By the end of this module students will be able to:

1. Discuss the different forms of online threats to users on the Internet
2. Build strong passwords to protect themselves while using digital tools
3. Differentiate between the different forms of malware

4. Describe at least four (4) ways in which individual safety and privacy can be protected while using the Internet
5. Discuss ways to protect digital devices

**Module Topics:**

1. Common Online Threats
2. Types of Malware
3. Creating Strong Passwords
4. Your Browser's Security Features
5. Avoiding Online Threats – Good Practices
6. Protecting your devices

**Conclusion:**

This course consists of 4 modules which, when done successfully, ensures the young adult learner has acquired the essential baseline competencies for a skills profile referred to as “Digital Learner”. This profile equips them to effectively use the internet i.e. learn to communicate, collaborate and share information through the Internet using mobile devices, while exercising safe, ethical practices. The course also prepares the learner for navigating the remainder of the courses in this program.