DIGITAL CITIZEN

The Digital Citizen programme outlines the basic skills needed to use a computer and the Internet. This specially designed module teaches candidates how to complete everyday tasks in a confident way.

Digital Citizen is designed for complete beginners and is open to everyone regardless of status, education, age or ability. There are many people who have never used a computer but are aware of the Internet and its possible uses. If you would like to know more about computers and the Internet but feel learning these new skills is too complicated, then the Digital Citizen programme is for you.

Digital Citizen is designed to be the first step for candidates to engage with the digital world. Candidates who successfully pass the Digital Citizen programme, may wish to continue their learning, by registering for the Digital Citizen Plus programme and the ICDL Workforce Modules.

Develop the basic skills needed to use a computer and the internet to complete everyday tasks

The Digital Citizen module is part of the ICDL Digital Citizen Programme, designed for those with little or no computer experience, who wish to develop their digital skills.

Main learning outcomes

Candidates who complete the Digital Citizen programme will gain the skills needed in order to progress onto Digital Citizen Plus, the ICDL Workforce modules and beyond. They will be able to:

- understand how to start up and shut down a computer

- understand how to navigate the Desktop and how to store files

- understand how to create, save and edit a document

- understand how to use search engines, use online services and evaluate online information

- Communicate online via email and instant messaging

Why choose ICDL?

- ICDL is the global leader in digital literacy learning and certification

- ICDL Programmes offer clear progression routes for candidates

- The regularly updated syllabus content reflects day-to-day tasks and responsibilities typical of job roles.

- ICDL modules focus on skills acquisition as well as an understanding of concepts

- ICDL syllabus content is vendor-independent so that skills and knowledge are transferable

Module Overview	
Category	**Skill Set**
Computer Basics	• Parts of the Computer • Types of Computer • Getting Started • The Keyboard and Mouse • Shut down the computer
Introduction to the Desktop	• Icons • Taskbar and Start Button • Windows • Storing Information • Applications and File Types
Introduction to Documents	• Creating a Document • Name and Save • Change Font • Bold, Italic, Underline • Cut Copy and Paste • Save and Print
Introduction to the Web	• Evaluating Information • Online Security • Connecting to the Internet • Navigating and Downloading • Search Engines • Online Services and Forms
Communications	• Email Accounts • Creating an Email • Replying to and Forwarding an Email • Online Communities • Instant Messaging • Voice over Internet Protocol