

SELF-PACED INTRODUCTORY TRAINING

# Introduction to Digital Literacy

Everyday digital tasks, employability, online communication and safe internet use — a complete 8-module introductory programme, open to everyone.

8 modules

~4h45 total

EN / FR

Beginner-friendly

## ABOUT THIS TRAINING

Designed for anyone building confidence with everyday technology — from recognising devices to using AI tools responsibly, staying safe online, and searching for a job. No prior experience needed.

## MODULES

1

### 01 — Understanding Digital Devices

Everyday devices, hardware components and operating systems. ~35 min

2

### 02 — Navigating an Operating System

Desktop, files, folders, settings and everyday tools. ~40 min

3

### 03 — Internet, Web Browsing & AI Tools

Browsing, effective search, using AI assistants responsibly. ~35 min

4

### 04 — Online Communication

Email, instant messaging, video calls. ~35 min

5

### 05 — Productivity Tools

Word processing, spreadsheets, cloud storage, calendars. ~35 min

6

### 06 — Digital Safety & Online Privacy

Strong passwords, phishing, two-factor authentication. ~35 min

7

### 07 — Job Search & Online Opportunities

Job listings, online profile, digital resume, interviews. ~35 min

8

### 08 — Practical Digital Skills for Daily Life

Everyday apps, safe banking, troubleshooting. ~35 min

## PRACTICAL INFORMATION

### FORMAT

Self-paced, 100% online, ~4h45 total

### ACCESS

Modules 1–2 free · Modules 3–8 require a free account

### AUDIENCE

General public, job seekers, beginners