

Digital Skills for WorkPlace - Course Outline

1. Understand the business and technology landscape

- 1.1 Myanmar
- 1.2 Technology
- 1.3 In Future

2. Computer Essential

- 2.1 Hardware
- 2.2 Software & Licensing
- 2.3 Operating System

3. Online Essential

- 3.1 Using Web Browsing
- 3.2 Search Engine
- 3.3 Website

4. Information Literacy

- 4.1 Information Concept
- 4.2 Using Social Media
- 4.3 Using Search Engine

5. Online Collaboration

- 5.1 Cloud Computing Concept
- 5.2 Online Meeting
- 5.3 Online Collaboration Tools

6. IT Security

- 6.1 Data Vs Information
- 6.2 Password Management
- 6.3 Network & Connections