

	Soft Skills	Communication
		Time management
		Teamwork
		Marketing
		Professionalism
	Software and Tools	Gmail
		Google Drive
		Google meet
		Windows
		Microsoft PowerPoint
		Microsoft Word
		Microsoft Excel
		Microsoft Access
		HTML
		CSS
		WordPress

		Level 1	Level 2	Level 3
Digital Knowledge	Having solid understanding of Computing Devices and their proper Usage	Being able to understand what determines a computing device, labeling the different hardware (mobile and computers)	Being able to understand computer software (OS, desktop), configuration, file structures and sharing	Being able to understand and set up security, back up and restore
Online Presence	Having solid understanding of the Internet and its Usage	Being able to understand how the internet works	Being able to protect yourself and your privacy online	Being able to use proper ethics in the digital world
	Using the internet properly	Being able to browse the internet	Being able to properly extract information and synthesis	Being able to cite your work properly
Constructing Knowledge through tools	Using word processor tools	Performing basic editing and formatting of documents	Being able to use advanced tools	Identifying practical/real-world applications of word processing and applying them
	Using presentation tools	Using basic functions of presentations	Being able to use advanced tools	Identifying practical/real-world applications of presentation applications and applying them
	Using spreadsheet tools	Being able to enter data and perform basic calculations	Being able to use advanced tools	Identifying practical/real-world applications of spreadsheet applications and applying them
	Using database tools	Being able to describe and understand basic database concepts	Being able to create a simple database	Identifying practical/real-world applications of database applications and applying them
Digital Communication and Collaboration	Being able to collaborate, communicate and express yourself online	Understanding the basics of emails and how to use them	Understanding the basics of calendaring and events	Using online platforms for collaboration
Designing Digital Solutions	Understanding Webpages and how to create them	Understanding the components of a webpage	Creating basic Html and CSS pages	Understanding good design practices, SEO, and accessibility
	Understanding and managing content management systems	Understanding what are content management systems and their usage	Using a basic CMS	Managing a CMS platform