



MEDA

Overview

48 Sessions || 7-11years

Raising younger innovators & innovations.

KTECCAFRICA

Microsoft Essentials and Digital Awareness

The Microsoft Essentials and Digital Awareness course is designed to equip kids and teens with essential skills in using Microsoft applications and fostering digital awareness. Students will learn how to effectively use Microsoft Office applications such as Word, Excel, and PowerPoint for productivity tasks, Critical Thinking and Digital Citizenship while also gaining an understanding of digital literacy, online safety, and responsible digital citizenship.

WHY AFRICA KIDS & TEENS?

"Africa possesses vast untapped potentials, not necessarily due to a lack of skills, but often because we enter the arena later than others, resulting in our efforts being overlooked. We believe that a key solution lies in empowering the next generation from the outset. Adult learning can be complex and time-consuming & distracting, making it essential to focus on nurturing skills and talents in children and teenagers."

Founder KTECCAFRICA

COURSE OBJECTIVES

The objectives if this course include:

1. **Develop proficiency in using Microsoft Word, Excel, and PowerPoint.**
2. **Understand the importance of digital literacy and online safety.**
3. **Learn essential skills for creating and managing documents, spreadsheets, and presentations.**
4. **Foster critical thinking and problem-solving abilities in the digital realm.**
5. **Promote responsible and ethical use of technology and digital resources.**

COURSE GOAL

This course aims to empower kids and teens with essential digital skills and knowledge to navigate the digital world safely and effectively. The program will cover a range of topics, including Microsoft Office Suite, online safety, basic computer skills, internet etiquette, and critical thinking in the digital age.

Course Summarized Overview

Module 1: Introduction to Microsoft Office

CLASSES 1-2

Overview of Microsoft Office suite and its applications.

CLASSES 3-4

Understanding the features and functionalities of Microsoft Word, Excel, and PowerPoint.

Module 2: Microsoft Word Essentials

Classes 5-7: Creating, formatting, and editing documents in Microsoft Word.

Classes 8-9: Working with text, images, and multimedia elements.

Classes 10-11: Managing document layout, styles, and formatting.

Module 3: Microsoft Excel Essentials

Classes 12-14: Introduction to Microsoft Excel: worksheets, cells, and formulas.

Classes 15-16: Creating and formatting spreadsheets for data entry and analysis.

Classes 17-18: Performing basic calculations and data manipulation tasks.

Module 4: Microsoft PowerPoint Essentials

Classes 19-21: Creating engaging presentations using Microsoft PowerPoint.

Classes 22-23: Designing slides, adding content, and applying visual effects.

Classes 24-25: Delivering presentations effectively and engaging the audience.

Module 5: Digital Literacy and Online Safety

Classes 26-28: Understanding digital literacy and its importance in the digital age.

Classes 29-30: Exploring concepts of online safety, privacy, and security.

Classes 31-32: Tips for safe and responsible use of technology and the internet.

Resources

Online tutorials and educational games.
Relevant educational websites and platforms.

Module 6: Digital Citizenship and Ethics

Classes 33-35: Promoting ethical behavior and responsible online citizenship.

Classes 36-37: Recognizing and addressing cyberbullying, online harassment, and digital threats.

Classes 38-39: Understanding intellectual property rights and copyright laws.

Module 7: Critical Thinking and Problem Solving

Classes 40-42: Developing critical thinking skills in evaluating digital content and information.

Classes 43-44: Problem-solving approaches in navigating digital challenges and issues.

Classes 45-46: Applying creativity and innovation in utilizing digital tools and resources.

Module 8: Project and Assessment

Classes 47-48: Applying skills learned in previous modules to complete a final project.

ASSESSMENT

Regular coding exercises and quizzes

Participation in class discussions and collaborative projects

Assessment of Microsoft Office proficiency, digital literacy skills, and responsible online behavior.