Computer Literacy and Mobile Literacy – 2025

Giving them enough knowledge so that they could adapt to the digital transformation setting. Equip them with relevant knowledge and ability by understand the know-how of MS Office, Payment mode, cyber security and basic smart mobile applications.

Keeping them engaging with the outside world so that they could be able to follow with the new technology software and tools.

Planned Lesson Plan*

January

Onboarding – basics of gadgets and web-surfing

Using Google to surf the net for news, look for places

Email – creation of Gmail account, sending emails with and without attachments,

Google calendar – creation of events and sending invites

February

Setting up Google account and Facebook on mobile phones

Facebook – Setup, introduction (including dangers and what to look out for), how to use (finding friends, posting etc)

March

Instagram – Setup, introduction (including dangers and what to look out for), how to use (finding friends, posting etc)

Whatsapp – Setup, introduction, making calls and video calls, sharing location, sending and downloading pictures and videos

WeChat - Setup, introduction, sending messages

April

Whatsapp – Setup, introduction, making calls and video calls, sharing location, sending and downloading pictures and videos

WeChat - Setup, introduction, sending messages

May & June

Using mobile phones to take photographs and videos

Revision

July

Google Drive – How to store and manage stored media

Introduction to online scams

Introduction to online shopping platforms and E-Commerce Websites (Alibaba & Amazon)

August

Introduction to Google Docs / Microsoft Word

Introduction to Google Sheets / Microsoft Excel

September

How to use online shopping platforms – Grab, FoodPanda and Deliveroo and mobile phone payments: PayNow, PayLah!

Introduction to Youtube

October

Introduction to miscellaneous applications (MeWatch, Straits Times, WanBao, Radio, Libby, Weather)

Introduction to Twitter

Introduction to Google Maps

Introduction to transportation apps (My Transport)

November

Introduction to Google Slides / Microsoft PowerPoint

Introduction to Google Assistant / Siri

December

Revision & Assessment

*Lessons are subjected to change based on participants' pace.