

# Career Development

## Digital Citizenship Course Outline:

### Module One: Getting Started

- Housekeeping items
- Pre-Assignment Review
- Parking Lot
- Workshop Objectives
- Action Plans

### Module Two: What Is Digital Citizenship?

- What is Digital
- Engaging with Others
- It's a Moving Target
- Belonging to a Community
- Case Study
- Module Two: Review Questions

### Module Three: Being a Good Citizen

- Build it Up
- Real World Influences
- Using Technology Appropriately
- The Golden Rule
- Case Study
- Module Three: Review Questions

### Module Four: Best Practices for Sharing

- Digital Footprints
- Personal and Work Lives
- Stop and Think Before You Post
- Do Not Overshare
- Case Study
- Module Four: Review Questions

### Module Five: Networking and Personal Branding (I)

- Personal Branding
- Be Yourself ( online and off)
- Social Networking
- If you Share it, Expect Everyone to See It
- Case Study
- Module Five: Review Questions

### Module Six: Networking and Personal Branding (II)

- Introduce Colleagues
- Volunteer to Help Others
- Blog
- Guard Your Reputation
- Case Study
- Module Six: Review Questions

### Module Seven: Digital Security and Safety (I)

- Don't Trust Anyone You Don't Know
- Enable 2-Step Verifications
- Public Wi-Fi
- Public Computers
- Case Study
- Module Seven: Review Questions

### Module Eight: Digital Security and Safety (II)

- Email and Attachments
- Password Rules
- Back Up your Files
- Update Your Software
- Case Study
- Module Eight: Review Questions

## Module Nine: Dealing With The Dark Side

- See it, Report it
- Bullying and Harassment
- Trolling
- Shared Something You Shouldn't Have?
- Case Study
- Module Nine: Review Questions

## Module Ten: Digital Etiquette (I)

- Respect and Tone
- Speak Up, Not Out
- Topics To Avoid
- Keep Private Messages Private
- Case Study
- Module Ten: Review Questions

## Module Eleven: Digital Etiquette (II)

- Educate Yourself
- Information Processing
- Internet Boldness
- Permission to Share
- Case Study
- Module Eleven: Review Questions

## Module Twelve: Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations