MONET

Marylanders Online Navigator Education Toolkit

About MONET

The Marylanders Online Navigator Education Toolkit (MONET) is a self-paced online course designed to empower current and future digital educators with the tools needed to confidently teach digital skills within their communities.

Curriculum Features

- ✓ Creative Commons Licensure
- ✓ Hybrid & Self-Paced Learning
- ✓ Flexible, Scalable, Adaptable
- ✓ Credit & Badging Options

MONET was developed by the University of Maryland Extension Marylanders Online program in partnership with the College of Information and Enoch Pratt Free Library. UMD is an equal opportunity institution.
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The Modules

1. Computers and Operating Systems
2. Mobile Devices
3. Internet and Web Browsing
4. Email and Communications
5. Productivity and Collaboration
6. Safe Online Practices
7. Telehealth
8. Communications & Interpersonal Skills
9. Digital Skills for Everyday Life
10. Remote Working and Learning

------- **COMING SOON!** --------

11. AI Essentials
12. AI Applications

Scan the QR to learn more or visit
https://go.umd.edu/MONET

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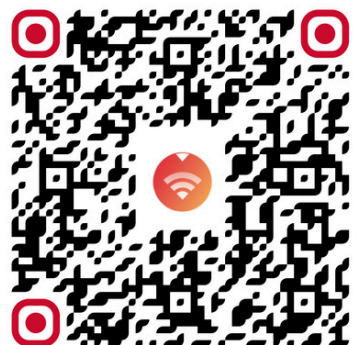
IN PARTNERSHIP WITH
COLLEGE OF INFORMATION

The MONET Modules

1 **MODULE 1: COMPUTERS AND OPERATING SYSTEMS**

Builds foundational computer and operating system (OS) knowledge by defining key terms, differentiating hardware vs. software, comparing devices, and navigating Windows, macOS, and Chrome OS using keyboard and mouse skills.

2 **MODULE 2: MOBILE DEVICES**

Explores the features, functions, and security of smartphones and tablets to empower learners to confidently navigate, customize, and securely manage Android and iOS devices.

3 **MODULE 3: INTERNET AND WEB BROWSING**

Covers essential internet connectivity, web addresses, and browsing skills, including navigating different browsers, using effective online searches, evaluating information credibility, and using advanced browser functions.

4 **MODULE 4: EMAIL AND COMMUNICATIONS**

Provides instruction for creating and managing email accounts, sending and receiving emails, email etiquette and security, using Zoom and social media platforms for online communication.

5 **MODULE 5: PRODUCTIVITY AND COLLABORATION**

Introduces Microsoft Office Suite (Excel, Word, PowerPoint), Google apps (Docs, Sheets, and Slides), and instructs how to collaborate using OneDrive and Google Drive.

6 **MODULE 6: SAFE ONLINE PRACTICES**

Covers cybersecurity and cyber threat prevention, strong passwords, identifying credible online sources, and how to practice internet safety in online shopping, banking, and social media.

7 **MODULE 7: TELEHEALTH**

Introduces the fundamentals of telehealth, including appointment scheduling, advanced CRM features, patient triage systems, and telehealth etiquette for virtual healthcare interactions.

8 **MODULE 8: PROFESSIONAL COMMUNICATIONS & INTERPERSONAL SKILLS**

Develops essential interpersonal skills, emotional intelligence, and the application of professional etiquette, workplace ethics, and cultural sensitivity to support career advancement.

9 **MODULE 9: DIGITAL SKILLS FOR EVERYDAY LIFE**

Guides learners in effectively using essential digital tools and online resources to streamline everyday tasks, including mobile banking, government services, and online transactions.

10 **MODULE 10: REMOTE WORKING AND LEARNING**

Focuses on workplace communication using platforms like Slack and Teams, in addition to learning management systems such as Canvas, Blackboard, and Schoology for caregivers and students, and the use of VPNs.