



Marylanders Online Navigator Education Toolkit

About MONET

The Marylanders Online Navigator Education Toolkit (*MONET*) is a hybrid train-the-trainer curriculum designed to equip digital educators with the tools and strategies needed to confidently teach digital skills in their communities.

Curriculum Features

- ✓ Creative Commons Licensure
- ✓ Hybrid & Self-Paced Learning
- ✓ Flexible, Scalable, Adaptable
- ✓ Instructor Lesson Plans
- ✓ Credit & Certification 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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Curriculum Overview

- 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 Communication & Interpersonal Skills
- 9 Digital Skills for Everyday Life
- 10 Remote Working and Learning
- 11 AI Essentials for Digital Navigators
- 12 AI Applications for Digital Navigators

Scan the QR to learn more or visit

<https://go.umd.edu/MONET>



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The MONET Modules

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

Builds foundational computer and OS knowledge by defining key terms, differentiating hardware vs. software, comparing devices, and teaching keyboard and mouse skills.

2 **MODULE 2: MOBILE DEVICES**

Introduces the features and functions of smartphones and tablets, including how to navigate, customize, and securely manage Android and iOS devices.

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

Provides instructions for teaching about the internet and browsing skills, advanced functions, evaluating information credibility, and using advanced browser functions.

4 **MODULE 4: EMAIL AND COMMUNICATIONS**

Provides instruction for creating and using email accounts, email etiquette and security, and 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 basics, scam and fraud prevention, creating strong passwords, spotting credible information sources, and safe online banking/ shopping practices.

7 **MODULE 7: TELEHEALTH**

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

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

Covers interpersonal skills, emotional intelligence, professional etiquette, workplace ethics, and cultural sensitivity to support career advancement.

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

Introduces effective skills for using digital tools and online resources to streamline everyday tasks like mobile banking, government services, and online transactions.

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

Covers the workplace communication platforms Slack and Teams, LMS platforms like Canvas, Blackboard, and Schoology, and the use of VPNs.

11 **MODULE 11: AI ESSENTIALS FOR DIGITAL NAVIGATORS**

Introduces the evolution of AI and its everyday applications, limitations, societal impacts, legal considerations, bias, in addition to privacy risks and strategies.

12 **MODULE 12: AI APPLICATIONS FOR DIGITAL NAVIGATORS**

Covers AI technologies (AR and VR) and how they can enhance service management, streamline tasks, support research, and advance accessibility and data analytics.