



Republic of the Philippine  
Department of Education  
DepEd Complex, Meralco Avenue  
Pasig City



# **K to 12 Basic Education Curriculum for the Alternative Learning System (ALS-K to 12)**

## **Learning Strand 6**

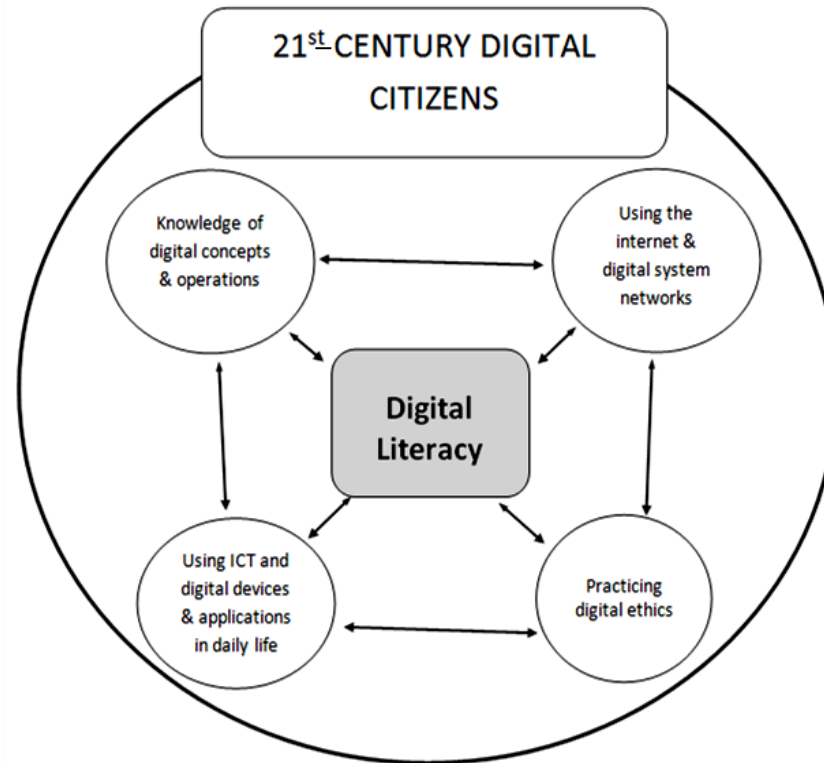
DIGITAL LITERACY

2017

**LEARNING STRAND 6: DIGITAL LITERACY**

Twenty-first-century Philippine society is replete with myriad rapidly changing information and communication technologies (ICTs). The ways people plan, develop, implement, and communicate ideas and knowledge have been transformed as computers, the internet, social media, and mobile devices have become increasingly pervasive. To adapt to these changes, Filipinos need to develop a whole new range of ICT-related skills to be effective citizens in an increasingly digital world. This Learning Strand addresses the needs of ALS learners to develop basic skills in ICT use and digital literacy. Accordingly, a new Learning Strand has been added to the ALS Curriculum focused on “Digital Literacy” for 21st-century Filipino citizens. This Learning Strand seeks to help equip ALS learners with critical knowledge, skills, and values to be able to live and work effectively as part of the digital universe.

Below is the schematic diagram for this new Learning Strand:



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The schematic diagram shows that the overall goal of this Learning Strand is to produce 21st-century digital citizens who are confident in using ICT and digital tools in a responsible and ethical manner. Digital literacy is needed to achieve this goal. Digital literacy is the capacity of every ALS learner to safely and responsibly generate, apply, and share digital information in multiple formats from a wide range of sources using computers or mobile devices.

To achieve digital literacy, ALS learners need both ICT-related knowledge and skills, and the ability to integrate such skills and knowledge across the competencies listed in the other four Learning Strands of the ALS curriculum. This is the application part where the learners utilize their digital knowledge and skills as tools to communicate with others and solve problems in daily life. Each of the other four Learning Strands will thus go hand in hand with Learning Strand 5.

This Learning Strand covers the following digital literacy competencies:

<b>Content Standard</b>	<b>Performance Standard</b>
Digital Concepts	Explain basic concepts related to use of information communication technologies (ICTs) in an increasingly digital world
Digital Operations and Management	Demonstrate knowledge of basic hardware operations, software operations, and file management in using a computer.
Digital Applications	Use common office application software packages (word processing, spreadsheet, presentation software) to produce documents and manage information as tools to solve problems in daily life.
Digital System Network	Navigate the digital global system to search for information and resources and communicate with others in everyday life.
Digital Devices	Make use of mobile devices as tools to access information and communicate with others.
Digital Ethics	Demonstrate ethical practices and values in using technology in the 21st century.

The learning competencies and skills in this Learning Strand are sequenced from the simplest to the most complex and based on the content standards. Leveling of the learning competencies will start at Lower Elementary up to Advanced Secondary.

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*Here is a sample of digital literacy Integration across the competencies of other Learning Strands*

Example 1: LS 1 (Speaking): PSB 32. Make and prepare for an oral presentation.

LS 5: PSA 2. Compare the experiences of people using technology in the 21st century to those who lived in the 20 h century.

Example 2: LS 4: PSA 4.1.2. Cite examples of situations or occasions in which self-discipline could or should be practiced.

LS 5: PSF 3. Practice respectful conduct when using the internet.

- Sensitivity to national and local cultures
- Avoiding identity misrepresentation and fraud
- Internet etiquette while chatting, emailing, blogging, and using social media

Example 3: LS 2 (Scientific Thinking): PSB 8.6.1 Make a simple project proposal to address one prevalent problem.

LS 5: PSC 3.2. (Word Processing) Make use of formatting in paragraphs.

- Create and/or merge paragraph(s)
- Practice in aligning text: use align, indent as tools
- Alignment of text: left, center, right, justified
- Indent paragraphs: left, right, first line
- Apply spacing: between paragraphs, above, below, single, 1.5 lines, double line

**Note:** ICT integration goes beyond merely using computer hardware and software as communication and information management tools. It also includes empowering ALS learners to explore the potentials offered by mobile devices, social media, and other digital media in order to navigate the digital world. This journey as 21st-century digital citizens requires such learners to be practicing sound digital ethics and values so that ICT and other digital tools are used responsibly and safely amid rapid technological changes. This includes guarding against potential risks and threats found in the digital world, and maximizing the opportunities and potentials of ICT and other digital technologies as tools for personal and professional development and improving one's quality of life as a 21st-century digital citizen.

### SENIOR HIGH SCHOOL

To complete SHS and meet the competencies for the middle skills development, entrepreneurship, and employment exits of the basic education curriculum, ALS learners must complete the competencies that are specified Empowerment Technologies (which is an applied subject). They should also complete the specialization subjects of any of the following Senior High School tracks: Sports, Arts and Design or Technical-Vocational-Livelihood.

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College-bound ALS learners in SHS must also complete the core subject Media and Information Literacy (or its equivalent). They must also complete all the specialization subjects in any of the Academic Strands (Accountancy, Business and Management [ABM], Humanities and Social Sciences [HUMSS], Science, Technology, Engineering and Mathematics [STEM], or General Academic).

If an ALS learner who has completed the K to 12 curriculum wishes to proceed to higher education, this learner may return to the ALS program and take the core curriculum at any time.

## K TO 12 BASIC EDUCATION CURRICULUM FOR THE ALTERNATIVE LEARNING SYSTEM (ALS-K TO 12)

### Learning Strand 6: Digital Literacy

**Content Standard:** Digital Concepts

**Performance Standard A:** Explain basic concepts related to the use of information communication technologies (ICTs) in an increasingly digital world.

No.	Learning Competency	Code		Basic Level	Elementary Level		Secondary Level	
		K to 12	ALS		Lower	Advanced	Junior High School	Senior High School
1	Define what is meant by information and communications technology (ICTs) using examples from everyday life		LS6DL-DC-PSA-BL/LE/AE/LS/AS-1	√	√	√	√	√
2	Compare the experiences of people using technology in the 21st century to those who lived in the 20th century		LS6DL-DC-PSA-BL/LE/AE/LS/AS-2	√	√	√	√	√
	• characteristics of technologies used							
	• advantages and disadvantages							
3	Explain the key differences between so-called digital natives and digital migrants		LS6DL-DC-PSA-LE/AE/LS/AS-3		√	√	√	√
4	Give examples from daily life of the advantages and disadvantages of the 21st century in terms of ICT		LS6DL-DC-PSA-BL/LE/AE/LS/AS-4	√	√	√	√	√
5	Describe the computer and its characteristics		LS6DL-DC-PSA-LE/AE/LS/AS-5		√	√	√	√
6	Identify the different types of computer and their applications in daily life		LS6DL-DC-PSA-AE/LS/AS-6			√	√	√
	• supercomputer							
	• mainframe computer							
	• minicomputer							
	• microcomputer							

**K TO 12 BASIC EDUCATION CURRICULUM FOR THE ALTERNATIVE LEARNING SYSTEM (ALS-K TO 12)**

No.	Learning Competency	Code		Basic Level	Elementary Level		Secondary Level	
		K to 12	ALS		Lower	Advanced	Junior High School	Senior High School
7	List the different types of microcomputer and its use in everyday life		LS6DL-DC-PSA-LE/AE/LS/AS-7		√	√	√	√
	• desktop computer							
	• gaming consoles							
	• sound & navigation of a car							
	• netbook							
	• laptop/notebook							
	• PDA (personal digital assistant)							
	• tablet PCs							
	• mobile tablets/iPad							
	• smartphones							
• calculators								
8	Identify the parts of a desktop computer		LS6DL-DC-PSA-BL/LE/AE/LS/AS-8	√	√	√	√	√
9	Explain the functions of each of the parts of a desktop computer		LS6DL-DC-PSA-BL/LE/AE/LS/AS-9	√	√	√	√	√
10	Explain the difference between computer hardware and software		LS6DL-DC-PSA-BL/LE/AE/LS/AS-10	√	√	√	√	√
11	Identify different types of computer hardware accessories and their respective functions		LS6DL-DC-PSA-BL/LE/AE/LS/AS-11	√	√	√	√	√
12	Identify different types of computer software and the tasks they are used for		LS6DL-DC-PSA-LE/AE/LS/AS-12		√	√	√	√

## K TO 12 BASIC EDUCATION CURRICULUM FOR THE ALTERNATIVE LEARNING SYSTEM (ALS-K TO 12)

### Learning Strand 6: Digital Literacy

**Content Standard:** Digital Operations and Management

**Performance Standard B:** Demonstrate knowledge of basic hardware operations, software operations, and file management in using a computer.

No.	Learning Competency	Code		Basic Level	Elementary Level		Secondary Level	
		K to 12	ALS		Lower	Advanced	Junior High School	Senior High School
1	Demonstrate understanding on how to operate a computer		LS6DL-DO-PSB-BL/LE/AE/LS/AS-1	√	√	√	√	√
	• to turn on a computer							
	• to turn off/shutdown a computer							
	• to restart a computer							
2	Explain the procedure of operating other computer peripherals		LS6DL-DO-PSB-LE/AE/LS/AS-2		√	√	√	√
	• printer				√	√	√	√
	• scanner					√	√	√
	• copier/xerox machine				√	√	√	√
	• all-in-one printer					√	√	√
	• digital camera				√	√	√	√
	• USB flash drive				√	√	√	√
	• external hard drive					√	√	√
	• Projector/LCD					√	√	√
• earphone/headset				√	√	√	√	
• microphone/speaker				√	√	√	√	
3	Demonstrate knowledge of installing and opening software programs		LS6DL-DO-PSB-LE/AE/LS/AS-3				√	√
	• database programs						√	
	• word processors					√	√	√
	• Web browsers					√	√	√



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No.	Learning Competency	Code		Basic Level	Elementary Level		Secondary Level	
		K to 12	ALS		Lower	Advanced	Junior High School	Senior High School
	<ul style="list-style-type: none"> <li>● spreadsheets</li> </ul>				√	√	√	√
4	Identify the different potential problems of a desktop computer		LS6DL-DO-PSB-AE/LS/AS-4			√	√	√
5	Demonstrate the procedure of troubleshooting basic problems of a desktop computer		LS6DL-DO-PSB-LS/AS-5				√	√
6	Demonstrate how to manage personal files in a computer		LS6DL-DO-PSB-LE/AE/LS/AS-6		√	√	√	√
	<ul style="list-style-type: none"> <li>● open/close a file</li> </ul>							
	<ul style="list-style-type: none"> <li>● edit a file</li> </ul>							
	<ul style="list-style-type: none"> <li>● save a file</li> </ul>							
	<ul style="list-style-type: none"> <li>● delete a file</li> </ul>							
	<ul style="list-style-type: none"> <li>● locate a file</li> </ul>							
	<ul style="list-style-type: none"> <li>● search a file</li> </ul>							
	<ul style="list-style-type: none"> <li>● sort a file</li> </ul>							
	<ul style="list-style-type: none"> <li>● create a folder</li> </ul>							
	<ul style="list-style-type: none"> <li>● rename a folder</li> </ul>							
	<ul style="list-style-type: none"> <li>● delete a folder</li> </ul>							
	<ul style="list-style-type: none"> <li>● organize folders</li> </ul>							
	<ul style="list-style-type: none"> <li>● management directory paths and network locations</li> </ul>							
<ul style="list-style-type: none"> <li>● share folders</li> </ul>								
<ul style="list-style-type: none"> <li>● back-up files</li> </ul>								

## K TO 12 BASIC EDUCATION CURRICULUM FOR THE ALTERNATIVE LEARNING SYSTEM (ALS-K TO 12)

### Learning Strand 6: Digital Literacy

**Content Standard:** Digital Applications

**Performance Standard C:** Use common office application software packages (word processing, spreadsheet, presentation software) to produce documents and manage information as tools to solve problems in daily life.

No.	Learning Competency	Code		Basic Level	Elementary Level		Secondary Level	
		K to 12	ALS		Lower	Advanced	Junior High School	Senior High School
<b>* Word Processing</b>								
1	Make use of a word-processing application to produce different documents used in everyday life	EPP5IE-0f-15 EPP5HE-0h-21 EPP5IE-0j-21	LS6DL-DA/WP-PSC-LE/AE/LS/AS-1		√	√	√	√
1.1	Demonstrate how to open/close a word processing application		LS6DL-DA/WP-PSC-LE/AE/LS/AS-1.1		√	√	√	√
1.2	Create a new document based on the different available templates		LS6DL-DA/WP-PSC-LE/AE/LS/AS-1.2		√	√	√	√
1.3	Demonstrate how to save a document to a location on a drive		LS6DL-DA/WP-PSC-LE/AE/LS/AS-1.3		√	√	√	√
1.4	Save documents under another name to a location on a drive		LS6DL-DA/WP-PSC-AE/LS/AS-1.4			√	√	√
1.5	Demonstrate how to save a document as another file type like:		LS6DL-DA/WP-PSC-LE/AE/LS/AS-1.5		√	√	√	√
	• rich text format				√	√	√	√
	• template				√	√	√	√
	• software specific file extension				√	√	√	√
	• version number				√	√	√	√
1.6	Apply knowledge in switching between open documents	LS6DL-DA/WP-PSC-AE/LS/AS-1.6			√	√	√	
1.7	Use available HELP functions	LS6DL-DA/WP-PSC-LE/AE/LS/AS-1.7		√	√	√	√	

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No.	Learning Competency	Code		Basic Level	Elementary Level		Secondary Level	
		K to 12	ALS		Lower	Advanced	Junior High School	Senior High School
1.8	Distinguish the different use of magnification/zoom tools		LS6DL-DA/WP-PSC-LE/AE/LS/AS-1.8		√	√	√	√
1.9	Determine the use of the different toolbars:		LS6DL-DA/WP-PSC-LE/AE/LS/AS-1.9		√	√	√	√
	• display							
	• hide built-in toolbars							
	• restore							
	• minimize the ribbon							
2	Demonstrate the creation of new word processing document		LS6DL-DA/WP-PSC-LE/AE/LS/AS-2		√	√	√	√
2.1	Show how to switch between page view modes		LS6DL-DA/WP-PSC-AE/LS/AS-2.1			√	√	√
2.2	Demonstrate how to enter text into a document		LS6DL-DA/WP-PSC-LE/AE/LS/AS-2.2		√	√	√	√
2.3	Identify the process of inserting symbols or special characters		LS6DL-DA/WP-PSC-LE/AE/LS/AS-2.3		√	√	√	√
2.4	Determine the use of the display and hide nonprinting formatting marks like: spaces, paragraph marks, manual line, break marks, tab characters		LS6DL-DA/WP-PSC-LE/AE/LS/AS-2.4		√	√	√	√
	• spaces				√	√	√	√
	• paragraph marks				√	√	√	√
	• manual line					√	√	√
	• break marks					√	√	√
	• tab characters					√	√	√
2.5	Demonstrate how to select character, word line, sentence, paragraph, and entire body text		LS6DL-DA/WP-PSC-LE/AE/LS/AS-2.5		√	√	√	√
2.6	Apply knowledge in editing content by:		LS6DL-DA/WP-PSC-LE/AE/LS/AS-2.6		√	√	√	√
	• content entry				√	√	√	√

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No.	Learning Competency	Code		Basic Level	Elementary Level		Secondary Level	
		K to 12	ALS		Lower	Advanced	Junior High School	Senior High School
	<ul style="list-style-type: none"> <li>• removal of characters</li> </ul>				√	√	√	√
	<ul style="list-style-type: none"> <li>• words within existing text</li> </ul>				√	√	√	√
	<ul style="list-style-type: none"> <li>• by overtyping to replace existing text</li> </ul>					√	√	√
2.7	Use a simple search command for a specific word and/or phrase		LS6DL-DA/WP-PSC-LE/AE/LS/AS-2.7		√	√	√	√
2.8	Use a simple replace command for a specific word and/or phrase		LS6DL-DA/WP-PSC-AE/LS/AS-2.8			√	√	√
2.9	Show how to copy, move text within a document and between open documents		LS6DL-DA/WP-PSC-LE/AE/LS/AS-2.9		√	√	√	√
2.10	Apply understanding of the following commands:		LS6DL-DA/WP-PSC-LE/AE/LS/AS-2.10		√	√	√	√
	<ul style="list-style-type: none"> <li>• delete text</li> </ul>							
	<ul style="list-style-type: none"> <li>• undo command</li> </ul>							
	<ul style="list-style-type: none"> <li>• redo command</li> </ul>							
3	Demonstrate use of formatting commands in a word processing document		LS6DL-DA/WP-PSC-LE/AE/LS/AS-3		√	√	√	√
3.1	Apply different types of text formatting:		LS6DL-DA/WP-PSC-LE/AE/LS/AS-3.1		√	√	√	√
	<ul style="list-style-type: none"> <li>• text formatting: font sizes, font types</li> </ul>				√	√	√	√
	<ul style="list-style-type: none"> <li>• text formatting: bold, italic, underline, subscript, superscript</li> </ul>				√	√	√	√
	<ul style="list-style-type: none"> <li>• different colors to text</li> </ul>				√	√	√	√
	<ul style="list-style-type: none"> <li>• case changes to text</li> </ul>				√	√	√	√
	<ul style="list-style-type: none"> <li>• automatic hyphenation</li> </ul>					√	√	√
3.2	Make use of formatting in paragraphs		LS6DL-DA/WP-PSC-LE/AE/LS/AS-3.2		√	√	√	√
	<ul style="list-style-type: none"> <li>• create and/or merge paragraph(s)</li> </ul>				√	√	√	√
	<ul style="list-style-type: none"> <li>• insert and/r remove line break</li> </ul>					√	√	√
	<ul style="list-style-type: none"> <li>• practice in aligning text: use align, indent, tab tools</li> </ul>				√	√	√	√

**K TO 12 BASIC EDUCATION CURRICULUM FOR THE ALTERNATIVE LEARNING SYSTEM (ALS-K TO 12)**

No.	Learning Competency	Code		Basic Level	Elementary Level		Secondary Level	
		K to 12	ALS		Lower	Advanced	Junior High School	Senior High School
	<ul style="list-style-type: none"> <li>alignment of text: left, center, right, justified</li> </ul>				√	√	√	√
	<ul style="list-style-type: none"> <li>indent paragraphs: left, right, first line</li> </ul>				√	√	√	√
	<ul style="list-style-type: none"> <li>set, remove and use tabs: left, center, right, decimal</li> </ul>				√	√	√	√
	<ul style="list-style-type: none"> <li>apply spacing: between paragraphs, above, below, single, 1.5 lines, double line</li> </ul>				√	√	√	√
	<ul style="list-style-type: none"> <li>add a box border and shading/background color to a paragraph</li> </ul>				√	√	√	√
	<ul style="list-style-type: none"> <li>apply an existing character style to selected text</li> </ul>				√	√	√	√
	<ul style="list-style-type: none"> <li>apply an existing paragraph style to one or more paragraphs</li> </ul>					√	√	√
	<ul style="list-style-type: none"> <li>copy format tool</li> </ul>					√	√	√
3.3	Demonstrate good practice in table creation, table formatting, and inserting graphical objects	EPP4IE-0g-13	LS6DL-DA/WP-PSC-AE/LS/AS-3.3			√	√	√
	<ul style="list-style-type: none"> <li>create a table ready for data insertion</li> </ul>							
	<ul style="list-style-type: none"> <li>insert and/or edit data in a table</li> </ul>							
	<ul style="list-style-type: none"> <li>select rows, columns, cells, entire table</li> </ul>							
	<ul style="list-style-type: none"> <li>insert and delete: rows and columns</li> </ul>							
	<ul style="list-style-type: none"> <li>modify cell border: line style, width, color</li> </ul>							
	<ul style="list-style-type: none"> <li>add shading/background color to cells</li> </ul>							
	<ul style="list-style-type: none"> <li>insert an object (picture, image, chart, drawn object) to a specified location in a document</li> </ul>	EPP4IE-0g-13						
	<ul style="list-style-type: none"> <li>select an object</li> </ul>							
	<ul style="list-style-type: none"> <li>copy and/or move an object within a document and/or between open documents</li> </ul>							
	<ul style="list-style-type: none"> <li>resize and/or delete an object</li> </ul>							
4	Demonstrate the process of mail merge	CS_ICT11/12-ICTPT-Ic-d-4	LS6DL-DA/WP-PSC-AE/LS/AS-4			√	√	√
	<ul style="list-style-type: none"> <li>prepare a document, as a main document for a mail merge</li> </ul>							
	<ul style="list-style-type: none"> <li>select a mailing list or other data file for use in a mail merge</li> </ul>							

**K TO 12 BASIC EDUCATION CURRICULUM FOR THE ALTERNATIVE LEARNING SYSTEM (ALS-K TO 12)**

No.	Learning Competency	Code		Basic Level	Elementary Level		Secondary Level	
		K to 12	ALS		Lower	Advanced	Junior High School	Senior High School
	<ul style="list-style-type: none"> <li>• insert data fields in a mail merge main document</li> </ul>							
	<ul style="list-style-type: none"> <li>• merge a mailing list with a letter</li> </ul>							
	<ul style="list-style-type: none"> <li>• label document as a new file or printed output</li> </ul>							
	<ul style="list-style-type: none"> <li>• print mail merge outputs</li> </ul>							
5	Finalize a document using page setup, headers/footers, spell checking, and printing commands		LS6DL-DA/WP-PSC-LE/AE/LS/AS-5		√	√	√	√
	<ul style="list-style-type: none"> <li>• document orientation: portrait, landscape</li> </ul>				√	√	√	√
	<ul style="list-style-type: none"> <li>• paper size</li> </ul>				√	√	√	√
	<ul style="list-style-type: none"> <li>• margins of entire document: top, bottom, left, right</li> </ul>				√	√	√	√
	<ul style="list-style-type: none"> <li>• insertion of a page break in a document</li> </ul>					√	√	√
	<ul style="list-style-type: none"> <li>• deletion of a page break in a document</li> </ul>					√	√	√
	<ul style="list-style-type: none"> <li>• add text in headers &amp; footers</li> </ul>					√	√	√
	<ul style="list-style-type: none"> <li>• edit text in headers &amp; footers</li> </ul>					√	√	√
	<ul style="list-style-type: none"> <li>• add field in headers, footers: date, page number, file name</li> </ul>					√	√	√
	<ul style="list-style-type: none"> <li>• apply automatic page numbering to a document</li> </ul>				√	√	√	√
	<ul style="list-style-type: none"> <li>• spell check a document</li> </ul>				√	√	√	√
	<ul style="list-style-type: none"> <li>• make changes like: correcting spelling errors, deleting repeated words</li> </ul>					√	√	√
	<ul style="list-style-type: none"> <li>• add words to a built-in custom dictionary using a spell checker</li> </ul>					√	√	√
	<ul style="list-style-type: none"> <li>• preview a document</li> </ul>				√	√	√	√
	<ul style="list-style-type: none"> <li>• print a document from an installed printer using output options like entire document, specific pages, number of copies</li> </ul>					√	√	√
<b>*Spreadsheets</b>						√	√	√
1	Make use of the spreadsheet application to generate different documents	EPP4IE-0g-14 EPP5HE-0h-21	LS6DL-DA/S-PSC-AE/LS/AS-1			√	√	√
1.1	Demonstrate how to open/close a spreadsheet		LS6DL-DA/S-PSC-			√	√	√

**K TO 12 BASIC EDUCATION CURRICULUM FOR THE ALTERNATIVE LEARNING SYSTEM (ALS-K TO 12)**

No.	Learning Competency	Code		Basic Level	Elementary Level		Secondary Level	
		K to 12	ALS		Lower	Advanced	Junior High School	Senior High School
	application		AE/LS/AS-1.1					
1.2	Create a new spreadsheet based on the different available templates		LS6DL-DA/S-PSC-AE/LS/AS-1.2			√	√	√
1.3	Demonstrate how to save a spreadsheet to a location on a drive		LS6DL-DA/S-PSC-AE/LS/AS-1.3			√	√	√
1.4	Show how to save a spreadsheet under another name to a location on a drive		LS6DL-DA/S-PSC-AE/LS/AS-1.4			√	√	√
1.5	Demonstrate how to save a spreadsheet as another file type like:		LS6DL-DA/S-PSC-AE/LS/AS-1.5			√	√	√
	• template							
	• text file							
	• software specific file extension							
	• version number							
1.6	Apply knowledge in switching between open spreadsheets		LS6DL-DA/S-PSC-AE/LS/AS-1.6			√	√	√
1.7	Use available HELP functions		LS6DL-DA/S-PSC-AE/LS/AS-1.7			√	√	√
1.8	Distinguish the different uses of magnification/zoom tools		LS6DL-DA/S-PSC-AE/LS/AS-1.8			√	√	√
1.9	Determine the use of the different toolbars:		LS6DL-DA/S-PSC-AE/LS/AS-1.9			√	√	√
	• display							
	• hide built-in toolbars							
	• restore							
	• minimize the ribbon							
2	Demonstrate understanding of using cells in a spreadsheet		LS6DL-DA/S-PSC-AE/LS/AS-2			√	√	√
2.1	Demonstrate understanding that a cell in worksheet should only contain one element of data		LS6DL-DA/S-PSC-AE/LS/AS-2.1			√	√	√

**K TO 12 BASIC EDUCATION CURRICULUM FOR THE ALTERNATIVE LEARNING SYSTEM (ALS-K TO 12)**

No.	Learning Competency	Code		Basic Level	Elementary Level		Secondary Level	
		K to 12	ALS		Lower	Advanced	Junior High School	Senior High School
2.2	Make use of creating lists:		LS6DL-DA/S-PSC-LS/AS-2.2				√	√
	• avoid blank row and columns in the main body of list						√	√
	• insert blank row before the total row						√	√
	• ensure cell bordering lists are blank						√	√
2.3	Show how to insert and select a cell		LS6DL-DA/S-PSC-AE/LS/AS-2.3			√	√	√
	• enter a number, date, text in a cell					√	√	√
	• select a cell, range of adjacent and nonadjacent cells, entire worksheet					√	√	√
2.4	Explain the process of revising data elements in the spreadsheets		LS6DL-DA/S-PSC-AE/LS/AS-2.4			√	√	√
	• copy the content of a cell: cell range within a worksheet, between worksheets, between open worksheets					√	√	√
	• use the autofill tool						√	√
	• copy handle tool to copy						√	√
	• increment data entries						√	√
	• move content of a cell						√	√
	• worksheet, between worksheets, between open spreadsheets							
• delete cell contents						√	√	√
2.5	Apply the process of modifying rows and columns		LS6DL-DA/S-PSC-AE/LS/AS-2.5			√	√	√
	• choose a row, range adjacent and nonadjacent rows						√	√
	• select a column, range of adjacent and nonadjacent columns						√	√



**K TO 12 BASIC EDUCATION CURRICULUM FOR THE ALTERNATIVE LEARNING SYSTEM (ALS-K TO 12)**

No.	Learning Competency	Code		Basic Level	Elementary Level		Secondary Level	
		K to 12	ALS		Lower	Advanced	Junior High School	Senior High School
	• insert rows and columns					√	√	√
	• delete rows and columns					√	√	√
	• adjust column widths: row heights to a specified value, to optimal width or height						√	√
	• freeze/unfreeze row and/or column titles						√	√
3	Demonstrate suitable practices in customizing worksheets		LS6DL-DA/S-PSC-AE/LS/AS-3			√	√	√
	• switch between worksheets					√	√	√
	• insert a new worksheet					√	√	√
	• delete a worksheet					√	√	√
	• delete rows and columns					√	√	√
	• use meaningful worksheet names rather than accept default names					√	√	√
	• copy a worksheet within a spreadsheet						√	√
	• move a worksheet within a spreadsheet						√	√
	• rename a worksheet within a spreadsheet						√	√
4	Employ good practices in using arithmetic formulas and functions in spreadsheets		LS6DL-DA/S-PSC-AE/LS/AS-4			√	√	√
4.1	Apply different practices in formula creation: refer to cell references rather than type numbers into formulas		LS6DL-DA/S-PSC-LS/AS-4.1				√	√
4.2	Create formulas using cell references and arithmetic operators	TLEIE6-0f-12	LS6DL-DA/S-PSC-LS/AS-4.2				√	√
4.3	Identify and understand standard error values associated with using formulas: #NAME?, #DIV/0!, #REF!		LS6DL-DA/S-PSC-LS/AS-4.3				√	√
4.4	Use relative, absolute cell referencing in formulas		LS6DL-DA/S-PSC-LS/AS-4.4				√	√

**K TO 12 BASIC EDUCATION CURRICULUM FOR THE ALTERNATIVE LEARNING SYSTEM (ALS-K TO 12)**

No.	Learning Competency	Code		Basic Level	Elementary Level		Secondary Level	
		K to 12	ALS		Lower	Advanced	Junior High School	Senior High School
4.5	Employ the following spreadsheet functions:		LS6DL-DA/S-PSC-AE/LS/AS-4.5			√	√	√
	• sum					√	√	√
	• average					√	√	√
	• minimum					√	√	√
	• maximum					√	√	√
	• count						√	√
	• COUNTA						√	√
4.6	Use the logical function if (yielding one of two specific values) with comparison operator: =, >, <		LS6DL-DA/S-PSC-LS/AS-4.6				√	√
5	Demonstrate the use of number/dates and contents in a spreadsheet		LS6DL-DA/S-PSC-AE/LS/AS-5			√	√	√
5.1	Apply the process of formatting cells in spreadsheet:		LS6DL-DA/S-PSC-AE/LS/AS-5.1			√	√	√
	• display numbers to a specific number of decimal places					√	√	√
	• display numbers with/without a separator to indicate thousands					√	√	√
5.2	Format cells to display a date style		LS6DL-DA/S-PSC-AE/LS/AS-5.2			√	√	√
5.3	Format cells to display a currency symbol		LS6DL-DA/S-PSC-AE/LS/AS-5.3			√	√	√
5.4	Setup cells to display number as percentages		LS6DL-DA/S-PSC-AE/LS/AS-5.4			√	√	√
5.5	Change cell content appearance:		LS6DL-DA/S-PSC-AE/LS/AS-5.5			√	√	√
	• font sizes					√	√	√
	• font types					√	√	√
5.6	Apply formatting to cell contents:		LS6DL-DA/S-PSC-AE/LS/AS-5.6			√	√	√
	• bold					√	√	√

**K TO 12 BASIC EDUCATION CURRICULUM FOR THE ALTERNATIVE LEARNING SYSTEM (ALS-K TO 12)**

No.	Learning Competency	Code		Basic Level	Elementary Level		Secondary Level	
		K to 12	ALS		Lower	Advanced	Junior High School	Senior High School
	<ul style="list-style-type: none"> <li>• italic</li> <li>• underline</li> <li>• double underline</li> </ul>					√	√	√
5.7	Apply different colors to cell content and cell background		LS6DL-DA/S-PSC-AE/LS/AS-5.7			√	√	√
5.8	Copy the formatting:		LS6DL-DA/S-PSC-AE/LS/AS-5.8			√	√	√
	<ul style="list-style-type: none"> <li>• from a cell</li> </ul>					√	√	√
	<ul style="list-style-type: none"> <li>• cell range to another cell</li> </ul>					√	√	√
	<ul style="list-style-type: none"> <li>• cell range</li> </ul>					√	√	√
5.9	Use alignment and border effects in customizing a cell in a spreadsheet		LS6DL-DA/S-PSC-AE/LS/AS-5.9			√	√	√
	<ul style="list-style-type: none"> <li>• text wrapping to contents within a cell, cell range</li> </ul>					√	√	√
	<ul style="list-style-type: none"> <li>• cell contents alignment: horizontally, vertically</li> </ul>					√	√	√
	<ul style="list-style-type: none"> <li>• cell content orientation</li> </ul>					√	√	√
	<ul style="list-style-type: none"> <li>• merge cells</li> </ul>					√	√	√
	<ul style="list-style-type: none"> <li>• center a title in a merged cell</li> </ul>					√	√	√
	<ul style="list-style-type: none"> <li>• border effects to a cell</li> <li>• cell range: lines, colors</li> </ul>					√	√	√
6	Determine the suitable way of creating and editing charts in spreadsheet		LS6DL-DA/S-PSC-LS/AS-6				√	√
6.1	Create different types of charts in a spreadsheet:	EPP4IE-0g-14	LS6DL-DA/S-PSC-LS/AS-6.1				√	√
	<ul style="list-style-type: none"> <li>• column chart</li> </ul>						√	√
	<ul style="list-style-type: none"> <li>• bar chart</li> </ul>						√	√
	<ul style="list-style-type: none"> <li>• line chart</li> </ul>						√	√
	<ul style="list-style-type: none"> <li>• pie chart</li> </ul>						√	√
6.2	Edit different types of charts in a spreadsheet:		LS6DL-DA/S-PSC-LS/AS-6.2				√	√
	<ul style="list-style-type: none"> <li>• selection of a chart</li> </ul>						√	√
	<ul style="list-style-type: none"> <li>• change of chart type</li> </ul>						√	√

**K TO 12 BASIC EDUCATION CURRICULUM FOR THE ALTERNATIVE LEARNING SYSTEM (ALS-K TO 12)**

No.	Learning Competency	Code		Basic Level	Elementary Level		Secondary Level	
		K to 12	ALS		Lower	Advanced	Junior High School	Senior High School
	• move a chart						√	√
	• resize a chart						√	√
	• delete a chart						√	√
	• add a chart title						√	√
	• remove a chart title						√	√
	• edit a chart title						√	√
	• data labels to a chart: values/numbers, percentages						√	√
	• chart area background: color, legend, fill color						√	√
	• color change in a chart: column, bar line, pie slice						√	√
	• color change in a chart: font size, color of chart title, chart axes, chart legend text					√	√	√
	Demonstrate the preparation of outputs in a spreadsheet in terms of setup, checking, and printing.		LS6DL-DA/S-PSC-AE/LS/AS-7			√	√	√
	• worksheet margins:top, bottom, left, right					√	√	√
	• worksheet orientation: portrait, landscape					√	√	√
	• paper size					√	√	√
	• adjustment of page setup to fit worksheet contents on a specified number of pages					√	√	√
7	• add, edit, delete text in headers, footers in a worksheet						√	√
	• insert and delete fields: page numbering information, date, time, file name, worksheet name into headers, footers						√	√
	• check and correct spreadsheet calculations and text						√	√
	• turn on, off display of gridlines, display of row and column heading for printing purposes						√	√

**K TO 12 BASIC EDUCATION CURRICULUM FOR THE ALTERNATIVE LEARNING SYSTEM (ALS-K TO 12)**

No.	Learning Competency	Code		Basic Level	Elementary Level		Secondary Level	
		K to 12	ALS		Lower	Advanced	Junior High School	Senior High School
	<ul style="list-style-type: none"> <li>● apply automatic title row(s) printing on every page of a printed worksheet</li> </ul>						√	√
	<ul style="list-style-type: none"> <li>● preview a worksheet</li> </ul>					√	√	√
	<ul style="list-style-type: none"> <li>● print a selected cell range from a worksheet, an entire worksheet, number of copies of a worksheet, the entire spreadsheet, a selected chart</li> </ul>					√	√	√
<b>*Presentation Software</b>								
1	Make use of presentation software application to produce different documents to present data/information in everyday life	EPP5IE-0j-22	LS6DL-DA/PS-PSC-AE/LS/AS-1			√	√	√
1.1	Demonstrate how to open/close a presentation application		LS6DL-DA/PS-PSC-AE/LS/AS-1.1			√	√	√
1.2	Create a new presentation based on the default template		LS6DL-DA/PS-PSC-AE/LS/AS-1.2			√	√	√
1.3	Demonstrate how to save a presentation to a location on a drive		LS6DL-DA/PS-PSC-AE/LS/AS-1.3			√	√	√
1.4	Show how to save a presentation under another name to a location on a drive		LS6DL-DA/PS-PSC-AE/LS/AS-1.4			√	√	√
1.5	Demonstrate how to save a presentation as another file type like:		LS6DL-DA/PS-PSC-AE/LS/AS-1.5			√	√	√
	<ul style="list-style-type: none"> <li>● rich text format</li> </ul>					√	√	√
	<ul style="list-style-type: none"> <li>● template</li> </ul>					√	√	√
	<ul style="list-style-type: none"> <li>● software specific file extension</li> </ul>					√	√	√
	<ul style="list-style-type: none"> <li>● version number</li> </ul>					√	√	√
1.6	Apply knowledge in switching between open presentations		LS6DL-DA/PS-PSC-AE/LS/AS-1.6			√	√	√
1.7	Use available HELP functions		LS6DL-DA/PS-PSC-AE/LS/AS-1.7			√	√	√

**K TO 12 BASIC EDUCATION CURRICULUM FOR THE ALTERNATIVE LEARNING SYSTEM (ALS-K TO 12)**

No.	Learning Competency	Code		Basic Level	Elementary Level		Secondary Level	
		K to 12	ALS		Lower	Advanced	Junior High School	Senior High School
1.8	Distinguish the different use of magnification/zoom tools		LS6DL-DA/PS-PSC-AE/LS/AS-1.8			√	√	√
1.9	Determine the use of the different toolbars:		LS6DL-DA/PS-PSC-AE/LS/AS-1.9			√	√	√
	• display					√	√	√
	• hide built-in toolbars					√	√	√
	• restore					√	√	√
	• minimize the ribbon					√	√	√
2	Demonstrate the creation of a new presentation		LS6DL-DA/PS-PSC-AE/LS/AS-2			√	√	√
2.1	Make use of different presentation view modes:		LS6DL-DA/PS-PSC-AE/LS/AS-2.1			√	√	√
	• normal view					√	√	√
	• slide sorter view					√	√	√
	• outline view					√	√	√
	• slide show view					√	√	√
2.2	Demonstrate good practice in adding slide titles: use a different title for each slide to distinguish it in outline view, and when navigating in slide show view	TLEIE6-0i-15	LS6DL-DA/PS-PSC-AE/LS/AS-2.2			√	√	√
2.3	Adjust between presentation view modes:		LS6DL-DA/PS-PSC-AE/LS/AS-2.3			√	√	√
	• normal view					√	√	√
	• slide sorter view					√	√	√
	• slide show view					√	√	√
2.4	Demonstrate good practice in managing a slide and a master slide		LS6DL-DA/PS-PSC-AE/LS/AS-2.4			√	√	√
	• different built-in slide layout for a slide					√	√	√
	• available design template to a presentation					√	√	√
	• background color on specific slide(s), all slides					√	√	√

**K TO 12 BASIC EDUCATION CURRICULUM FOR THE ALTERNATIVE LEARNING SYSTEM (ALS-K TO 12)**

No.	Learning Competency	Code		Basic Level	Elementary Level		Secondary Level	
		K to 12	ALS		Lower	Advanced	Junior High School	Senior High School
	<ul style="list-style-type: none"> <li>new slide with a specific slide layout like: title slide, chart and text, bulleted list, table/spreadsheet</li> </ul>					√	√	√
	<ul style="list-style-type: none"> <li>copy, move slides within the presentation, between open presentations</li> </ul>					√	√	√
	<ul style="list-style-type: none"> <li>delete slide(s)</li> </ul>					√	√	√
	<ul style="list-style-type: none"> <li>insert a graphical object (picture, image, drawn object) into master slide</li> </ul>					√	√	√
	<ul style="list-style-type: none"> <li>removal of a graphical object from a master slide</li> </ul>						√	√
	<ul style="list-style-type: none"> <li>entry of text into footer of specific slides, all slides in a presentation</li> </ul>						√	√
	<ul style="list-style-type: none"> <li>application of automatic slide numbering, automatically updated date, nonupdating date into footer of specific slides , all slides in a presentation</li> </ul>						√	√
3	Demonstrate understanding of formatting in a presentation file		LS6DL-DA/PS-PSC-AE/LS/AS-3			√	√	√
	Apply different practices in creating slide content:		LS6DL-DA/PS-PSC-AE/LS/AS-3.1			√	√	√
3.1	<ul style="list-style-type: none"> <li>use short concise phrases</li> </ul>					√	√	√
	<ul style="list-style-type: none"> <li>bullet points</li> </ul>						√	√
	<ul style="list-style-type: none"> <li>numbered list</li> </ul>						√	√
	Customize text in a presentation:	TLEIE6-0i-15	LS6DL-DA/PS-PSC-AE/LS/AS-3.2			√	√	√
3.2	<ul style="list-style-type: none"> <li>enter text into a placeholder in standard, outline view</li> </ul>					√	√	√
	<ul style="list-style-type: none"> <li>edit text in a presentation</li> </ul>					√	√	√
	<ul style="list-style-type: none"> <li>copy, move text within, between presentations</li> </ul>					√	√	√
	<ul style="list-style-type: none"> <li>delete text</li> </ul>					√	√	√
	<ul style="list-style-type: none"> <li>use the undo, redo command</li> </ul>					√	√	√





**K TO 12 BASIC EDUCATION CURRICULUM FOR THE ALTERNATIVE LEARNING SYSTEM (ALS-K TO 12)**

No.	Learning Competency	Code		Basic Level	Elementary Level		Secondary Level	
		K to 12	ALS		Lower	Advanced	Junior High School	Senior High School
	<ul style="list-style-type: none"> <li>create an organization chart with a labeled hierarchy by using a built-in organization chart feature</li> </ul>						√	√
	<ul style="list-style-type: none"> <li>change the hierarchical structure of an organization chart</li> </ul>						√	√
	<ul style="list-style-type: none"> <li>add, remove subordinates in an organization</li> </ul>						√	√
4	Employ good practices in using graphical objects in presentations.		LS6DL-DA/PS-PSC-LS/AS-4				√	√
4.1	Insert a graphical object (picture, image, drawn object) into a slide		LS6DL-DA/PS-PSC-LS/AS-4.1				√	√
4.2	Selection of a graphical object		LS6DL-DA/PS-PSC-LS/AS-4.2				√	√
4.3	Make use of tools to customize graphical objects in a presentations.	TLEIE6-0i-15	LS6DL-DA/PS-PSC-LS/AS-4.3				√	√
	<ul style="list-style-type: none"> <li>copy, move graphical objects, charts within presentation, between open presentations</li> </ul>						√	√
	<ul style="list-style-type: none"> <li>resize, delete graphical objects, charts in a presentation</li> </ul>						√	√
	<ul style="list-style-type: none"> <li>rotate, flip a graphical object</li> </ul>						√	√
	<ul style="list-style-type: none"> <li>align a graphical object relative to a slide: left, center, right, top, bottom</li> </ul>						√	√
	<ul style="list-style-type: none"> <li>add different types of drawn object to a slide: line, arrow, block arrow, rectangle, square, oval, circle, text box</li> </ul>						√	√
	<ul style="list-style-type: none"> <li>enter text into a text box, block arrow, rectangle, square, oval, circle</li> </ul>						√	√
	<ul style="list-style-type: none"> <li>change drawn object background color, line color, line weight, line style</li> </ul>						√	√
	<ul style="list-style-type: none"> <li>apply a shadow to a drawn object</li> </ul>						√	√
	<ul style="list-style-type: none"> <li>group, ungroup drawn objects in a slide</li> </ul>						√	√

**K TO 12 BASIC EDUCATION CURRICULUM FOR THE ALTERNATIVE LEARNING SYSTEM (ALS-K TO 12)**

No.	Learning Competency	Code		Basic Level	Elementary Level		Secondary Level		
		K to 12	ALS		Lower	Advanced	Junior High School	Senior High School	
	<ul style="list-style-type: none"> <li>bring a drawn object one level forward, one level backward, to the front, to the back of other drawn objects</li> </ul>						√	√	
5	Demonstrate the finalization of outputs in presentation software in terms of preparation, checking, and presentation of slides	TLEIE6-0i-15	LS6DL-DA/PS-PSC-AE/LS/AS-5			√	√	√	
	<ul style="list-style-type: none"> <li>add/remove transition effects between slides</li> </ul>				√	√	√		
	<ul style="list-style-type: none"> <li>add/remove preset animation effects for different slide elements</li> </ul>						√	√	
	<ul style="list-style-type: none"> <li>add presenter notes to slides</li> </ul>						√	√	
	<ul style="list-style-type: none"> <li>select appropriate output format for slide presentation like: overhead, handout, on-screen show</li> </ul>						√	√	
	<ul style="list-style-type: none"> <li>add different types of drawn object to a slide: line, arrow, block arrow, rectangle, square, oval, circle, text box</li> </ul>					√	√	√	
	<ul style="list-style-type: none"> <li>hide/show slides</li> </ul>					√	√	√	
	<ul style="list-style-type: none"> <li>spell check a presentation and make changes like: correcting spelling errors, deleting repeated words</li> </ul>							√	√
	<ul style="list-style-type: none"> <li>change slide setup, slide orientation to portrait, landscape</li> </ul>						√	√	√
	<ul style="list-style-type: none"> <li>change paper size</li> </ul>						√	√	√
	<ul style="list-style-type: none"> <li>print entire presentation, specific slides, handouts, notes pages, outline view of slides, number of copies of a presentation</li> </ul>						√	√	√
	<ul style="list-style-type: none"> <li>start a slide show from first slide, from current slide</li> </ul>						√	√	√
	<ul style="list-style-type: none"> <li>navigate to next slide, previous slide, specified slide during a slide show</li> </ul>							√	√

## K TO 12 BASIC EDUCATION CURRICULUM FOR THE ALTERNATIVE LEARNING SYSTEM (ALS-K TO 12)

### Learning Strand 6: Digital Literacy

**Content Standard:** Digital System Network

**Performance Standard D:** Navigate the digital global system to search for information and resources, and communicate with others in everyday life.

No.	Learning Competency	Code		Basic Level	Elementary Level		Secondary Level	
		K to 12	ALS		Lower	Advanced	Junior High School	Senior High School
1	Explain the origin of the internet		LS6DL-DS-PSD-LE/AE/LS/AS-1		√	√	√	√
2	Describe the different ways to access the internet		LS6DL-DS-PSD-LE/AE/LS/AS-2		√	√	√	√
	• dial-up (analog)				√	√	√	√
	• DSL				√	√	√	√
	• cable					√	√	√
	• wireless					√	√	√
	• satellite					√	√	√
3	Discuss the advantages and disadvantages of the internet	EPP4IE -0c-5	LS6DL-DS-PSD-BL/LE/AE/LS/AS-3	√	√	√	√	√
		F7EP-IIIh-i-9 F8EP-IIa-b-8 EN10SS-IVb-1.7 F10EP-Ia-b-28 F10EP-If-g-29 CS_ICT11/12-ICTPT-Ia-b-3	LS6DL-DS-PSD-LE/AE/LS/AS-4		√	√	√	√
4.1	Browse the world wide web using different types of internet		LS6DL-DS-PSD-LE/AE/LS/AS-4.1		√	√	√	√
4.2	Use the different search engine in researching a topic	EPP5IE-0d-10	LS6DL-DS-PSD-LE/AE/LS/AS-4.2		√	√	√	√
	• Yahoo				√	√	√	√
	• Google				√	√	√	√
	• MSN					√	√	√

**K TO 12 BASIC EDUCATION CURRICULUM FOR THE ALTERNATIVE LEARNING SYSTEM (ALS-K TO 12)**

No.	Learning Competency	Code		Basic Level	Elementary Level		Secondary Level	
		K to 12	ALS		Lower	Advanced	Junior High School	Senior High School
	<ul style="list-style-type: none"> <li>• Ask.com</li> <li>• Puffin</li> <li>• AOL</li> <li>• Bing</li> </ul>						√	√
4.3	Explain how to bookmark websites	EPP5IE-0e-13	LS6DL-DS-PSD-AE/LS/AS-4.3			√	√	√
4.4	Demonstrate the process of downloading and uploading files using websites		LS6DL-DS-PSD-AE/LS/AS-4.4			√	√	√
	<ul style="list-style-type: none"> <li>• download files from websites</li> <li>• upload files from websites</li> </ul>					√	√	√
4.5	Create web pages using web development software		LS6DL-DS-PSD-AE/LS/AS-4.5			√	√	√
4.6	Publish web pages on the world wide web		LS6DL-DS-PSD-LS/AS-4.6				√	√
5	Collaborate with other people or group of people using different user generated content		LS6DL-DS-PSD-LS/AS-5				√	√
	<ul style="list-style-type: none"> <li>• group sites (e.g., Yahoo groups, Google groups)</li> </ul>	TLEIE6-0h-14					√	√
	<ul style="list-style-type: none"> <li>• blogs</li> </ul>	TLEIE6-0c-6					√	√
	<ul style="list-style-type: none"> <li>• discussion forums</li> <li>• social networking sites (e.g., Facebook, Twitter, Instagram)</li> </ul>						√	√
6	Make use of communication tools and educational resources in the internet	EPP4IE -0c-5 CS_ICT11/12- ICTPT-Ia-b-3	LS6DL-DS-PSD-AE/LS/AS-6			√	√	√
	<i>Communication Tools</i>						√	√
	<ul style="list-style-type: none"> <li>• email</li> </ul>	F5PU-IIh-2.9				√	√	√
	<ul style="list-style-type: none"> <li>• chat</li> </ul>	EPP5IE-0g-17				√	√	√
	<ul style="list-style-type: none"> <li>• discussion forums</li> </ul>						√	√
	<ul style="list-style-type: none"> <li>• group sites (e-groups, mailing lists)</li> <li>• social networking sites (e.g., Facebook, Twitter, Instagram)</li> </ul>	TLEIE6-0h-14					√	√

**K TO 12 BASIC EDUCATION CURRICULUM FOR THE ALTERNATIVE LEARNING SYSTEM (ALS-K TO 12)**

No.	Learning Competency	Code		Basic Level	Elementary Level		Secondary Level	
		K to 12	ALS		Lower	Advanced	Junior High School	Senior High School
	<i>Educational Resources</i>						√	√
	• blogs						√	√
	• wikis						√	√
	• online test/quiz						√	√
	• online survey						√	√
	• E-books/online books						√	√
	• video on demand (e.g., YouTube)					√	√	√
	• podcast						√	√
	• audio/video CDs					√	√	√
	• digital encyclopaedia (e.g., Encarta)					√	√	√
	• digital games					√	√	√
	• "Intel Teach" educational tools						√	√
	• electronic gradebooks						√	√
	• interactive maps					√	√	√

## K TO 12 BASIC EDUCATION CURRICULUM FOR THE ALTERNATIVE LEARNING SYSTEM (ALS-K TO 12)

### Learning Strand 6: Digital Literacy

**Content Standard:** Digital Devices

**Performance Standard E:** Make use of mobile devices as tools to access information and communicate with others.

No.	Learning Competency	Code		Basic Level	Elementary Level		Secondary Level	
		K to 12	ALS		Lower	Advanced	Junior High School	Senior High School
1	Explain the meaning of "mobile device"		LS6DL-DD-PSE-BL/LE/AE/LS/AE-1	√	√	√	√	√
2	Distinguish the characteristics of a mobile device		LS6DL-DD-PSE-BL/LE/AE/LS/AE-2	√	√	√	√	√
3	Differentiate the different types of mobile devices		LS6DL-DD-PSE-LE/AE/LS/AE-3		√	√	√	√
	•mobile computers				√	√	√	√
	•digital still cameras (DSC)				√	√	√	√
	•digital video cameras (DVC) or digital camcorders				√	√	√	√
	•mobile phones				√	√	√	√
	•pagers				√	√	√	√
	•personal navigation devices (PND)					√	√	√
	•smart cards				√	√	√	√
•project ara						√	√	√
4	Evaluate the different kinds of mobile devices		LS6DL-DD-PSE-LE/AE/LS/AE-4		√	√	√	√
	•mobile internet devices				√	√	√	√
	•mobile tablets/pads				√	√	√	√
	•tablet computers				√	√	√	√
	•wearable computers (e.g., calculator watches, smartwatches, head-mounted displays)				√	√	√	√

**K TO 12 BASIC EDUCATION CURRICULUM FOR THE ALTERNATIVE LEARNING SYSTEM (ALS-K TO 12)**

No.	Learning Competency	Code		Basic Level	Elementary Level		Secondary Level	
		K to 12	ALS		Lower	Advanced	Junior High School	Senior High School
	●personal digital assistants				√	√	√	√
	●enterprise digital assistants					√	√	√
	●handheld game consoles					√	√	√
	●portable media players				√	√	√	√
	●ultra-mobile PCs					√	√	√
	●digital media player					√	√	√
5	Employ the use of mobile devices to access information, communicate with others, and solve problems in daily life		LS6DL-DD-PSE-LE/AE/LS/AE-5		√	√	√	√
6	Practice safe and ethical use of mobile devices		LS6DL-DD-PSE-BL/LE/AE/LS/AE-6	√	√	√	√	√
7	Discuss the advantages and disadvantages of using mobile devices		LS6DL-DD-PSE-BL/LE/AE/LS/AE-7	√	√	√	√	√

## K TO 12 BASIC EDUCATION CURRICULUM FOR THE ALTERNATIVE LEARNING SYSTEM (ALS-K TO 12)

### Learning Strand 6: Digital Literacy

**Content Standard:** Digital Ethics

**Performance Standard F:** Demonstrate ethical practices and values in using technology in the 21st century.

No.	Learning Competency	Code		Basic Level	Elementary Level		Secondary Level	
		K to 12	ALS		Lower	Advanced	Junior High School	Senior High School
1	Explain the meaning of digital ethics and why it is important	EPP4IE-0d- 7 MIL11/12LESI- IIIg-18	LS6DL-DE-PSF- BL/LE/AE/LS/AS-1	√	√	√	√	√
2	Distinguish ethical versus unethical behavior as a user of digital technology		LS6DL-DE-PSF- LE/AE/LS/AS-2		√	√	√	√
	• digital plagiarism				√	√	√	√
	• breaking copyright and software theft				√	√	√	√
	• improper use of digital resources				√	√	√	√
	• securing information privacy and confidentiality				√	√	√	√
	• computer fraud				√	√	√	√
3	Practice respectful conduct when using the internet	MIL11/12LESI- IIIg-18	LS6DL-DE-PSF- BL/LE/AE/LS/AS-3	√	√	√	√	√
	• sensitivity to national and local cultures				√	√	√	√
	• avoiding identity misrepresentation and fraud				√	√	√	√
	• internet etiquette while chatting, emailing, blogging, and using social media				√	√	√	√
	• protecting personal information				√	√	√	√
4	Explain different terminologies in safe and responsible use of digital technology		LS6DL-DE-PSF- LE/AE/LS/AS-4		√	√	√	√
	• cyber ethics				√	√	√	√
	• cyber safety				√	√	√	√
	• cyber wellness				√	√	√	√



**K TO 12 BASIC EDUCATION CURRICULUM FOR THE ALTERNATIVE LEARNING SYSTEM (ALS-K TO 12)**

No.	Learning Competency	Code		Basic Level	Elementary Level		Secondary Level	
		K to 12	ALS		Lower	Advanced	Junior High School	Senior High School
	<ul style="list-style-type: none"> <li>cyber security</li> </ul>				√	√	√	√
5	Explain how to minimize the risks of negative online behaviors		LS6DL-DE-PSF-BL/LE/AE/LS/AS-5	√	√	√	√	√
	<ul style="list-style-type: none"> <li>pornography</li> </ul>				√	√	√	√
	<ul style="list-style-type: none"> <li>internet addiction</li> </ul>				√	√	√	√
	<ul style="list-style-type: none"> <li>meeting online strangers (inappropriate contacts)</li> </ul>				√	√	√	√
	<ul style="list-style-type: none"> <li>exposure to violent conduct</li> </ul>				√	√	√	√
	<ul style="list-style-type: none"> <li>online gambling</li> </ul>				√	√	√	√
	<ul style="list-style-type: none"> <li>unwanted sharing of personal information</li> </ul>				√	√	√	√
	<ul style="list-style-type: none"> <li>online sexual behaviors</li> </ul>				√	√	√	√
	<ul style="list-style-type: none"> <li>detecting and dealing with cyber bullying</li> </ul>				√	√	√	√
6	Demonstrate safe and ethical practice to reduce and manage risks and maximize opportunities of digital technologies		LS6DL-DE-PSF-LE/AE/LS/AS-6		√	√	√	√
6.1	<p><b>Digital citizen identity</b> – create and manage a healthy online identity and reputation with integrity, aware of one’s digital persona and able to manage the short- and long-term impact of one’s online presence</p>		LS6DL-DE-PSF-LE/AE/LS/AS-6.1		√	√	√	√
6.2	<p><b>Digital rights</b> – understand, protect, and respect personal and legal rights, such as the right to privacy, intellectual property rights, freedom of speech and protection from hate speech; this includes handling personal information online with discretion and protecting privacy for oneself and one’s contacts</p>		LS6DL-DE-PSF-LE/AE/LS/AS-6.2		√	√	√	√
6.3	<p><b>Digital higher order thinking</b> – critically evaluate, share, utilize, and create digital content</p>		LS6DL-DE-PSF-LE/AE/LS/AS-6.3		√	√	√	√

**K TO 12 BASIC EDUCATION CURRICULUM FOR THE ALTERNATIVE LEARNING SYSTEM (ALS-K TO 12)**

No.	Learning Competency	Code		Basic Level	Elementary Level		Secondary Level	
		K to 12	ALS		Lower	Advanced	Junior High School	Senior High School
6.4	<b>Digital communication</b> – communicate with others with humility and respect, and in a constructive manner		LS6DL-DE-PSF-LE/AE/LS/AS-6.4		√	√	√	√
6.5	<b>Digital security</b> – detect cyber threats (e.g., hacking, scams, malware), and understand and use security tools and practices, such as strong passwords, for data protection		LS6DL-DE-PSF-LE/AE/LS/AS-6.5		√	√	√	√
6.6	<b>Digital safety</b> – detect risks online (e.g., cyber bullying, grooming, radicalization) and problematic content (e.g., violence and obscenity), and know how to avoid and limit these risks		LS6DL-DE-PSF-LE/AE/LS/AS-6.6		√	√	√	√
6.7	<b>Digital emotional intelligence</b> – practice self-regulation and empathy, and build positive relationships using digital media. This includes being sensitive to the needs of self and others while online, and not being judgmental online or yielding to herd mentality		LS6DL-DE-PSF-LE/AE/LS/AS-6.7		√	√	√	√
6.8	<b>Digital use</b> – use digital devices and media with mastery and control, and use self-control to achieve a healthy balance in life, both online and offline, to avoid negative side-effects of excessive screen time and addictive use of digital media		LS6DL-DE-PSF-LE/AE/LS/AS-6.8		√	√	√	√

## K TO 12 BASIC EDUCATION CURRICULUM FOR THE ALTERNATIVE LEARNING SYSTEM (ALS-K TO 12)

### CODE LEGEND

#### Learning Strand Code

Learning Strand 1	Communication Skills	LS1CS
Learning Strand 2	Scientific Literacy and Critical Thinking Skills	LS2SC
Learning Strand 3	Mathematical and Problem Solving Skills	LS3MP
Learning Strand 4	Life and Career skills	LS4LC
Learning Strand 5	Understanding the Self and Society	LS6US
Learning Strand 6	Digital Literacy	LS6DL

#### ALS Level Code

Basic Literacy	BL
Elementary Level (Lower)	LE
Elementary Level (Advanced)	AE
Secondary Level (Lower)	LS
Secondary Level (Advanced)	AS

Filipino	
Antas Elementarya (Mababa)	AEMB
Antas Elementarya (Mataas)	AEMT
Junior High School	ASMB
Senior High School	ASMT

**K TO 12 BASIC EDUCATION CURRICULUM FOR THE ALTERNATIVE LEARNING SYSTEM (ALS-K TO 12)**

**LEARNING STRAND 6: DIGITAL LITERACY**

Sample: **LS6DL-DA/WP-PSC-AE/LS/AS-1**

LEGEND		SAMPLE	
First Entry	Learning Strand	Learning Strand 6 Digital Literacy	LS6DL
Uppercase Letter/s	Content Standard	Digital Applications *Word Processing	DA/WP
	Performance Standard	Performance Standard	PSC
	Level	Elementary Level (Advanced)/ Junior High School/ Senior High School	AE/LS/AS
Arabic Number	Learning Competency	Learning Competency	1

Content Standard	Code
Digital Concepts	DC
Digital Operations and Management	DO
Digital Applications	DA
Digital System Network	DS
Digital Devices	DD
Digital Ethics	DE

*Word Processing	WP
*Spreadsheets	S
*Presentation Software	PS