Syllabus
Conquer Your Fear of Digital Technology

Course Overview

Number of Units: 4 Units

Estimated time: 2 - 4 weeks or 6 - 12 hours

OALCF Levels: A1.2, A2.1, A3, B3.1a, D.1

Suggested Milestones: 14, 27, 54

Course Description

This course explores basic computer functions, explains how to save and organize computer files and gives tips for keeping your files safe. Instructions for both Windows and Mac users are given. Learners explore the difference between uploading, downloading, attaching files and using the cloud. Learn about Google Docs and how to create and share files on a new Google account. Learners will create a Google account in this course if they don't have one.

Summary of activities: Reading, Videos, Journals and Quizzes.

Unit 1: Different Technologies

This unit explores the purpose of technology and the different forms of technology. Learners explore basic computer functions and parts of a computer. This unit also teachers how to use Desktop features and gives an introduction to buying a computer or mobile device.

Unit 2: Creating and Saving Files

This unit explains computer files, folders and directories. You will learn about the different types of files you can have and how to use storage locations to organize your files.

Unit 3: Organizing Your Files

In this unit, you will learn how to copy or move a file or folder and how to select a single file or multiple files. You will learn about Anti-Virus protections and how backing up your files will keep them safe. You will also look at deleting or renaming files to manage your computer storage.

Unit 4: The Cloud

Learn what exactly the cloud is and how to create and share documents with others using the cloud. This unit teaches how to create a Google account and how to use Google Docs. Lessons also cover uploading, downloading and attaching files.