

Bridge Community Tech Connect Curriculum Outline/Suggested Order of Topics

- Most topics should take 1 hour or less to deliver.
- Topics can be delivered as a bundle or as “one-off” sessions.
- The sessions are listed below in the order that would make the most sense to deliver them if all the sessions were delivered as a bundle or package. However, instructors may use a different order based on learner needs.
- Based on feedback a new words/terms section was added to each topic. All of those terms will be in a master glossary document that can be referred to.

New Topics March 2021

Topic	Outcome	Notes
You Don't Need to Be Afraid of Computers!	When I am done this lesson, I will know: <ul style="list-style-type: none"> • What the best way is to overcome my fear of computers and technology • Some common myths about technology • Where I can use a computer for free 	
Introduction to Computers	When I am done this lesson, I will know: <ul style="list-style-type: none"> • What a computer system is • Why computers are important in all parts of life 	
Parts of the Computer	When I am done this lesson, I will know: <ul style="list-style-type: none"> • The parts of a computer system • The basic parts of a computer (hardware) • Common peripheral devices used with computers • How to turn a computer on and off 	
Typing on a Computer Keyboard	When I am done this lesson, I will know: <ul style="list-style-type: none"> • How a keyboard works • How to type properly using a keyboard on a computer 	Incorporates a tutorial from GCFGlobal and will take more than an hour. Learning to type on a keyboard will take a few weeks, so this topic

		needs to be incorporated into several lessons or as a next step for a “pop-up” type class.
Computer Mouse and Laptop Touchpad	<p>When I am done this lesson, I will know:</p> <ul style="list-style-type: none"> ● The basic parts of a mouse ● The difference between a mouse and a touchpad ● How to use a mouse 	Incorporates a tutorial from GCFGlobal and may take more than an hour.
Operating Systems	<p>When I am done this lesson, I will know:</p> <ul style="list-style-type: none"> ● What an operating system is ● What is on the desktop of Windows 10 ● How to open an application 	This session gives detailed screenshots using Windows 10 but also includes videos outlining other operating systems. If you are using a different operating system, you may need to rework this module using the template to reflect the operating system you are using.
The Internet and Web Browsers	<p>When I am done this lesson, I will know:</p> <ul style="list-style-type: none"> ● What the Internet is ● What an Internet browser is ● How to use some of the functions in a common Internet browser 	
Internet Search Engines	<p>When I am done this lesson, I will know:</p> <ul style="list-style-type: none"> ● What a search engine is ● Some of the most popular search engines ● How to use a search engine to find information 	
Accessible Features on Devices and in Programs	<p>When I am done this lesson, I will know:</p> <ul style="list-style-type: none"> ● What accessibility features are 	

	<ul style="list-style-type: none"> • The main categories of accessibility features • Common accessible features available on different types of devices and programs 	
Evaluating Online Information	<p>When I am done this lesson, I will know:</p> <ul style="list-style-type: none"> • Why it is important to evaluate online information • What fake news is • Some questions I can ask to try and determine if the information I find on the internet is true and comes from a reliable source 	
Bookmarks	<p>When I am done this lesson, I will know:</p> <ul style="list-style-type: none"> • What a bookmark is • Why I would use bookmarks • How to add a bookmark 	
Deleting Online History	<p>When I am done this lesson, I will know:</p> <ul style="list-style-type: none"> • Some of the different types of online history that can be saved by web browsers • Why I should delete my online history 	
Personal and Private Information Online	<p>When I am done this lesson, I will know:</p> <ul style="list-style-type: none"> • The difference between personal and private information • What identity theft is 	
Passwords	<p>When I am done this lesson, I will know:</p> <ul style="list-style-type: none"> • What a password is • How to create a strong password 	
Email Basics	<p>When I am done this lesson, I will know:</p>	May take more than 1 hour to deliver.

	<ul style="list-style-type: none"> ● What email is ● How to set up an email account ● Some basic email features ● How to send a basic email 	
Online Forms	<p>When I am done this lesson, I will know:</p> <ul style="list-style-type: none"> ● Common types of data you enter into an online or PDF fillable form ● Tips for filling in forms 	
Online Shopping	<p>When I am done this lesson, I will know:</p> <ul style="list-style-type: none"> ● Some of the pros and cons of online shopping ● How to know if an online shopping website is secure ● General steps to making an online purchase 	
Online Gaming	<p>When I am done this lesson, I will know:</p> <ul style="list-style-type: none"> ● How online games can help me learn or improve skills ● Some places to find free, fun, online games 	
Social Media	<p>When I am done this lesson, I will know:</p> <ul style="list-style-type: none"> ● What social media is ● Some common social media sites ● What I can use social media for ● Some tips on how to stay safe and secure when using social media 	<p>May take more than 1 hour to deliver. You could break it down into different types of SM and deliver in separate sessions.</p>
My Digital or Online Footprint	<p>When I am done this lesson, I will know:</p> <ul style="list-style-type: none"> ● What a digital footprint is ● What my digital footprint might have in it 	


	<ul style="list-style-type: none"> ● How a digital footprint can affect employment 	
Application Software – Word	<p>When I am done this lesson, I will know:</p> <ul style="list-style-type: none"> ● What Microsoft Office and Microsoft Word is ● How to use some of the basic tools in Microsoft Word 	This will take more than an hour. You might want to do it in two sessions.
Files and Folders	<p>When I am done this lesson, I will know:</p> <ul style="list-style-type: none"> ● What a file and a folder are ● Icons for common file types ● How to save a file in Windows ● How to create folders and organize files ● Some tips for saving and organizing files 	
Using a USB Flash Drive	<p>When I am done this lesson, I will know:</p> <ul style="list-style-type: none"> ● What a USB flash drive is ● What you can use a USB flash drive for ● How to save a file on a USB flash drive ● How to safely eject a USB flash drive 	
Storing Information on the Cloud	<p>When I am done this lesson, I will know:</p> <ul style="list-style-type: none"> ● What the cloud is ● Some common cloud services and basic features 	
Computer Viruses and other Online Threats	<p>When I am done this lesson, I will know:</p> <ul style="list-style-type: none"> ● Some common online threats ● Some tips to avoid online threats ● What to do if my computer gets a virus 	


Recognizing Spam	<p>When I am done this lesson, I will know:</p> <ul style="list-style-type: none"> • What spam is • How to recognize spam in my mailbox 	
Online Calendars	<p>When I am done this lesson, I will know:</p> <ul style="list-style-type: none"> • The different ways I can use an online calendar to stay organized • Some features of common online calendars 	
Icons and apps on my phone and tablet	<p>When I am done this lesson, I will know:</p> <ul style="list-style-type: none"> • How to identify the icons on my phone or tablet. • What the common apps on my phone or tablet are for. 	
Using Zoom	<p>When I am done this lesson, I will know:</p> <ul style="list-style-type: none"> • What Zoom is and what it does • Three ways to join a Zoom meeting • Some Zoom features 	
WhatsApp and Messaging Applications	<p>When I am done this lesson, I will know:</p> <ul style="list-style-type: none"> • What the most popular messaging application are • What WhatsApp is • The main features of WhatsApp 	

	● How to set up WhatsApp on my device	
--	---------------------------------------	--

Other useful items to develop:

- A document/flyer/handout that can be used if people want to learn more or take the next steps. Could include local programs, how to find programs, online information or sites where you can learn more, etc.
- A certificate that can be used for each topic or for the bundle.

www.bridgela.org 

info@bridgela.org 

(310) 999-0001 