Course Information Sheet

Course Title: Digital Literacy - Self-Paced (Individualized)

Course Description: Learn the digital literacy skills to be able to use technology to complete tasks in everyday life. In this individualized course, students can learn a wide variety of digital skills in topics including: Basic Computer Skills, Essential Software Skills, and Technology in Daily Life.

Instructor: Alfred Miller

Email: alfredmiller@berkeley.net

Phone: (510) 621-3766 (texting is good)

Class Schedule:

- **Monday through Thursday from 12:45 pm - 3:00 pm** at 1939 Ward Street Room D5 or via Zoom. You can attend any of the days and times.

Location: In-person **1939 Ward Street Room D5** and/or online via Zoom

Zoom link: https://bit.ly/alfredzoom | Meeting ID: 522 867 8959 | Password: 414701

Class Options:

In-person and/or Zoom: The class will be held in-person as well as on Zoom at the same time. Students who decide to attend in-person, the class takes place in Room 113. Those who choose to attend remotely need to use the Zoom link https://bit.ly/alfredzoom. You are welcome to mix coming one day and Zoom on another day. Whatever fits best for you and your schedule.

Booking Time:

You're always welcome to drop in anytime during class (in-person or online) and check when I'm free to help.

If you'd like to plan ahead, you can also book a 10-minute check-in to make sure we connect when you come at https://bit.ly/dlibooking.

Booking tips:

- Book up to **14 days ahead**
- No more than **2 back-to-back** spots
- No booking the **first/last 15 minutes** of class

Google Drive or Course Materials Links:
- [Northstar Student Handouts - All Topics](#)
- [Alfred's Student Website](#)
- [Alfred's YouTube Channel](#)

The best way to contact me is …(explain when you are available via which modality)
It is best to reach me by email between 9:00 am - 2:00 pm. After 2:00, texting or email is preferred but call if necessary. I usually do not respond to emails, calls, or texts, after 7:00 pm until the next day.

Important Dates:
- There are two terms in a semester. Term 1 runs from August 13th - October 17th and Term 2 runs from October 20th - January 9th.
- **Holidays**
  - 9/1/25 - Labor Day
  - 10/6/25 - Staff Development Day (No School for AM/AFT Students)
  - 10/13/25 - Indigenous Peoples Day
  - 11/11/25 - Veterans' Day
  - 11/24/25 - 11/28/25 - Thanksgiving Fall
  - 12/22/25 - 1/2/26 - Winter Recess

Essential Learning Outcomes of this course (every class needs to state ELOs):
Essential Computer Skills
- Promote confidence to work on a computer and increase **basic computer skills** such as logging in, mouse actions, keyboard keys, screen interaction, differentiate between hardware and software, file management, and turning off a computer.
- Perform **Internet** browser tasks such as using the address bar, accessing websites, searching for websites, setting bookmarks, identifying websites where it is safe to share personal information, and managing pop-up windows.
- Execute common **email** functions such as sign into email, read email, send email, work with attachments, understand reply, reply all, and forward, use email etiquette, manage email messages, and recognize email scams and phishing.
- Identify the **Windows 10** operating system and use it to start and exit programs, manage windows (open, close, move, size, and quick sizing actions like minimize, maximize, and restore), recognize Microsoft Applications, and basic file management.
- Identify the **Mac OS** operating system and use it to start and exit programs, manage windows (open, close, move, size, and quick sizing actions like minimize, maximize, and restore), recognize Microsoft Applications, and basic file management.

Essential Software Skills
- Work with **Microsoft Word** to open and create documents, apply formatting, use review tools like spelling and grammar check, use cut, copy, and paste, and insert objects into a document.
- Use **Microsoft Excel** to open/close a workbook, enter data, create column headings, create a spreadsheet with formulas, sort data, make charts, and control print options.

- Use **Microsoft PowerPoint** to open, create, and present dynamic presentations that include text, formatting, images, transitions, and animations.
- Work with **Google Docs** to open, create, share, and collaborate on documents, apply formatting, use review tools like spelling and grammar check, use cut, copy, and paste, and insert objects into a document.

Using Technology in Everyday Life

- Understand and prepare for the **career search** process, find job leads, create the required documents for a career search such as a resume, cover letter, and references, and interview.
- Increase **information literacy** to employ Internet search techniques, locate relevant information, determine credible information, recognize biased information, assess the reliability of sources, and evaluate how well information meets the intended goal.
- Gain an understanding of **Social Media** by identifying different social media platforms, understand posting, recognize social media reactions, control privacy, manage friends, and realize the permanence of posts on social media.
- Increase an understanding of **distance learning** through identifying different distance learning platforms, awareness of technology requirements for distance learning, common features of distance learning platforms, joining a virtual meeting, using controls during a meeting (mute, video, chat), and submit assignments.
- Understand the importance of **your digital footprint** through the sources of a digital footprint, recognizing consequences, managing privacy, understanding cookies, and how to recognize breaches.
- Work with **TeleHealth** to access your medical care provider's website, sign into a healthcare website, book an appointment, refill prescriptions, email a doctor, and access a video visit.

Modes of Learning (every class needs to state MoLs):
As a student in this class, you are engaged in up to **9** hours of learning per week. Some of this may occur in a *live classroom setting* (or Zoom); some will occur when you and I work together *one-on-one*; some will occur when you work *independently* on materials I select for you.

Attendance protocols:
You can attend as much or as little as needed. You make your schedule within the 4 days.

Grading/Credit earning/attendance/course completion policies (if/as appropriate):
There are no grades. Since students are on individual plans, the criteria for completion is based on their goals.

Course Materials (as appropriate):
eg.
- [Welcome to Digital Literacy Slideshow](#)
- [Northstar Digital Literacy](#) (website)
- [Northstar Student Handouts - All Topics](#)
- Teacher-generated content at https://bit.ly/alfredstudentsite
- [GCF Learn Free](#) (website)

- [Digital Learn](#) (website)
- [Alfred's YouTube Channel](#)
- [YouTube](#)

Learning Support:

In-class volunteers, as well as peer and teacher-tutors are available to support you with your coursework. We have a drop-in [Resource Center](#) and also offer pre-scheduled 1:1 tutoring slots. In addition, BAS employs a [Learning Specialist](#) who is skilled in supporting students who have learning disabilities or other specific learning challenges.