



Work, Live
DIGITAL!

Empowering Senior Adults with Foundational Computer Skills

The Curriculum Guide
Updated Nov 2023



Message from the Team

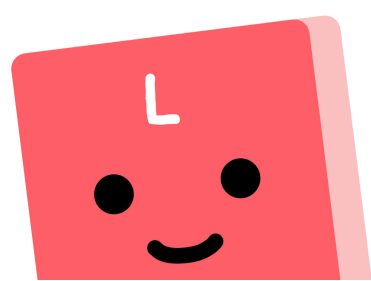
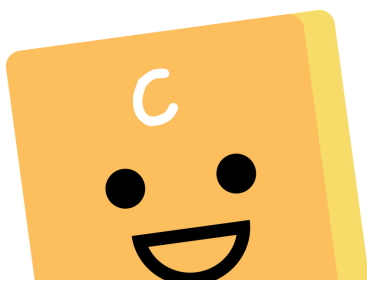
Computer, Easy Lah is a collaborative project with Work Live Digital (WLD), a ground-up movement dedicated to providing free computer workshops for senior adults. WLD has meticulously designed a foundational class curriculum focused on teaching the basics of computer usage, specifically tailored for beginners.

At Computer, Easy Lah!, we recognized an exciting opportunity to elevate the learning experience for participants in computer workshops, both during and beyond the structured curriculum. To achieve this, we have created The Playground, a dynamic learning platform brimming with educational resources and interactive content. Senior adults can utilize this platform to further enrich their computer learning journey.

Together, Computer, Easy Lah! and WLD are steadfast in our commitment to bridge the digital divide in Singapore. Our shared vision is to cultivate a digitally inclusive society, and we invite you to join us in working towards this transformative vision.

- The Computer, Easy Lah! team

Enter The
Playground



About the Curriculum Guide

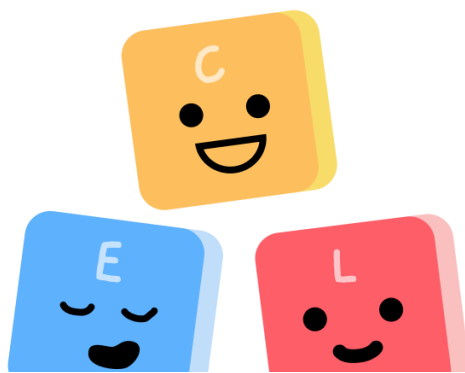
This guide outlines the structure of WLD's foundational classes and demonstrates how to seamlessly integrate The Playground's activities with the curriculum.

Whether you're organizing computer classes for senior adults or seeking to enhance an existing computer class, this guide serves as a valuable reference. It covers essential topics for instruction and offers insights on leveraging The Playground to support your participants' learning journey effectively.



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Topic 01

Introduction to Computers

Welcome to the world of computers! To embark on our journey of computer learning, it's essential to begin with an understanding of what computers are and the various components they comprise. This topic is designed to introduce participants to the world of computers and familiarize them with the available computer components.

Goals for Participants

- Recognise and name the parts of a computer
 - Identify what is hardware and what is software
 - Know how the computer works
-

Lesson Outline

- | | |
|---------------------------|-----------------------------|
| 1. What is a computer | 5. Connect external devices |
| 2. Hardware v.s. Software | 6. Computer peripherals |
| 3. Computer parts | 7. Operating system |
| 4. How to use the mouse | |
-

Playground Activities



We are preparing something awesome. Coming soon.

Key Vocab Covered

- | | |
|---------------|----------------------------|
| • Computer | • Mouse |
| • Hardware | • Keyboard |
| • Software | • Port |
| • System Unit | • Operating System |
| • Monitor | • Graphical User Interface |



Topic 02

Using the Computer

Now that we have a solid grasp of what a computer is and its various components, we are prepared to explore the fundamental operations of a computer. In this topic, we will guide participants through the process of turning on and logging into the computer. We will also introduce the desktop environment and provide instructions on using essential computer features like settings and the taskbar.

Goals for Participants

- Learn how to boot up and turn off the computer
 - Know how to interact with the computer using a mouse
 - Understand how the desktop works
 - Familiarise with basic computer settings
-

Lesson Outline

1. Mouse functions
 2. Turn on/off the computer
 3. Computer parts
 4. The Desktop
 5. Settings
-

Playground Activities



We are preparing something awesome. Coming soon.

Key Vocab Covered

- Mouse Cursor
- Boot Up
- Sleep
- Desktop
- Taskbar
- Notification Area
- Action Center
- Start Menu
- Search Box
- Shut Down



Topic 03

Typing



An essential skill for computer use is typing, as it serves as a fundamental means of input. Becoming familiar with the keyboard layout and understanding common shortcuts are key components of computer proficiency. In this topic, we will introduce participants to these essential aspects of keyboard usage to enhance their computer journey.

Goals for Participants

- Recognise the main functions of a keyboard
- Familiarise with the keyboard layout
- Learn how to type using touch typing

Lesson Outline

1. Types of keys
2. How to type
3. Keyboard shortcuts
4. Practice typing

Playground Activities



1. Typing Recap Video

RECAP

Good to encourage participants to watch the recap video in their free time after the lesson, to recap the main keyboard functionalities that were covered.

2. Typing Practice

PRACTICE

The best way to learn typing is to practice. We would strongly recommend you to introduce participants to the typing practice available on The Playground before the end of the lesson. Guide them to start with words, then symbols and finally sentences. Thus, they will be able to get hands-on practice with typing at the end of the lesson.

3. Keyboard Shortcuts Quiz

TEST

If your participants wish to assess their knowledge about the keyboard shortcuts taught in class, you can introduce them to take the quiz. Alternatively, you can conduct this as a in-class quiz during the next lesson to test how much they remembered.

Key Vocab Covered

- System Keys
- Character Keys
- Caps Lock
- Navigation Keys
- Keyboard Shortcuts

Topic 04

File Management

Data on computers is typically stored in the form of files, making it crucial to understand how to create and save data. In this topic, we will explain the concept of files and folders, providing participants with insights into how the file explorer functions and how they can effectively save their work on the computer.

Goals for Participants

- Learn how to create, organise and save files
 - Familiarise with the File Explorer
 - Understand the importance of storing files
-

Lesson Outline

1. Introduction to files and folders
 2. How to use the File Explorer
 3. How to organise files and folders
 4. Characteristics of files
-

Playground Activities



We are preparing something awesome. Coming soon.

Key Vocab Covered

- | | |
|-----------------|------------------|
| • File | • Drive |
| • Folder | • Zip File |
| • Subfolder | • Recycling Bin |
| • File Explorer | • Backup Data |
| • Address Bar | • Cloud Storage |
| • Path | • File Type |
| • Preview Pane | • File Extension |
-



Topic 05

Applications

Numerous computer functionalities are encapsulated within applications, which may appear different from their mobile counterparts. In this topic, we will introduce participants to the concept of applications, elucidate how to navigate an app window, and highlight common computer applications that they can use effectively.

Goals for Participants

- Understand what is an app
 - Know how to open, resize and close an app
 - Familiarise with app installation and uninstallation
-

Lesson Outline

- | | |
|-------------------|---------------------|
| 1. What is an app | 4. App window |
| 2. Types of apps | 5. Install an app |
| 3. Open an app | 6. Uninstall an app |
-

Playground Activities



1. Applications Recap Video

RECAP

Good to encourage participants to watch the recap video in their free time after the lesson, to recap the concepts of an app and app window.

2. Common Apps

PRACTICE

After the class, if participants are interested in exploring more about apps, you can recommend them to go through the common apps tutorials. These tutorials build on the fundamentals of app usage that were covered in the lesson.

3. Learn how to Backup Phones

PRACTICE

Learning how apps work is useful for participants to understand how to backup their phones using computers. We would encourage you to introduce these tutorials to the participants after the next lesson on Internet, to combine knowledge of apps and Internet to tackle the task of phone backup.

4. Applications Quiz

TEST

If your participants wish to assess their knowledge about apps and the app window taught in class, you can introduce them to take the quiz, as it would test how much they remember about the content. Alternatively, you can conduct this as a in-class quiz during the next lesson to test how much they remembered.

Key Vocab Covered

-
- Application
 - Icon
 - Word Processor
 - Browser
 - Media Player
 - Application Window
 - Multitasking
 - Maximise
 - Minimise
 - Executable File



Topic 06

Internet

In today's interconnected world, the Internet plays a central role in our lives, offering a wealth of valuable resources and applications. This topic is dedicated to teaching participants about the Internet, including what it is and how to establish a connection through the computer to access these online resources.

Goals for Participants

- Be able to connect the computer to the Internet
 - Understand what a website is
 - Know how to use the basic features of a browser
 - Learn how to search for information on the Internet
-

Lesson Outline

- | | |
|-----------------------------------|-----------------------|
| 1. What is the Internet and WiFi | 4. Accessing websites |
| 2. How to connect to the Internet | 5. Search Engines |
| 3. How to use a web browser | 6. Wikipedia |
-

Playground Activities



We are preparing something awesome. Coming soon.

Key Vocab Covered

- | | |
|------------|--------------------|
| • Internet | • Tabs |
| • WiFi | • Hyperlink |
| • Modem | • Bookmark |
| • Router | • Cookies |
| • Ethernet | • Cache |
| • Browser | • Private Browsing |
| • Website | • Search Engine |
| • URL | • Wikipedia |

Topic 07

Email

Email is a vital communication tool for both personal and professional life, and mastering it is an essential life skill. In this topic, we will explore the significance of email and provide participants with the foundational knowledge and skills necessary to confidently use this essential communication tool.

Goals for Participants

- Understand what is email used for
 - Know how to set up an email account
 - Familiarise with basic email functionalities (compose, reply, attachments and delete)
-

Lesson Outline

1. Introduction to email
 2. Create an email account
 3. Compose and send an email
 4. Add attachments
 5. Junk folders
-

Playground Activities



1. Email Recap Video

RECAP

Good to encourage participants to watch the recap video in their free time after the lesson, to recap the concepts of an app and app window.

2. Email Safety Tips

RECAP

After the class, we would recommend you to go through these safety tips with participants. They are simple email safety tips that would inform your participants how to stay safe while using the newly learnt email knowledge.

3. Email Practice

PRACTICE

There are 2 ways that you can integrate this activity. You could either use it as a warm-up exercise for your participants during the lesson before exposing them to the actual Gmail interface, or encourage them to do the practice after the lesson to assess whether they remembered the key functionalities of email.



4. Email Quiz

TEST

If your participants wish to assess their knowledge about the fundamental email skills taught in class, you can introduce them to take the quiz, as it would test how much they remember about the content. Alternatively, you can conduct this as a in-class quiz during the next lesson to test how much they remembered.

Key Vocab Covered

-
- Email
 - Email Address
 - Inbox
 - Message Window
 - Compose Window
 - Carbon Copy
 - Blind Carbon Copy
 - Forward
 - Email Attachment

Topic 08

Safety

Over the past seven topics, we've equipped participants with the essential skills to use a computer. However, in today's digital landscape, online threats abound, making it imperative to educate individuals on how to stay safe while navigating the digital world. In this topic, we'll delve into practices that help participants maintain online safety and recommend behaviors that foster a secure computer experience.

Goals for Participants

- Understand and be aware of computer malware
 - Familiarise with techniques to stay safe online and offline
 - Able to identify common scams
-

Lesson Outline

- | | |
|----------------------------|---------------------|
| 1. Introduction to malware | 4. OS update |
| 2. Online scams | 5. Backup |
| 3. Antivirus software | 6. Online etiquette |
-

Playground Activities



1. Safety Recap Video RECAP

Good to encourage participants to watch the recap video in their free time after the lesson, to recap the techniques to stay safe online.

2. Computer Safety Tips RECAP

After the class, we would recommend you to go through these safety tips with participants before ending the lesson. They consolidate the key tips that were taught.

3. Safety Practice PRACTICE

This is a useful exercise that you can incorporate into the lesson when teaching about phishing. It combines knowledge of the previous lesson on email and this lesson on safety, allowing the participants to practice applying of their safety knowledge.

4. Safety Quiz


TEST

If your participants wish to assess their knowledge about the computer safety concepts taught in class, you can introduce them to take the quiz, as it would test how much they remember about the content. Alternatively, you can conduct this as at the end of the class to reinforce their knowledge.

Key Vocab Covered

-
- Malware
 - Computer Virus
 - Adware
 - Spyware
 - Ransomware
 - Phishing
 - Anti-virus Software
 - Adblocker

Conclusion and Acknowledgements



The curriculum outlined in this guide is based on WLD's foundational class curriculum. If you're interested in organizing computer classes for senior adults, you can choose request the curriculum slides from WLD, or use the outline provided here as a valuable starting point for your own classes. Regardless of which option you choose, it's crucial to customize the content to align with the specific learning needs and interests of your participants.

The Playground, our free resource, is a valuable tool to enhance your computer classes, offering supplementary content and activities that enable participants to review, practice, and test their computer knowledge.

We extend our sincere gratitude to the founders of WLD for generously sharing their curriculum, which has enabled us to design The Playground. We firmly believe that this curriculum, combined with The Playground, will provide a enriching and fulfilling learning experience for senior adults. We wholeheartedly invite you to join us in our mission to bridge the digital divide. Every effort contributes to our shared goal, and together, let's work towards creating a more digitally inclusive Singapore.

Computer, Easy Lah!



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<https://computereasylah.vercel.app>



<https://www.youtube.com/@ComputerEasyLah>