Digital Literacy

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Electronic devices have changed many aspects of our lives including education, entertainment and relationships. These devices have also changed the way teachers educate their students. The first device that we can access to reach our online classroom is the cell phone. Modern cell phones are compatible with all forms of documents and have enough storage capacity to store piles of data. The biggest advantage of these smart phones is their easy mobility from one place to another along with their compatibility with other devices. Most phones allow multitasking which means that users can perform multiple tasks at a single point in time. The downside of using mobile phones is that their resolutions are not good for eyesight and reading constantly on phones may also have other health hazards. Reading or listening through mobile phones may be possible but we may or may not be able to make notes while reading or listening. A better option to take an online class is to use your laptop or personal computer.

The Ashford University resources have helped me in many ways, especially while working on research oriented assignments. The huge collection of research articles, reports and other helping materials, makes our work much easier. The canvas has simplified many aspects of my course work and has helped me throughout my education in the university. There are detailed course outlines available for all the courses I study. The assignments are uploaded at least a week in advance so that students can properly go through them. Students do not have to go to teachers to submit their assignments because they are generally submitted online through the canvas. The canvas, along with Ashford resources, has allowed me to work on major assignments as per my convenience. Textbooks have also helped me a lot during my course because there are certain terms which are explained in a satisfactory manner in textbooks only.

There are two major types of storage devices; fixed and portable. Both of these can be used to store data for personal plan. The main benefit of portable devices is that they can be taken from one place to another if required. These are small devices which are easy to carry from one place to another. The major disadvantage of these devices is that they can store a limited amount of data at a given point in time. It is also hard to keep these devices intact since they can be lost, broken or become corrupt. Fixed devices are put in their place inside particular systems. Their major advantage is that they can store huge amounts of data at a given point in time, however, they can only be used when users are sitting in front of their systems. For my personal plan, I will use a combination of fixed and portable devices. Main data will be stored in portable devices, whereas, fixed devices will be used to backup data so that it can be used if needed (Khosrow-Pour, 1951).

Digital literacy has helped me in many ways in my life especially in the field of public services available to me. Paying off various bills has been much easier for me using various digital applications. I will be more interested in learning the information security aspects with special focus on secure data storage. The major reason for my interest is that there have been huge investments by companies for data security but they have not been able to provide fully secured networks over which personal information can be communicated. I will continue to pursue courses in data security and management, and look for jobs in the same field.

# Reference

Khosrow-Pour, M. (1951). *Encyclopedia of Information Science and Technology.* New York: Hershey.