



# DIGITAL LITERACY FOR BEGINNERS

Course Outline

## BRIEF COURSE DESCRIPTION

This course provides a comprehensive introduction to computer fundamentals for college students. Topics include computer systems, software tools, internet usage, email communication, cybersecurity awareness, data privacy protection, and basic problem-solving techniques. Students will gain practical skills and knowledge essential for academic and professional use of computer technology.

## COURSE PREREQUISITES

None

## LEARNING OBJECTIVES

Upon completion of this course the successful student will have reliably demonstrated the ability to:

- Identify the basic components of a personal computer
- Power on and begin to use a personal computer
- Identify the various tools that are required for a college student to use on a personal computer
- Connect to the internet
- Understand basic cybersecurity at college student level including creating, storing, and using passwords in a safe manner that respects data privacy.
- Sending and receiving email.
- Troubleshoot basic computer problems faced by users on a day-to-day basis.

## REQUIRED COURSE MATERIALS

Computer with Windows 11 operating system and internet connection

## COURSE DURATION

10 hours

## HOMEWORK DURATION

4 hours of homework, not required to complete the course, but advisable to improve their understanding of the material.

## DELIVERY METHODS

Combined Synchronous delivery (both in-class and distance)

## TEACHING METHODS

Instructor-led lectures combined with live streaming, along with hands on exercises.

## METHODS OF STUDENT EVALUATION

At the end of each lesson segments, students will be given a quiz and/or project to evaluate their knowledge and understanding of the material.

A course-end project and a final exam is given at the end of the course to evaluate student's comprehensive understanding of the entire course.

## COMPLETION REQUIREMENTS

To complete the course, students must score at least 75% on their final course grade