Digital Literacy for Beginners

Course Outline

Brief Course Description

This course provides a comprehensive introduction to computer fundamentals. Topics include computer systems, Windows 11, internet usage, email communication, digital entertainment, and basic troubleshooting. Students will gain practical skills and knowledge essential for everyday 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:

- Understand the basic components and operation of computer systems.
- Navigate and customize the Windows 11 operating system.
- Efficiently use internet browsers for searching, browsing, and managing online information.
- Send, receive, and organize emails effectively.
- Utilize software tools for everyday tasks and digital entertainment.
- Implement basic cybersecurity measures and understand data privacy principles.
- Perform basic troubleshooting and problem-solving techniques for common computer issues.
- Integrate computer technology into both academic and professional settings for enhanced productivity.

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