

## **Transition Digital Applications**

**College/Agency Name:** Coastal Carolina Community College

**Contact Information:** Michele Hall (Director of College and Career Readiness)

**Course Title:** Transition Digital Applications

**Recommended Hours:** 96 hours

**NC College and Career Readiness Standards for which the course is aligned:**

### **Technology**

- T.3.1.1: Identify spreadsheets as a tool for organizing information.
- T.3.1.2: Recognize, discuss, and investigate how spreadsheets are used to process information (e.g., organize, calculate, graph data, solve problems, make predictions, and present data) in a variety of settings (e.g., schools, government, business, industry, communications, transportation, mathematics, science).
- T.3.1.3: Identify and discuss spreadsheet terms and concepts (e.g., collect, organize, classify graph, display, cell, column, row, values, labels, chart, formula, sort, classify, bar graphs, line graphs, pie charts).
- T.4.1.3: Identify, discuss, and use word processing as a tool to enter letters, numbers, words, and phrases.
- T.4.1.4: With a simple document, identify, discuss, and use menu/tool bar functions in word processing applications.
- T.4.2.2: Identify, discuss, & use word processing as a tool to open, edit, print, & save.
- T.4.2.3: Identify and use basic word processing terms and concepts (e.g., desktop, menu, tool bar, document, text, line spacing, margins, spell check).
- T.4.2.4: Use the formatting toolbar to format and change the appearance of word processing documents.
- T.4.2.5: Use word processing as a tool to write, edit, & publish sentences, paragraphs, and stories.
- T.5.1.1: Identify and discuss components of multimedia.
- T.5.1.2: Use multimedia software to illustrate words, phrases, concepts, numbers, and symbols.
- T.5.2.3: Identify, discuss, and use multimedia tools (e.g., insert, import, create, edit, publish) to combine text and graphics.

**Rationale for this course:** This course is designed to build on foundational digital literacy skills in order to equip adult learners with ability to use computer-based applications they will encounter in the workplace and in post-secondary education.

## Course Plan

### 1. **Course Title:** Transition Digital Applications

**2. Course Description:** This course is designed to build upon the digital literacy skills College and Career students need for employment and higher education courses by introducing them to specific computer-based applications. The curriculum framework and the content of the instructional materials will focus on learning about and using word processing software, spreadsheet software, and multimedia presentation software. This curriculum is aligned with Adult Education Content Standards for Digital Literacy.

### 3. **Primary Learning Objectives:**

- To execute word processing tasks using word processing software
- To create spreadsheets using spreadsheet software
- To create multimedia presentations using multimedia presentation software
- To use word processing, spreadsheets, and multimedia presentations in the context of school and the workplace

### 4. **Course Length:** 96 hours

### 5. **Course Outline:**

#### I. **Word Processing Software**

- **Navigating a word processing program to open a new or existing document in order to create a document for a specific purpose**
- **Identifying the purpose of various word processing tools in order to complete a specific task**
- **Using a word processing program to create resumes and cover letters**

#### II. **Spreadsheet Software**

- **Navigating a spreadsheet program to open, name and save workbooks in order to organize files**
- **Using spreadsheet tools to format text and organize data**
- **Identifying the active cells in a spreadsheet in order to apply formatting and display data features such as AutoSum, sort, Auto Fill, formulas, and charts**
- **Creating a spreadsheet for simple workplace data entry tasks**

### **III. Multimedia Presentation Software**

- **Navigating a multimedia presentation program to start a new presentation, select a theme, and insert new slides**
- **Using multimedia presentation tools to format and design text in slides**
- **Printing readable handouts with multiple slides per page**
- **Creating a multimedia presentation for school and workplace contexts**

**6. Level: NRS Level 3-6 Reading**

**7. Pre-Requisite:** New student orientation

**8. Textbook/Software:** Northstar Digital Literacy assessments and curriculum

Learning Upgrade Digital Literacy

**9. Evaluation/Methodology:** Pre and post-test on Northstar Digital Literacy assessments

**10: Grade/Minimum Passing:** Minimum of 85%

**11. Attendance:** Complete 87.5% of lessons in each unit (approximately 7 out of 8 lessons completed successfully per unit)