BSP 4010 – Transition Digital Skills

College/Agency Name: Coastal Carolina Community College
Contact Information: Michele Hall (Director of College and Career Readiness)
Course Title: Transition Digital Skills

Recommended Hours: 96
Maximum Hours: 115

NC College and Career Readiness Standards for which the course is aligned:
<u>Technology</u>

- T.1.1.4: Identify and discuss correct and responsible use and care of technology resources.
- T.1.1.7: Identify and discuss technology skills needed for the workplace now and in the future and how they impact the student as an adult learner today.
- T.1.2.2: Recognize, discuss, and model appropriate, responsible, ethical, and safe use of computers, mobile phones, wireless networks, LANs, and digital information (e.g., security, privacy, passwords, personal information), and recognize possible consequences of unethical behavior.
- T.1.4.1: Recognize, discuss, and use multi-tasking concepts (e.g., windows, toggle or copy and paste data between two windows on the desktop).
- T.1.4.2: Recognize and discuss strategies for identifying, solving, and preventing minor hardware and software problems.
- T.4.1.2: Identify, locate, and use letters, numbers, and special keys (e.g.., arrow keys, space bar, shift, insert, enter/return, backspace, delete) on the keyboard.
- T.6.1.1: Identify and discuss the Internet as a source of information at school and home.
- T.6.1.3: Explore Internet resources and information and discuss the variety and types of information found.
- T.6.1.4: Identify, discuss, and chart elements that make an online resource useful, appropriate, and safe.
- T.6.2.1: Identify, discuss, and use common terms/concepts used with the Internet, e.g., online, browser, World Wide Web, digital information, URL, keyword, search engine, navigation, resources, web address, web page, hyperlinks/links, bookmarks/favorites, webmaster, etc.
- T.6.2.3: Identify and discuss Internet telecommunications as a tool for communication and collaboration (e.g., email, messaging, and videoconferencing).
- T.6.2.4: Use Internet resources to locate information then discuss & compare findings.

Rationale for this course: This course is designed to provide adult learners with the foundational digital literacy skills that they will need in order to seek, obtain, and sustain

employment. Students will also be prepared for the technology skills they will need for post-secondary educational opportunities.

Course Plan

1. **Course Title**: Transition Digital Skills

2. **Course Description**: This course is designed to provide foundational digital literacy skills that College and Career students need for employment and higher education courses. The curriculum framework and the content of the instructional materials will focus on computer skills for basic operations and keyboarding, email and Internet skills, and learning technology-based job search strategies using resources. This curriculum is aligned with the Adult Education Content Standards for Digital Literacy.

3. **Primary Learning Objectives:**

- To learn introductory operations and functions of using a computer
- To navigate and use the internet for work and school, including communication via e-mail
- To perform functions associated with common computer operating systems
- To use technology tools to locate and obtain employment

4. **Course Length:** 96 hours

5. **Course Outline:**

   I. Basic Computer Skills

- **Turning on and navigating a new device**
- **Troubleshooting basic computer challenges**
- **Setting up user preferences on a computer**

   II. Internet Basics

- **Navigating an internet browser to complete a personal goal**
- **Identifying specific search terms to produce a successful internet search**
- **Knowing when and how to use browser tools and setting to protect personal internet privacy**
- **Differentiating between safe internet browsers and those with possible malware or viruses**
- **Creating a job search plan and implementing a self-assessment to determine suitable career options**
- **Researching potential career paths**

III. Using Email

- **Making a professional email account for work or school**
- **Logging into and using a school-created e-mail account**
- **Using professional email etiquette in order to send a message to meet a task, such as applying for a job**
- **Understanding when to utilize common email functions**
- **Managing an email account**

IV. Windows 10

- **Navigating Windows operating system tools in order to find programs to help perform specific tasks**
- **Recognizing common features of the Windows interface**
- **Identifying the functions of Windows programs in order to match a program to a task**

6. **Level: NRS Level 3 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% on proctored assessments

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