

# Inver Hills Community College

## ITC 0090: Digital Literacy

### A. COURSE DESCRIPTION

Credits: 1

Lecture Hours/Week: 1

Lab Hours/Week: 0

OJT Hours/Week: \*.\*

Prerequisites: None

Corequisites: None

MnTC Goals: None

Introduces basic computer concepts and skills so that people can use computer technology in everyday life to develop new social and economic opportunities for themselves, their families, and their communities. Whether you are entirely new to computing or have some experience, this course will help you develop a fundamental understanding of computers. The Digital Literacy course helps you develop the essential skills you need to begin computing with confidence.

**B. COURSE EFFECTIVE DATES:** 01/01/2014 - Present

### C. OUTLINE OF MAJOR CONTENT AREAS

1. Computer Basics - 20%
2. Computer Security and Privacy - 20%
3. Digital Lifestyles - 20%
4. Productivity Programs - 20%
5. The Internet and the World Wide Web - 20%

### D. LEARNING OUTCOMES (General)

1. Describe the role of computers, their parts, and how to work with computers
2. Identify Common Computer Terminology
3. Identify the primary hardware components of a computer
4. Explain the core concepts related to computer operating systems.
5. Explain the types of computers, programs, and performance issues
6. Describe how computers have become a central part of everyday life
7. Identify Career Opportunities
8. Identify Computer Operating Systems
9. Identify common applications and their functions
10. Identify common computer security issues
11. Identify digital media
12. Identify the components of the Windows interface
13. Perform basic file operations on Windows 7 operating system
14. Utilize the Internet and E-mail

### E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

**F. LEARNER OUTCOMES ASSESSMENT**

As noted on course syllabus

**G. SPECIAL INFORMATION**

None noted