



## SCITCL01 - Computer Literacy Course Structure

**Contact hrs – 15**

**Mode of Delivery – Online**

**Course Description:**

This certificate short course in Computer Literacy is comprised of 15 contact hours geared towards introductory development of word processing, spread sheet and presentation creation skills. Students will use word processing software to create, enhance, and format documents. Students will learn how to organize, calculate, manipulate and use graph data and will use presentation software to prepare professional looking presentations.

**Aim of This course:**

To introduce students to basic preliminary knowledge about the computers and familiarize them with the computer technology

**Learning Outcomes/Goals-**

- Describe Windows 10 operating system
- Apply functions such as cut, copy, paste and save in a word processing package
- Create business correspondence documents
- Apply formatting features to business documents
- Create and manipulate spreadsheets
- Create, deliver and print basic and enhanced presentations

**Modules to be covered in this course:**

- Computer Essentials
- Online Essentials
- Microsoft Word (Basics)
- Microsoft Excel (Basics)
- Microsoft PowerPoint (Basics)

**Description of Assessment –**

- Assessment 1 - In class – breakout room project
- Assessment 2 - Group work outside class time
- Assessment 3 - Online class exam on all topics covered