

# PACE 1000 – 850 Basic Digital Literacy

## Course Syllabus

**Course Date and Times:** August 21 – 23, 28 & 29  
9:00 a.m. – 1:00 p.m.

**Instructor:** Kathy Taylor

**Phone:** 703.253.4444

**Email:** ktaylor@pace.edu

### **Course Description:**

Basic Digital Literacy is a twenty hour course which meets over five sessions that run from 9:00 a.m. to 1:00 p.m. This is a basic course in using computers for students with little or no familiarity with computers. It covers topics such as identifying the major computer hardware components, understanding basic operating system concepts, working with Windows and the Windows desktop, file handling, e-mail, Internet (browsing and searching) and some of the 2010 Microsoft Office Suite products such as Word and Excel.

Class time is divided between lecture, demonstration and hands-on work in the computer laboratory as well as various assessment tools that can be taken at the student's own pace.

### **Course Grading:**

The class grading will employ a pass/fail grading system based on lab assignments and class participation.

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# Schedule and Assignments

<b>Class - Date</b>	<b>Lecture Topic</b>	<b>Assignment</b>
1 - 8/21/12	<ul style="list-style-type: none"><li>• Computer Hardware and components</li><li>• Operating Systems: Windows, Linux</li><li>• The Internet: Browsing and Searching</li></ul>	Basic Computer Knowledge Assessment Multiple intelligence survey Class 1 Exercise Packet
2 - 8/22/12	<ul style="list-style-type: none"><li>• Let's start using Applications</li><li>• Email</li><li>• Microsoft Word</li></ul>	Learning style assessments Class 2 Exercise Packet
3 - 8/23/12	<ul style="list-style-type: none"><li>• Spreadsheets</li><li>• Microsoft Excel</li></ul>	Class 3 Exercise Packet
4 - 8/28/12	<ul style="list-style-type: none"><li>• Business Presentations</li><li>• Microsoft PowerPoint</li></ul>	Class 4 Exercise Packet
5 - 8/29/12	<ul style="list-style-type: none"><li>• Databases</li><li>• Microsoft Access</li></ul>	Class 5 Exercise Packet