| Course Objectives | Competencies |
|---|---|
| 1. Provide students with basic computer functions. | 1. Introduce students to computer terminology.<br>2. Define computer hardware and software. |
| 2. Introduce students to the basic functions of electronic mail. | 1. Develop electronic mail persona and etiquette.<br>2. Develop basic functions to construct, send and receive electronic mail. |
| 3. Introduce students to the basic functions of a learning management system. | 1. Develop basic digital skills of learning management systems navigation. |
| 4. Introduce students to STCC student information system. | 1. Develop basic digital skills of the STCC student information system: search and register for classes, add and drop classes, withdraw from classes.<br><br>2. Apply digital skills of the STCC student information system by accessing and reading: program evaluation, class schedule, unofficial transcript, grades, and education plans. |
| 5. Introduce students to access textbook information. | 1. Employ digital skills to access textbook information. |
| 6. Introduce students to other STCC college digital services. | 1. Utilize digital skills to access other STCC digital services. |