LANDMARK COLLEGE

Digital Literacy

Course Code
EDU1021 Digital Literacy

Course Description
Students today live in a digitally connected world. This 3-credit course is designed to teach students the digital tools, behaviors, and ethics necessary to thrive in this ever-evolving technological landscape. Instruction is designed so that students interact with a variety of topics, including accessing and assessing information, understanding their digital footprint, using technology purposefully and ethically, managing digital communications, and protecting themselves online. Students will use digital tools to construct knowledge, produce artifacts, and refine their approach to living in a digital world. Credits: 3

Course Requirements
There are no prerequisites for this course.

Required Text and Course Materials
You do not need to purchase any readings or other course materials for this class. (But you do need to use a computer, printer, pen, paper, and highlighters. Make sure you read the section Technical Requirements and Skills.)

Course Objectives and Goals
Students who successfully complete this course will understand the purpose of assistive technologies (AT) and the learner characteristics served by different ATs. They will understand how to use on- and off-campus resources to locate academic sources, evaluate their credibility, and avoid plagiarism. They will understand how Big Data are collected and contribute to each person's permanent digital footprint. Finally, students will be able to articulate the responsibilities of designers to create "humane" technologies and the rights of consumers in using them. Broad learning outcomes enable students to:

1. Recognize the rights, responsibilities, and opportunities of living, learning, and working in an interconnected digital world

2. Cultivate and manage their digital identities as they become aware of the permanence of their actions in the digital world

3. Engage in positive, safe, legal, and ethical behavior when using digital technologies

4. Demonstrate an understanding of, and respect for, the rights and obligations of using and sharing intellectual property, including ethical responsibilities around appropriate source attribution and plagiarism

5. Plan and employ effective research strategies to locate information and other resources for their intellectual, personal, or creative pursuits

6. Evaluate the accuracy, perspective, credibility, and relevance of information, media, data, or

other resources, not only in academic contexts but also as a digitally literate global citizen

7. Communicate clearly and express themselves creatively for a variety of purposes using the platforms, tools, styles, formats, and digital media appropriate to their goals

Course Topics

- **Assistive Technologies (AT):** any type of technology that is used to perform functions that are difficult or impossible (e.g., screen readers)
- **Information Literacy:** the ability to know when information is needed and how to locate, evaluate, and use it effectively (i.e., authority, source credibility, laws/values/ethics, plagiarism, academic citations, references, search skills)
- **Big Data & Digital Footprints:** big data are large amounts of data collected by organizations to learn more about users/consumers; our digital footprint is the trail of data we provide by using the internet (e.g., shopping online, streaming videos, internet searches, location services, notifications)
- **Humane Technologies:** technologies that are socially responsible and do not exploit users

Technical Requirements and Skills

A productivity suite such as Microsoft Office, Microsoft Office 365, Google Workspace (formerly G-Suite), or Open Office is recommended and may be required for some Landmark College Online courses. Students also need the ability to access Landmark College's online course content through a web browser running on a desktop or laptop computer with a webcam. An audio headset is recommended, but not required. All popular browsers are supported, but Landmark College recommends Chrome or Firefox.

Landmark College Online Dual Enrollment courses are optimally experienced through a full-featured web browser running on a desktop or laptop computer running Microsoft Windows or Apple Mac OS. Mobile phones and tablets may not be adequate or appropriate for completing certain aspects of your course work. However, when your laptop or desktop equipment is not available you can still access your courses through a mobile web browser such as Chrome or Safari. This allows you to keep up with your assignments, calendar, to-do list, and Inbox even when traveling. (The mobile app called "Canvas Student" is not compatible with our courses and should be avoided.

If students access courses from school networks that use content filtering systems, which block access to public sites such as YouTube and Vimeo, students may have issues completing their assignments.

Skills for Success

To succeed in an online class, you should have the ability to:

- Navigate the WWW, including downloading and reading files from web sites;
- Download and install software or plug-ins such as Adobe Reader or Flash;
- Use the Learning Management System (Canvas) and be able to upload videos, files, and other materials as necessary. More about Canvas can be found in the Canvas Overview course located on your dashboard;
- Save files in commonly used word processing formats (.doc, .docx, .rtf);
- Copy and paste text and other items on a computer;
- Save and retrieve documents and files on your computer; and
- Locate information on the internet using search engines.

Course Assessments and Grading

Grades reflect a demonstration of achievement of the course objectives. In-class as well as out-of-class work is necessary for the successful completion of the course. The grading for the course will be weighted as follows:

Learning Quizzes and Concept Checks − 40%

Learning quizzes are designed to guide your attention while learning and can be completed as many times as desired. Concept checks are assignments with which you can demonstrate your understanding as we conclude a concept or unit of study.

Content Application − 40%

Content application assignments require you to reflect on or apply concepts to your own life. Major assignments in this category may be expressed in written, audio, or video format.

Classwork and Discussions − 10%

Classwork and discussions require you to formulate responses to open-ended questions and work with peers.

Final Presentation − 10%

The final presentation gives students the freedom to choose a topic related to digital literacy -- not necessarily covered in class -- and present information on that topic to the rest of class.

Landmark College Grading Scale

Letter Grades will be assigned as follows:

A	100-93
A-	92-90
B+	89-87
B	86-83
B-	82-80
C+	79-77
C	76-73
C-	72-70
D+	69-67
D	66-63
D-	62-60
F	59 and below

Homework Policy

Assignments are directly correlated to the learning taking place at the time. In addition, the course goals and objectives include a focus on maintaining an effective organization system to manage course materials, support assignment completion, and enhance participation in course discussions, quizzes, and tests. Therefore, established due dates will be strictly adhered to throughout the semester. If you find yourself challenged with an assignment, contact your instructor before the due date to discuss an Action Plan.

Accommodations Policy

"Given the unique mission of Landmark College, many academic accommodations that might be customary or required at traditional institutions would not be appropriate at Landmark, because they would alter the College's academic program."

If you need individual accommodations to meet course objectives, please make an appointment with your professor to discuss your needs within the two weeks of the semester.

To view the full accommodations policy for Landmark College please visit: https://www.landmark.edu/student-life/our-community/request-for-accommodations.