GEN-1035: DIGITAL AND TECHNOLOGY LITERACY FOR COLLEGE STUDENTS

Cuyahoga Community College

Viewing: GEN-1035 : Digital and Technology Literacy for College Students

Board of Trustees:
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Academic Term:
Fall 2021

Subject Code
GEN - General Studies

Course Number:
1035

Title:
Digital and Technology Literacy for College Students

Catalog Description:
An introduction to digital and technology literacy for students with limited experience using a computer for learning. Emphasis will be placed on the skills and technologies necessary for success in an online learning environment and the professional world.

Credit Hour(s):
2

Lecture Hour(s):
2

Outcomes

Course Outcome(s):
Develop basic skills for using technological tools and resources to accomplish a defined task.

Objective(s):
1. Define basic computer terminology.
2. Explain basic computer functionality.
3. Use basic computer hardware.

Course Outcome(s):
Identify and use appropriate digital learning tools and resources to accomplish a defined task.

Objective(s):
1. Navigate learning management systems.
2. Utilize video conferencing software for learning.
3. Access and use email.
4. Access and use common digital software for learning.

Course Outcome(s):
Create artifacts using digital learning tools and resources to demonstrate knowledge.

Objective(s):
1. Compose email messages.
2. Create multimedia presentations.
3. Demonstrate the ability to create documents and manipulate text data using the current available software.

Course Outcome(s):
Explain what social media is, the various channels through which it operates, and the role it plays in the spread of information.

Objective(s):
1. Recognize various social media platforms and how they work.
2. Evaluate the advantages and disadvantages of social media.
3. Develop an awareness of the importance of assessing the validity and accuracy of content.

Course Outcome(s):
Develop an understanding of what the Internet is and how to stay safe when using it.

Objective(s):
1. Define basic internet terminology.
2. Explain basic internet functionality.
3. Develop strategies to properly deal with privacy related issues.
4. Recognize the various steps that can be taken to protect oneself on the internet.

Course Outcome(s):
Determine reliability, accuracy, validity, authority, timeliness, and bias of digital information sources.

Essential Learning Outcome Mapping:
Information Literacy: Acquire, evaluate, and use information from credible sources in order to meet information needs for a specific research purpose.

Objective(s):
1. Articulate and apply the necessary steps to evaluate resources found on the internet.
2. Critically evaluate the creators of sources, including tone, subjectivity, and biases and consider how these relate to the original purpose and audience of the source.

Methods of Evaluation:
1. Assignments
2. Projects
3. Examinations

Course Content Outline:
- Computer basics
  - Essential vocabulary
  - Basic functionality (power, restart, shut down)
  - Using a mouse and keyboard
  - Computer settings
  - Troubleshooting common computer issues
- Internet basics
  - Connecting to the internet
  - Web browsers
  - Email
- Education Technology
  - My Tri-C Space
  - Blackboard
  - Video conferencing tools
  - Tri-C email
  - Office 365
  - ProctorU
  - Respondus LDB
- Software basics

- Accessing software
- Managing one's work—file and folder storage
- Essential functions (copy + paste, delete, spell check, word count)
- Internet safety and privacy
  - Viruses, Spyware, Malware, Botnets, and Ransomware
  - Cookies and tracking
  - Email privacy
- Social Media
  - General description
  - Pros and cons
  - Dangers (misinformation, bullying, human trafficking, social / professional)
- Digital Literacy
  - How information is created and disseminated on the internet
  - Information authority and authorship

Resources

Ohio Department of Education. (2017) Ohio's Learning Standards for Technology. http://education.ohio.gov/Topics/Learning-in-Ohio/Technology/Ohios-Learning-Standards-for-Technology

Ottawa Public Library. (2014) Computer Training Curriculum for Older Adults . https://biblioottawalibrary.ca/sites/default/files/PDFs/Computer%20Training%20Curriculum%20for%20Older%20Adults%20FINAL-es.pdf

GCF Global. Computer Tutorials. https://edu.gcfglobal.org/en/topics/computers/

Cuyahoga Community College. (2019) *My Online Readiness Experience*, https://www.tri-c.edu/online-learning/more.html

Resources Other

International Society for Technology in Education. (2016). *ISTE standards*. https://www.iste.org/standards.

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