MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE
COURSE OUTLINE

Faculty is required to have the outline submitted to the Academic Affairs Office. The course outline is the form used for approval of new courses by the Academic Affairs and Standards Council.

DEPT. _____ STSK. ___ COURSE NUMBER: ___ 1135 _________

NUMBER OF CREDITS: 2

COURSE TITLE: Introduction to Digital Literacy

CATALOG DESCRIPTION: Introduces students to the basic elements of Digital Literacy as they develop the technology proficiency, information literacy, and media literacy necessary for safe use of digital technologies vital for success in post-secondary settings as well as the 21st Century workforce.

AUDIENCE: This course is for college students or anyone interested in gaining digital literacy.

FULFILLS MN TRANSFER CURRICULUM AREA(S) (Leave blank if not applicable)
Area: by meeting the following competencies:
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PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE: During the course, students need to have access to reliable Internet connection and access to a device which will enable them to use various technologies

LENGTH OF COURSE: 1 semester

THIS COURSE IS USUALLY OFFERED:
Every other year [ ] fall [ ] spring [ ] summer [ ] undetermined [x]

Four goals are emphasized in course at Minnesota West Community & Technical College:

1. ACADEMIC CONTENT: Students will be exposed to the breadth of digital literacy; be involved in developing a safe online profile; and collaborate with other students in developing digital media.
2. THINKING SKILLS: Students will be challenged to analyze and draw inferences from digital information sources and to evaluate these sources. Focus on digital safety will develop students’ ability to self-regulate their online presence.
3. COMMUNICATION SKILLS: Students written communication skills will be utilized through message board postings; verbal and written communication
will be used digital presentations, and verbal skills will be used in face-to-face and Adobe connect class discussions.

4. **HUMAN DIVERSITY** – While human diversity is not a focus of this course, topics such as cyberbullying will prompt students to consider diversity appreciation.

**TOPICS TO BE COVERED:**
1. Cyber safety
2. Digital citizenship
3. Evaluating digital information sources
4. Efficient accessing of digital resources
5. Appropriate digital profile

**LIST OF EXPECTED COURSE OUTCOMES:** By the end of the course, students will be able to:

1. Efficiently search the Internet for digital resources
2. Be aware of potential issues of accuracy and validity in digital resources
3. Communicate with other students and the instructor to develop digital media
4. Be aware of issues related to cyber safety and privacy and to use this knowledge to create a digital profile.

**LEARNING/TEACHING TECHNIQUES** used in the course are:

- Collaborative Learning
- Student Presentations
- Creative Projects
- Lecture
- Other: Utilize Digital resources
- Demonstrations
- Lab

**ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:**

- Reading
- Oral Presentations
- Textbook Problems
- Group Problems
- Other (describe below)

- Tests
- Worksheets
- Individual Projects
- Collaborative Projects
- Papers
- Term Paper
- Portfolio

**EXPECTED STUDENT LEARNING OUTCOMES:**

1. Efficiently search the Internet for digital resources
2. Be aware of potential issues of accuracy and validity in digital resources
3. Communicate with other students and the instructor to develop digital media
4. Be aware of issues related to cyber safety and privacy and to use this knowledge to create a digital profile.

**Veteran Services:** Minnesota West is dedicated to assisting veterans and eligible family members in achieving their educational goals efficiently. Active duty and reserve/guard military members should advise their instructor of all regularly scheduled military
appointments and duties that conflict with scheduled course requirements. Instructors will make every effort to work with the student to identify adjusted timelines. If you are a veteran, please contact the Minnesota West Veterans Service Office.

The information in this course outline is subject to revision

To receive reasonable accommodations for a documented disability, please contact the campus Student Services Advisor or campus Disability Coordinator as arrangements must be made in advance. In addition, students are encouraged to notify their instructor.

This document is available in alternative formats to individuals with disabilities by contacting the Student Services Advisor or by calling 800-658-2330 or via your preferred Telecommunications Relay Service.

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