

DIGITAL LITERACY SYLLABUS (Tiers 3 & 4)

Section #: 1158-202 (Tues & Thurs., 12:30 - 3:00 p.m.)

Instructor: **June Nguyen, Ed.D.**

Email: VESL.JuneNguyen@gmail.com

Classroom Number: H-2

School Phone Number: (714) 663-6291

COURSE DESCRIPTION (Tiers 3 & 4)

Provides instruction on the technology and interpersonal skills needed to create an online presence necessary for academic and workplace success in the 21st century .

COURSE CONTENT

- Blog Basics
- Digital Footprints
- Plagiarism in a Digital World
- Finding Solutions using 21st Century Skills
- An Introduction to Intranets & Learning Management Systems
- Microsoft Word for College and Career Readiness
- Google Applications for Collaboration
- Online resumes

STUDENT LEARNING OUTCOMES (Objectives)

Upon completion of the course, students will be able to:

- Think critically and recognize the permanency of online written communication.
- Identify and incorporate various synchronous and asynchronous devices to communicate online for academic, professional, and civic purposes.
- Become familiar with and successfully navigate online platforms to create a Personal Resume Website
- Build their own website to be used professionally or academically, and share it with others at a mini-conference..

TEXT/MATERIALS

- Textbooks - None
- ALL instructional materials are accessible online

EVALUATION

Completion of exercises shown on the "Student Assignment Checklist. Submission of ALL in-class exercises via email to the teacher at VESL.JuneNguyen@gmail.com.

ATTENDANCE REQUIREMENT

Students are highly encouraged to make an effort to attend on a regular basis due to the amount of content covered in the course. Please email or text the teacher at (714) 277-6352 if you are going to be absent. Attendance is critical for learning and completing the course. Please refer to the Student Handbook.

CLASSROOM RULES

1. No drinks, no food, no gum, no smoking, and no children in the classroom
2. Turn off or set your cell phone on vibration mode during the class time
3. Be courteous to others