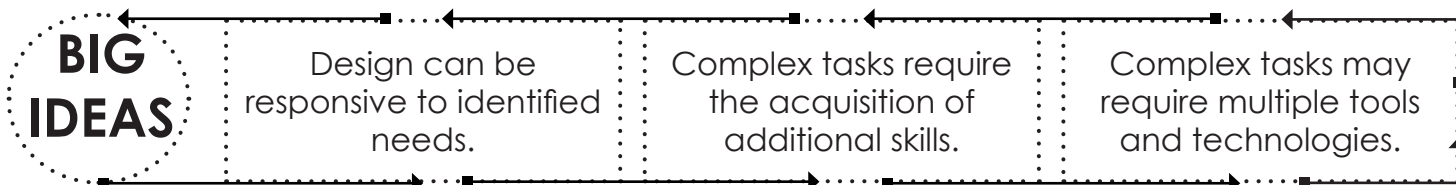




# APPLIED DESIGN SKILLS & TECHNOLOGY

# DIGITAL LITERACY & COMPUTERS 8

**COURSE OUTLINE**    **MS. LIGHTMAN**    **MADDL08**    **ROOM:211**



CURRICULAR COMPETENCIES (DO)	CONTENT (UNDERSTAND)
<ul style="list-style-type: none"> <li>&gt;<b>Applied Design</b>- understanding, defining, ideating, prototyping, testing, making and sharing</li> <li>&gt;<b>Applied Skills</b>- Identify and evaluate skills needed in relation to a specific task</li> <li>&gt;<b>Applied Technologies</b>- Demonstrate awareness and safety procedures with technology use</li> </ul>	<ul style="list-style-type: none"> <li>&gt;Elements of digital citizenship</li> <li>&gt;Ethical and legal implications of current and future technologies</li> <li>&gt;Strategies for curating personal digital content</li> <li>&gt;Search techniques and evaluation</li> <li>&gt;Strategies to engage with learning networks</li> </ul>

## COURSE DESCRIPTION:

Digital Literacy and Computers 8 course provides students with creative opportunities using personal devices and computers. Using the design framework, students use apps, online program, and computer software to explore topics such as; office and presentation skills, the impact of internet use and mobile devices, information and communication platforms and graphic design possibilities.

## LEARNING ACTIVITIES:

With approximately (only) seven weeks of classes, students will be introduced to new topics on a weekly basis. Students will learn basic skills and understanding of digital concepts through class and group discussions, individual and partner challenges and engaging and interactive assignments.

ASSESSMENT	A	B	C+	C	C-	I
	Excellent	Very Good	Good	Satisfactory	Minimal	Incomplete
	<b>Exceeding Expectations (EE)</b> Superior performance and in depth understanding.	<b>Meeting Expectations (ME)</b> Evidence that relevant learning outcomes have been met and demonstration of proficiency in academic performance.	<b>Approaching Expectations (AE)</b> Work meets some expectations but needs support in some areas. Some evidence of progress.	<b>Not Yet Meeting Expectations (NYME)</b> Work does not meet the expectations of the course and requires on going support.		

# UNITS

- 1. COMPUTERS 101, INTERNET SAFETY & SOCIAL MEDIA - typing.com
- 2. MICROSOFT OFFICE & PRESENTATION SKILLS - Word, Excel and PowerPoint
- 3. IMAGE CREATION & GRAPHIC DESIGN - Adobe Illustrator
- 4. DIGITAL COMMUNICATION & COLLABORATION - Email and Office 360
- 5. INTRODUCTION TO CODING & PROGRAMMING - typing.com

## POLICIES & PROCEDURES

**In addition to following the Windsor Technology Agreement as outlined in the agenda book, students are expected to meet and respect the following expectations in class:**

- >Food, drinks and gum are NOT permitted in the computer labs (water in a sealed water bottle/container is the only exception.)
- >Cellphones can be a fantastic educational tool and all of those applications are accessible on the desktop computer you will be using! Therefore, no cellphones are required nor permitted during class. Please put your phone in the pocket system in the classroom to help you remain focused, present and mindful:)
- >Keep your Internet use professional. Facebook, twitter, youtube and other personal uses of the Internet is NOT permitted during class (ask if you are unsure). Feel free to log into your preferred music streaming account however, to listen to music while you work. Don't forget your ear/head phones!
- >Please notify the teacher immediately if the equipment/furniture/materials are not working properly.
- >Keep your computer station clean at all times for your own sake as well as the students who use your station in another class!
- >Do NOT forget to log out!! Find a system that helps you remember your log-in information, then be sure to save all work to your **home drive** (not to the desktop or documents) and log out when you are finished to keep your account safe.
- >Attendance: Homework is not assigned in this class (YOU. ARE. WELCOME.). This means that attendance is crucial for success since class time, is the right time, to do your work. If this is a concern for your learning style, please let me know sooner than later! It is your responsibility to make up for missed work during lunch or after school. ←

## TEACHER INFO

**FYI:** With a part-time schedule and teaching in multiple rooms, email is the best way to get in touch, or you may find me in the teacher prep space on the 200 level. ALSO, I will be going on Maternity Leave in October. Please know that class content is subject to change according to the new teacher's discretion.  
**clightman@sd44.ca - 604-903-3700 ext. 213 - mrsilightman.weebly.com**

**NOTE TO PARENTS/GUARDIANS:** Students will be required to use an email address to use an online typing software called typing.com. To keep personal and professional information separate, it is recommended that students use an email account that is for school use only (such as their NVSD email). To keep private information protected, students will not be permitted to post full names and other personal information on any online content. A parent/guardian signature on this outline is required to approve the above information.

Please sign and have your parent(s)/guardian(s) read and sign Student: \_\_\_\_\_  
this course outline which will indicate that you and they have  
been informed of the Digital Literacy 8 course information. Any  
concerns or questions should be directed to Mrs. Lightman. Parent/Guardian: \_\_\_\_\_