

# Digital Literacy for Teachers

## Tentative Course Syllabus

### **Description:**

This 15-hour course is designed for teachers or individuals in the education field to provide them with the tools and knowledge needed to instruct students using technology.

### **Organization:**

This course is divided into a number of individual online classes available through Microsoft Imagine Academy, of which Amundsen Educational Center is a program member.

### **Course Objective:**

Upon course completion, students will be able to take advantage of the benefits of various Microsoft Applications in the classroom and will be well-informed as to the best practices to incorporate technology into the classroom.

### **Course Topics:**

*Digital Literacy: Finding and Evaluating Resources on the Web*

*Digital Literacy: Using Social Networking to Connect with the World*

*Course 2695DM: Digital Literacy: Computer Basics*

*Course 2696DM: Digital Literacy: The Internet, Cloud Services, and World Wide Web*

*Course 2697DM: Digital Literacy: Productivity Programs*

*Course 2698DM: Digital Literacy: Computer Security and Privacy*

*Course 2699DM: Digital Literacy: Digital Lifestyles*

*Technology Enriched Instruction*

**Course Requirements:**

- High-speed internet connection (course requires streaming videos)
- Operating System: Windows XP, or Windows 7 or Higher, Mac OS-X 10.8.3 or higher
- Browser: Microsoft Internet Explorer 8 or newer
- Email address for correspondence

**Grading:**

This is a non-academic, self-paced course. Students are expected to complete the course at a pace that allows them to absorb the information. It is recommended that students spread out their learning to avoid information overload.

Students may complete the classes in any order they choose.

Grading is based on course completion. Once a student has completed all of the classes, they have finished the course. For each individual class completed, students have the option to print a certificate of completion directly from the Microsoft Imagine Academy website.

**General Information:**

This course requires a log-in which will be emailed on the course start date. We recommend that, at that time, you log into the course to make sure you have access to all of the necessary components that the course requires.

Students will have 18 weeks from their course start date to complete the course. Extensions can be granted with instructor approval and payment of an additional administrative fee.

**Instructor Information:**

The instructor for this course is Bridgit Gillis. Mrs. Gillis is a Business Instructor at Amundsen Educational Center who specializes in Microsoft Office Education. Feel free to contact her throughout the course if you have any questions. Her email is [bridgit@aecak.org](mailto:bridgit@aecak.org), and you can also call AEC at 907.260.8041.