

Digital Citizenship Course

To be successful beyond the classroom and take the road God has paved for us, students must develop proficiency in areas regarding document programming, email drafting/responding, CANVA digital & print online, online security & privacy, database & document organization, resume formatting, spreadsheets, presentation structure & format, social media management & privacy, news fact management, and typing. Students in this class benefit from developing an understanding of digital citizenship, management of their personal data, and information technology's role in the workforce. Familiarity does not always mean proficiency - many tech-savvy students are proficient with media, but lack the skills needed to format, troubleshoot, and communicate with others. This class is designed to fill those gaps to set each student up for their time beyond the classroom.

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Class overview:

- **Document Programming** - A portion of the class is dedicated to learning and understanding document programming. These programs include Microsoft Publishing, Google Drive, and CANVA.
- **Digital Communication** - A portion of the class is dedicated to learning and understanding how digital communication platform's function and how they are used to communicate.
 - **Social media:** each student will learn about social media safety, perception vs. reality, sharing facts vs fiction, and how to communicate with others.
 - **News/Fact management:** each student will learn how to examine news/articles from an objective lens through fact finding. This is a crucial skill that teaches how to identify if an article or published resource is based on facts or opinion and how to search when researching.
- **Digital Organization** - A portion of the class is dedicated to learning and understanding file management & document organization - each student will learn how to manage folders that can go beyond their personal use. Grading will be a monthly check of students' Google Drive storage and how they are keeping up their organization of class projects and documents.
- **Typing** - The only way to get better at typing is to practice. We will not take up class time to practice, it will be crucial for students to have typing as a set skill. **Each week students will need to complete ONE typing lesson via Typing.com.**

Supplies needed:

Please note there is no need for students to have social media accounts or purchase Microsoft programs. Also, students don't need their own laptop/tablet, they may borrow from a parent.

- Laptop or tablet to bring to class & to complete take-home assignments/projects
- Notebook to take lecture notes and pen/pencil – we will do lecture notes on most topics
- An account (free) with www.canva.com
- Gmail account w/email address
- An account (free) to Typing.com - link will be provided