Middle School Digital Literacy (CS-031-300-001)

Syllabus

Course Description

In this course, students will build essential technology skills to navigate and succeed in a digital world. Through hands-on practice, students will develop proficient keyboarding techniques, understand how computers work, and explore key digital tools used for communication, collaboration, and productivity. The course also emphasizes digital citizenship, online safety, and ethical use of technology—including artificial intelligence. By the end of the course, students will be able to create and manage digital content, troubleshoot common tech issues, and make informed decisions as responsible digital citizens.

Prerequisites

There are no prerequisites for this course.

Course Materials and Technology

All the information is included in this course. Students do not need to buy additional textbooks.

Students must buy these materials and technology to complete the course:

- a webcam for the proctored final exam

Course Outcomes

As students complete the course assignments, they will increase their knowledge and develop an attribute.

Knowledge: Middle School Digital Literacy

In this course, *knowledge* refers to the subject matter and content students will learn while completing the readings, practices, quizzes, and assignments.

On successful completion of this course, students will be able to do the following:

1. Demonstrate keyboarding and computer operation skills.

2. Explain the components and functions of digital systems.

3. Use digital tools to communicate.

4. Practice responsible and ethical digital citizenship.

5. Create and organize digital content.

Skill: Communicate Using Digital Media

As students complete this course's assignments, they will gain skills in communicating using digital media. This skill is part of communication.

Attribute: Integrity

This course focuses on developing the attribute of integrity in the context of career and technical education.

Grading and Assignments

The letter grade in this course will be based on these assignments and exams.

Assignments and Exams

Assignment or Exam	Grading	Percent of Total Grade
Study Guides	Computer-Graded	15%
Application Projects	Teacher-Graded	40%
Free-Response Assignments	Teacher-Graded	10%
Module Quizzes	Computer-Graded	5%
Midcourse Quiz	Computer-Graded	10%
Final Exam*	Computer-Graded	20%

*Students must pass the final exam with a 60 percent or higher to earn credit for the course. They may retake the final exam once for a fee.

Due Dates

The due dates in the course are only suggestions to help the students pace themselves. You do *not* need to complete assignments, quizzes, and exams by the due date set in the course.

Study Guides

Study guides are provided for each module. They will help students focus on the important concepts needed to be successful in this course and in life. Study guides will be due in each module and points will be awarded upon submission.

Application Projects

Application projects give the students opportunities to apply the concepts they have learned to real-life situations, scenarios, and events. They also evaluate the students' mastery of the Skill for the course.

Module Quizzes

Quizzes are administered at the end of each module. Each quiz is open-book, open-note, and untimed. They consist entirely of multiple-choice questions and come directly from the lesson material and the videos.

Midcourse Quiz

This computer-graded quiz covers the material up to the midcourse quiz. The questions on the midcourse quiz are similar in format to the questions on the final exam.

Final Exam

Students must pass the final exam to earn credit for the course; they may retake it once, for a fee, upon request.

Course Grade

The letter grade will be calculated according to these percentages.

Percent to Letter Grade Calculation

A	100-93%
A-	92–90%
B+	89–87%
B	86–83%
B-	82–80%
C+	79–77%
C	76–73%
C-	72–70%
D+	69–67%
D	66–63%
D-	62–60%
F (fail)	59%-0