

COMM120

STUDENT WARNING: This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

Course Summary

Course : COMM120 **Title :** Information and Digital Literacy

Length of Course : 8

Prerequisites : N/A **Credit Hours :** 3

Description

Course Description: Information and Digital Literacy is designed to provide students with sustainable and usable skills essential to success in both academic and professional settings. Students will learn best practices to locate and evaluate sources, and effectively communicate using digital literacy to become proficient 21st century learners.

Course Scope:

Students will learn about information literacy and be introduced to critical digital literacy. Topics include navigating the APUS Library, locating, retrieving, selecting, and storing information, evaluating and synthesizing information, and being able to communicate this information in a professional manner. Skills covered include the inquiry and analysis, critical thinking, information literacy, and ethical reasoning and competencies covered include digital technology and professional/work ethic.

Objectives

After successful completion of this course, you will be able to:

CO1 Explain the need for accurate and responsible information literacy in the contemporary digital world.

CO2 Locate, access, and choose information that aligns to the scope of the intended research while using a well-planned strategy.

CO3 Define and illustrate fake news, misinformation, and disinformation.

CO4 Demonstrate knowledge of ethical and legal restrictions of published and copyrighted material and how to use information to avoid plagiarism.

CO5 Analyze the quality of sources: assumptions, currency, and authority, and evaluate the context of when to use information.

CO6 Describe the concept of a digital footprint for individuals and organizations and the positive and

negative consequences on privacy and security issues.

CO7 Recognize and understand the role of civility.

CO8 Synthesize information from multiple scholarly sources and communicate information with clarity and depth via a multimedia project.

Outline

Week 1: Digital Information Literacy

Course Objectives

CO1 Explain the need for accurate and responsible information literacy in the contemporary digital world.

Required Readings

Week 1 Lesson

Week 1 Required Activities

Week 1 Reading & Resources

Assignments

Week 1 Discussion

Week 1 Quizzes

Week 2: Digital Information and Sources

Course Objectives

CO2 Locate, access, and chose information that aligns to the scope of the intended research while using a well-planned strategy.

CO3 Define and illustrate fake news, misinformation, and disinformation.

Required Readings

Week 2 Lesson

Week 2 Required Activities

Week 2 Reading & Resources

Assignments

Week 2 Assignment: Project Plan

Week 2 Discussion

Week 2 Quizzes

Week 3: Ethical and Legal Issues

Course Objectives

CO4 Demonstrate knowledge of ethical and legal restrictions of published and copyrighted material and how to use information appropriate to avoid plagiarism.

Required Readings

Week 3 Lesson

Week 3 Required Activities

Week 3 Reading & Resources

Assignments

Week 3 Discussion

Week 3 Quiz

Week 4: Storing Information

Course Objectives

CO5 Analyze the quality of sources: assumptions, currency, and authority, and evaluate the context of when to use information.

Required Readings

Week 4 Lesson

Week 4 Required Activities

Week 4 Recommended Reading

Assignments

Week 4 Assignment: Source Evaluation

Week 4 Quizzes

Week 5: Organizing Information

Course Objectives

CO5 Analyze the quality of sources: assumptions, currency, and authority, and evaluate the context of when to use information.

CO7 Synthesize information from multiple scholarly sources and communicate information with clarity and depth via a multimedia project.

Required Readings

Week 5 Lesson

Week 5 Required Activities

Week 5 Recommended Reading

Assignments

Week 5 Discussion

Week 5 Quizzes

Week 6: Sharing Information

Course Objectives

CO6 Describe the concept of a digital footprint for individuals and organizations and the positive and negative consequences on privacy and security issues.

Required Readings

Week 6 Lesson

Week 6 Required Activities

Week 6 Recommended Reading

Assignments

Week 6 Discussion

Week 6 Quizzes

Week 7: Presenting Information

Course Objectives

CO8 Synthesize information from multiple scholarly sources and communicate information with clarity and depth via a multimedia project.

Required Readings

Week 7 Lesson

Week 7 Recommended Reading

Assignments

Week 7 Assignment: Field of Study Project

Week 8: Reflecting on the Process and Civility

Course Objectives

CO1 Explain the need for accurate and responsible information literacy in the contemporary digital world.

CO7 Recognize and understand the role of civility.

Required Readings

Week 8 Lesson

Week 8 Reading & Resources

Assignments

Evaluation

Grading:

Name	Grade %
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Materials

Book Title: Various resources from Trefry Library and/or the Open Web are used. Links provided inside the classroom.

Author:

Publication Info:

ISBN: D2L Note

There are no required books for this course. The readings are provided inside the classroom.

Course Guidelines

Writing Expectations

All activities completed in this course are to follow the stated instructions (inside the classroom). Always check the grading rubrics to see what your instructor will be looking for when grading your work. Also, be sure you have [read the APUS Plagiarism Policy \(the entire Academic Dishonesty section\) before submitting work in this or in any other course](#). See the above Course Outline or the Policies section on this Syllabus for links.

Citation and Reference Style

Attention: [You will follow the citation style that is common to your discipline](#). Instructions regarding citation styles are included in the classroom.

Late Assignments

Students are expected to submit classroom assignments by the posted due date and to complete the course according to the published class schedule. As adults, students, and working professionals, I understand you must manage competing demands on your time. Should you need additional time to complete an assignment, please contact your instructor before the due date so we can discuss the situation and determine an acceptable resolution.

Also, completing the Assignment (under the **"Assignments"** tab) is paramount to your success in this course.

Netiquette

Online universities promote the advancement of knowledge through positive and constructive debate, both inside and outside the classroom. Forums on the Internet, however, can occasionally degenerate into needless insults and "flaming." Such activity and the loss of good manners are not acceptable in a university setting. Basic academic rules of good behavior and proper "Netiquette" must persist. Remember that you are in a place for the rewards and

excitement of learning, which does not include descent to personal attacks or student attempts to stifle the learning of others.

- **Technology Limitations:** While you should feel free to explore the full range of creative composition in your formal papers, keep e-mail layouts simple. The Sakai classroom may not fully support MIME or HTML encoded messages, which means that bold face, italics, underlining, and a variety of color-coding or other visual effects will not translate in your e-mail messages.
- **Humor Note:** Despite the best of intentions, jokes and especially satire can easily get lost or taken seriously. If you feel the need for humor, you may wish to add “emoticons” to help alert your readers: ;-), :), ☐.

Disclaimer Statement

Course content may vary from the outline to meet the needs of this particular group.

University Policies

Student Handbook

- [Drop/Withdrawal policy](#)
- [Extension Requests](#)
- [Academic Probation](#)
- [Appeals](#)
- [Disability Accommodations](#)

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