DIGITAL LITERACY (DLIT)

DLIT 101   Introduction to Digital Literacy   1 Unit
This course is designed to help students develop a solid foundation for responsibly finding, using, and creating online information. Students will learn skills to be able to navigate the internet safely as well as to evaluate information that they find online. They will also review the best practices in digital presence and effective online communication techniques and tools. Finally, students will create their own digital presence plan using the information, tools, and techniques learned in this course.

Lecture Hours: 1 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None   Degree Applicable: AS
CSU GE: None   IGETC: None   District GE: None

DLIT 102   Basic Computers and Devices   0.5 Units
This course will provide students with knowledge about the different hardware parts of a computer and the skills to explore the fundamentals of working with operating systems and applications and how to keep your computer secure.

Lecture Hours: 0.5 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None   Degree Applicable: NAA
CSU GE: None   IGETC: None   District GE: None

DLIT 103   MS Office 365 Basic   1 Unit
This course provides a brief introduction into the basics of Microsoft 365 Word, Excel, PowerPoint, and Outlook.

Lecture Hours: 1 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None   Degree Applicable: AS
CSU GE: None   IGETC: None   District GE: None
Credit by Exam: Yes

DLIT 104   Introduction to Online Learning   1 Unit
This course provides the knowledge and skills needed to use Canvas. Taking this course will help students to keep track of the work they are assigned by their instructor, grades, and feedback. It will also help students to organize all the learning materials. Finally, it will help them stay in touch with the instructor and other class members.

Lecture Hours: 1 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None   Degree Applicable: AS
CSU GE: None   IGETC: None   District GE: None

DLIT 107   Getting Started With Mobile Devices   1 Unit
This course will provide learners with an understanding of mobile devices that will help provide a broad understanding of Digital Literacy. Students will learn skills on mobile devices (smartphones, tablets and iPads) that can support them in their educational endeavors as well as workplace and employment skills.

Lecture Hours: 1 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None   Degree Applicable: AS
CSU GE: None   IGETC: None   District GE: None

DLIT 108   Introduction to Google Apps   0.5 Units
This course will provide the students with skills to effectively use the free online tools in the Google Suite, including Google Docs, Spreadsheet, Slides, Drive, and other Google tools. Students will need a Gmail account to participate in this course.

Lecture Hours: 0.5 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None   Degree Applicable: AS
CSU GE: None   IGETC: None   District GE: None

DLIT 109   Creating Effective Digital Portfolios   1 Unit
This course will help students develop a solid foundation for creating and sharing an ePortfolio. E-Portfolios are an effective way to highlight your skills and knowledge to your instructors or even future employers. Learn how to build an effective and well-designed ePortfolio in Canvas ePortfolio, Portfolium, and Google Sites.

Lecture Hours: 1 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None   Degree Applicable: AS
CSU GE: None   IGETC: None   District GE: None

DLIT 110   Getting Started With Adobe Acrobat Pro DC (PDFs)   0.5 Units
In this course, students will learn the basics of creating and modifying PDF documents using Adobe Acrobat Pro DC. Students will learn to edit, comment, annotate PDFs, use security features to protect PDFs, and manage PDF pages and files. Finally, students will learn how to use the digital signing tools in Adobe Acrobat Pro DC.

Lecture Hours: 0.5 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None   Degree Applicable: AS
CSU GE: None   IGETC: None   District GE: None

DLIT 502   Basic Computers and Devices   0 Units
This course will provide students with knowledge about the different hardware parts of a computer and the skills to explore the fundamentals of working with operating systems and applications and how to keep your computer secure.

Lecture Hours: 0.5 Lab Hours: None Repeatable: Yes Grading: N
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None   Degree Applicable: NC
CSU GE: None   IGETC: None   District GE: None