ST 120: Digital Literacy

Term Fall 2021, 2 credits CRN: 26431

Instructor: Susan Robins-Miller
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Instructor Communication: Email is the best way to contact me. Messages received between Monday and Friday (8:00 a.m. to 5:00 p.m.) are generally returned within 24 hours. Messages received on Saturdays, Sundays, or holidays will be returned on the next business day. Course Description

In this course, you will learn basic operating systems, file management, and computer skills and practice working with documents, spreadsheets, and creative tools. Additionally, you will learn to create and process documents from a variety of sources electronically and ensure the security of patient information.

Course Outcomes

1. Create well-formatted documents in both desktop and cloud-based word processor applications.
2. Create functional spreadsheets in both desktop and cloud-based spreadsheet applications.
3. Demonstrate the ability to transform documents from one form to another.
4. Consolidate multiple documents and document types into a single PDF.
5. Demonstrate data security and protection of privileged information.

Program Outcomes

1. Demonstrate competence in the technological aspects of the surgical technologist profession.
2. Provide surgical patient care and comfort with empathy and cultural competence.
3. Demonstrate competence in surgical technologist duties, procedures and cases.

Course Requirements

Time: This is a compressed course. You will generally be completing one topic per day. Topics generally take 4-6 hours to complete.

Moodle: All learning materials, activities, and assignments will be available on Moodle.

Computer access: Since coursework is completed online, you will need access to a computer and a reliable internet connection. ([You may check out a laptop from the Library](#))

[LBCC Google Account](#)

Software: [Office 365 installed on your computer](#) - Free with tuition

Course Policies

Grading

- A = 90 – 100%
- B = 80 – 89%
- C = 75 – 79%
- FAIL = < 75%

Course Failure

If a student fails this course, they must follow the Surgical Tech Program Failing Grade Policy.

Accessibility

LBCC is committed to inclusiveness and equal access to higher education. If you have approved accommodations through the Center for Accessibility Resources (CFAR) and would like to use your accommodations in this class, please contact your instructor as soon as possible to discuss your needs. If you think you may be eligible for accommodations but are not yet registered with CFAR, please visit the CFAR Website for steps on how to apply for services. Online course accommodations may be different than those for on-campus courses, so it is important that you make contact with CFAR as soon as possible.

Academic Honesty:

Helping, or being helped by, another student during an exam will be considered a breach of academic honesty and is grounds for receiving a zero grade and/or failing the course among other possible remedies.

STATEMENT OF INCLUSION

The LBCC community is enriched by diversity. Everyone has the right to think, learn, and work together in an environment of respect, tolerance, and goodwill. I actively support this right regardless of race, creed, color, personal opinion, gender, sexual orientation, or any of the countless other ways in which we are diverse. (Related to Board Policy #1015)

LBCC Center for Accessibility Resources:

Students who may need accommodations due to documented disabilities, or who have medical information that the instructor should know, or who need special arrangements in an emergency, should speak with the instructor during the first week of class. If you believe you may need accommodations, but are not yet registered with CFAR, please go to http://linnbenton.edu/cfar for steps on how to apply for services or call 541-917-4789.

BCC Comprehensive Statement of Nondiscrimination:

LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws.

Course Schedule

Topic	Assignments (course outcomes)
Topic 1: Introduction to Digital Literacy	What is Digital Literacy?
Topic 2: Essential Computer Skills	Topic 2 Quiz Essential Computer Skill Assessments **(3)**
Topic 3: Finding and Using Information	Using Content Responsibly
Topic 4: Creative Tools	Autobiography Infographic Body System Slides
Topic 5: Documents	Working With Documents **(1, 3, 4)**
Topic 6: Spreadsheets	Working With Spreadsheets **(2)**
Topic 7: Digital Security, Content Management, and Collaboration	Topic 7 Quiz Your Folders and Your Footprint **(3, 4, 5)** Collaborating in Google Drive
Topic 8: Electronic Health Records and HIPAA	Topic 8 Quiz **(5)** HIPAA Scenarios **(5)**
Topic 9: Capstone	Capstone Project **(1 – 5)**

Due Date	Lebanon Lab (1-4:50) Fridays	Southern Oregon Lab (3:30-7:30) Tues
9/27/2021	Orientation	Orientation
9/28/2021	ST 120- Topic 1	
9/29/2021	ST 120- Topic 2	ST 120- Topic 1
9/30/2021	ST 120- Topic 3	ST 120- Topic 2
10/1/2021		ST 120- Topic 3
10/4/2021	ST 120- Topic 4	ST 120- Topic 4
10/5/2021	ST 120- Topic 5	
10/6/2021	ST 120- Topic 6	ST 120- Topic 5

10/7/2021	ST 120- Topic 7	ST 120- Topic 6
10/8/2021		ST 120- Topic 7
10/11/2021	ST 120- Topic 8	ST 120- Topic 8
10/12/2021	ST 120- Topic 9(Start)	
10/13/2021		ST 120- Topic 9(Start)
10/14/2021	ST 120 Final (Topic 9)	
10/15/2021		ST 120 Final (Topic 9)

Cut-off Dates

Due dates are listed on the Calendar in Moodle and below. Due to the nature of this compressed course and students in person lab requirements, assignments will be accepted in Moodle until **Sunday @ 11:55 p.m. of the week they are assigned.** Students wil**l not be able to submit assignments after this time.**   Please do not procrastinate and try to get the assignments turned in on the due date.