

**Digital Communications CTE  
Course Description 2018 - 2019**

**Course Title:** Digital Communications  
**Grade Level:** 6-12 or instructor approval  
**Prerequisites:** None  
**Length of Course:** One Year  
**Meets/Instructor:** Tuesdays, 12:30 pm - 2 pm  
Canyon Oak  
Jalynne Redman  
email: jredman@ccoe.k12.ca.us

**Requirements:**

- 1) Chromebook
- 2) Signed Tech Waiver - **REQUIRED**
- 3) Internet Access - most assignments are online

**Course Description:**

This workshop will introduce students to the complex world of 21st century digital communication applications. Experience in digital/visual communications opens a vast job market ranging from marketing to design. It also provides students with basic skills necessary for college and work readiness. This workshop will utilize project based learning principles while stressing the Four C's of Learning:

- Creativity
- Communication
- Collaboration
- Critical Thinking

**Course content will include:**

- **Introduction to the new “G-Suite” of Google Tools, available in August, 2018**
- **Practical use of Microsoft Office**
- **Introduction to design skills for an online presence**
- **Useful apps for the digital world**
- **Creating a digital newsletter**
- **Creating a personal online portfolio**
- **Use and creation of infographics**
- **CAD (computer assisted drafting) projects using Fab@School Maker Studio**
- **Targeted writing skills - business letters, resumes, online employment applications, memos, college application letters**
- **Research and presentation skills**
- **Blogging**
- **The impact of social media and the social media footprint**
- **Marketing through digital communications**
- **Principles of Digital Citizenship and Safety**
- **Principles of Communication and Organization**