

Title of the Course		DIGITAL LITERACY	
Amount in credit points/ECTS)	2/3	Volume (in hours)	80
Prior knowledge	Informatics at the level of secondary school		
Science Sector	Computer science		
Science Subsector	Data processing systems and computer network		
Summary of academic hours		Amount (academic hours)	
Distance learning		40	
Contact hours / video lessons		8	
Exercises, self – assessment questions and tests		12	
Individual work/ discussions in distance		12	
Exams/tests		8	
1 st level professional study programme	Office Management		
Author(s) of the course	Mg. sc.ing. Inese Urpena		
Lecturer(s) of the course	Mg. sc.ing. Inese Urpena		
Goal of the course:	To improve the digital competency by developing and strengthening the practical skills in the use of the computer, information gathering, processing, protection and saving, using the newest information technologies.		
Requirements for obtaining credit points (structure of course evaluation):	<u>The final evaluation is calculated:</u> Moodle discussion/tasks – 40% Test – 60% <i>For obtaining final evaluation, both activities should hold successful evaluation – not below 4 points.</i> <i>Final evaluation is the average grade in 10-point system, in proportion of percentage distributed amongst both activities</i>		
Study Results			
1. Knowledge: 1.1.A student describes the significance of information and communication technologies, working in different and continuously changing information environments; 1.2.A student demonstrates the opportunities and constraints of digitals tools; 1.3. A student defines the conditions for digital resources copy rights and licensing.			
2. Skills: 2.1. A student chooses and uses appropriate hardware and software for the completion of a set task; 2.2. A student summarizes textual and numeral information, completes graphic data processing; 2.3. A student combines the possibilities of digital communication and information exchange;			
3. Competences: 3.1.A student evaluates information credibility and validity, data efficiency for the solutions of problematic situations; 3.2. A student organizes the use of information and communication technologies for the information gathering, processing and saving. 3.3. A student integrates the intellectual property and person data protection regulations.			

Content of the Course

No.	Subjects	Contact hours, video, audio lessons	Distance learning	Exercises, self- assessment questions and tests	Individual task – remote discussion. Description of the individual task is available in the E-studies	Test
1.	Guidelines of information society development, ICT infrastructure	8	4	1	1	8
2.	Work with digital information, internet as a source of information gathering and communication environment		6	2	1	
3.	Software, MS Office and office work domain software		4	1	1	
4.	Rational work for the preparation of business documentation		4	2	2	
5.	Sized document preparation		6	1	2	
6.	Data processing and analysis opportunities in spreadsheets, numeral data depiction in graphics		6	2	2	
7.	The essence of presentation, preparation basics		6	1	2	
8.	Data safety aspects		4	2	1	
TOTAL:		8	40	12	12	8
80						

Mastering the course and successfully passing examination, student is capable of (*knowledge, skills and competencies*)

Study Results:	Evaluation Criteria		
	(40-69%)	(70-89%)	(90-100%)
Knowledge	List and name related terminology and notions	Recognize and use terminology and notions in definite	Conceive problem situations and the significance of their

		situations	solutions in a wider social context
Skills	Discusses the notions and terminology, uses them according to the instructions	Justifiably chooses and uses notions and terminology in definite situations	Assess problem situations, find alternative solutions, takes the best decisions and presents them
Competences	Recognize and responsibly assess definite problem situations, takes decisions for the completion of necessary activities	Take decisions for problem solutions, which are based on critical thinking	Analyse problem situations, plan their alternative solutions and organize responsive activities, encountering the development tendencies of professional field and in line with data safety aspects

Acknowledgement of the obtained study results

Study Results	1.1.-1.3.	2.1.-2.3.	3.1.-3.3.
Evaluation Method			
Moodle discussions/tasks	X	X	X
Test	X	X	X

Core Literature

1.	Klieders, J. (2018). Datorzinības. Microsoft Office 2013/2016: mācību līdzeklis. ISBN: 9789934871924
2.	Microsoft Word palīdzība un apmācība: https://support.microsoft.com/lv-lv/word
3.	Microsoft Excel palīdzība un apmācība: https://support.microsoft.com/lv-lv/excel
4.	Microsoft PowerPoint palīdzība un apmācība: https://support.microsoft.com/lv-lv/powerpoint

Additional Literature

1.	Lambert, J. (2019). Microsoft Word 2019: Step by Step. Microsoft Press. ISBN 9780-7356-6912-3
2.	Frye, C. (2018). Microsoft Excel 2019. Step by step. Microsoft Press. ISBN: 978-1509307678
3.	Wilson, K. (2020). Using PowerPoint 2019: The Step-by-step Guide to Using Microsoft PowerPoint 2019. Elluminet Press. ISBN: 978-1913151058
5.	Eiropas Savienības un Eiropas Savienības sadarbības valstu vienots un saskaņots dokumentu kopums. Iestāžu publikāciju noformēšanas rokasgrāmata. http://publications.europa.eu/code/lv/lv-000100.htm
6.	LU projekts "Profesionālajā izglītībā iesaistīto vispārīzglītojošo mācību priekšmetu pedagogu kompetences paaugstināšana" ESF apakšaktivitātes 1.2.1.1.2. "Profesionālajā izglītībā iesaistīto

pedagogu kompetences paaugstināšana"ietvaros. Informātika.
<https://profizgl.lu.lv/course/view.php?id=5>

Recommended Periodicals

1. Tavs ceļvedis tehnoloģiju pasaulē! <http://zparks.lv/>
2. Tehnoloģiju ziņas <https://kursors.lv/>
3. BVK mājas lapa - Elektroniskās datu bāzes <https://www.bvk.lv/studentiem/>