



Course Specification

Course Code: GEN0304

Course Title: Digital Literacy

Semester: 1 **Academic Year:** 2024

Office of General Education and Innovative Electronic Learning

Suan Sunandha Rajabhat University

Section 1 - General Information

1. Course code and course title

English: GEN0304 Digital Literacy

Thai: GEN0304 ฐู่เตห่าทั้นดืจืท้ล

2. Credits

3(3-0-6)

3. Curriculum and course category

Curriculum: International Programs

Course Category: General Education

4. Teacher in charge and lecturer

Teacher in charge: Dr.Pongrapee Kaewsaiha

Lecturer: Dr.Pongrapee Kaewsaiha

5. Contact

Office: Faculty of Industrial Technology

Email: pongrapee.ka@ssru.ac.th

6. Semester and year of study

Semester: 1/2024

Max. class size: 285 students (approx.)

7. Pre-requisites (if any)

None

8. Co-requisites (if any)

None

9. Venue

- Online via Zoom
- On-demand via FlexSpace LMS
- On-site at Bangkok and Nakhon-Pathom campuses

10. Last revision

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Section 2 - Aims and Objectives

1. Course aims**2. Objectives of course development/improvement**

According to the Thailand Quality Framework in Higher Education (TQF), undergraduate students should have the opportunity to learn naturally as individuals, think logically, have good communication, be aware of morals and ethics, be aware of Thai and global values. Finally, students should be able to apply their knowledge in daily life for a good quality of life.

Section 3 - Characteristics and Operations

1. Course description

Concepts of digital literacy; information behavior; digital intelligence skills; integration of digital technology; ethics and digital law; digital citizenship; digital environment and digital media literacy

แนวคิดเกี่ยวกับการรู้เท่าทันดิจิทัล พฤติกรรมสารสนเทศ ทักษะความฉลาดทางดิจิทัล การบูรณาการเทคโนโลยีดิจิทัล จริยธรรม กฎหมายดิจิทัล การเป็นพลเมืองดิจิทัล สภาพแวดล้อมดิจิทัล และการรู้เท่าทันสื่อดิจิทัล

2. Teaching hours

Lecture	Practice/Field work	Self-Study	Remedial Class
3 hours per week, 8 weeks per semester	-	6 hours per week	-

3. Individual consulting and guidance

1 hour per week

3.1 Consult in person at the instructor's office

Faculty of Engineering and Industrial Technology

Fri., 11 AM – 12 PM

3.2 Consult via office telephone/mobile phone

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3.3 Consult via email

pongrapee.ka@ssru.ac.th

3.4 Consult via social media platform

Line OpenChat and DingTalk Group

3.5 Consult via a web forum

Discussion board on the course page (FlexSpace LMS)

Section 4 - Developing Students' Learning Outcomes

Expected students' learning outcomes are categorized into five domains, developed from curriculum specification (TQF-2), as follows:

1. Morals and ethics

1.1 Learning outcomes to be developed

By the end of this course, students should be able to:

- 1) Use discretion, core values, rationale, and understand social rules for living.
- 2) Possess discipline, responsibility, honesty, contribution, and endurance.
- 3) Live under the philosophy of sufficiency economy.
- 4) Aware of being a Thai and global citizen.

1.2 Teaching strategies

- 1) Maintain order in the classroom, including online classes.
- 2) Emphasis on responsible use of technology without violating the rights of others.
- 3) Raising awareness of good digital citizenship both nationally and globally.

1.3 Assessment and evaluation strategies

- 1) Classroom observation
- 2) Quiz
- 3) Self- and peer assessment

2. Knowledge

2.1 Learning outcomes to be developed

By the end of this course, students should be able to:

- 1) Have comprehensive knowledge and vision and have access to lifelong learning.
- 2) Know and understand the current changing situation.
- 3) Know, understand, and recognize self-worth, other values, society, arts and culture, and nature.

2.2 Teaching strategies

- 1) Build self-learning skills through the FlexSpace LMS.
- 2) Focus on digital technology required to thrive in the digital age.

2.3 Assessment and evaluation strategies

- 1) Quiz
- 2) Examination

3. Cognitive skills

3.1 Learning outcomes to be developed

By the end of this course, students should be able to:

- 1) Gain life-long learning skills for continuous self-development.
- 2) Gain holistic thinking skills.

3.2 Teaching strategies

- 1) Use work-integrated learning, focusing on developing life-long employable skills.
- 2) Emphasize the development of soft skills, as well as industry-specific skills.

3.3 Assessment & evaluation strategies

- 1) Assessment rubrics for project works
- 2) Self-assessment

4. Interpersonal skills and responsibilities

4.1 Learning outcomes to be developed

By the end of this course, students should be able to:

- 1) Possess volunteer spirit and public awareness.
- 2) Be a good citizen with benefits to Thai and global societies.
- 3) Possess leadership and be able to work with others.

4.2 Teaching strategies

- 1) Use collaborative learning
- 2) Online discussion

4.3 Assessment and evaluation strategies

- 1) Classroom observation
- 2) System and chat logs

5. Numerical analysis, communication, and information technology skills

5.1 Learning outcomes to be developed

By the end of this course, students should be able to:

- 1) Develop numerical analysis skills
- 2) Communicate effectively.
- 3) Apply technology intentionally

5.2 Teaching strategies

- 1) Assign hands-on activities involving the use of ICT and the analysis of data
- 2) Emphasize the use of the English language throughout the course

5.3 Assessment and evaluation strategies

- 1) Criteria for assignments
- 2) Self- and peer assessment

Remark: The symbol ● means “major responsibility.”

The symbol ○ means “minor responsibility.”

No symbol means “no responsibility.”

Section 5 - Lesson Plan and Assessment

1. Lesson plan

Week	Topic/Outline	Hours	Learning Activities	Lecturer
1	Meeting & Activity 1: - HyFlex learning and the FlexSpace - Course outlines - Grading criteria	3	1) Introduce HyFlex learning and the FlexSpace LMS. Assist students with login and accessibility issues. 2) Explain and demonstrate how to interact with the platform (e.g., watching lesson videos, attempting quizzes, and submitting assignments). 3) Present meeting schedule, how to book and join classes on-site, online, and on-demand. 4) Explain the assessment and evaluation plan. 5) Students respond to an online survey to determine their readiness to join online classes and activities.	Dr. Pongrapee
2-5	Chapter 1: Concepts of Digital Literacy - Digital Literacy for University Students - Digital Skills for University Students	3	1) Watch a lesson video about components of digital literacy. 2) Read a lesson review. 3) Discuss how students manage group work remotely. 4) Complete a self-evaluation form about digital skills. 5) Watch a lesson video about hard and soft skills in ICT. 6) Discuss the digital skills requirement for future careers. 7) Complete a chapter quiz.	Dr. Pongrapee
2-5	Chapter 2: Digital Citizenship - Being a Good Digital Citizen - Digital Citizen Disciplines	3	1) Watch a lesson video about being part of the digital world. 2) Watch a lesson video about good practices for living in the digital world. 3) Read a lesson review. 4) Watch a lesson video about social media literacy. 5) Watch a lesson video about financial literacy. 6) Watch a lesson video about cyber security. 7) Watch a lesson video about digital wellness. 8) Complete review questions (ungraded). 9) Complete a chapter quiz.	Dr. Pongrapee

Week	Topic/Outline	Hours	Learning Activities	Lecturer
2-5	Chapter 3: Digital Intelligence - Digital Intelligence Quotient (DQ) - Global Standards	3	<ol style="list-style-type: none"> 1) Watch a lesson video about eight areas of DQ. 2) Read a lesson review. 3) Watch a lesson video about global standards on digital literacy. 4) Read a lesson review. 5) Complete a chapter quiz. 	Dr. Pongrapee
2-5	Chapter 4: Information Literacy - Information Behavior - Search Strategy - Issues Related to Information Search	3	<ol style="list-style-type: none"> 1) Watch a lesson video about concepts of information behavior. 2) Watch a lesson video about information search process. 3) Read a lesson review. 4) Watch a lesson video about search strategy overview. 5) Read a lesson review. 6) Learn some search techniques from recommended sources. 7) Watch a lesson video about plagiarism and AI. 8) Learn how to use paraphrase tool. 9) Discuss how to avoid copying the entire text. 10) Complete a chapter quiz. 	Dr. Pongrapee
6	Meeting & Activity 2: Tips to search more efficiently	3	<ol style="list-style-type: none"> 1) Introduce notable search engines, including their sub-services. 2) Learn how to refine search keywords using operators. 3) Search for a website that meets the given criteria. 4) Learn how to search for a specific quote. 5) Learn how to search for a specific file type. 6) Search for an online file that meets the given criteria. 7) Suggest online resources that offer royalty-free content. 8) Explain Creative-Commons licenses. 9) Learn how to filter copyrighted items in search results. 10) Identify the license type of an image (auto-graded question). 11) The teacher specifies a topic. Students search for relevant online resources. 12) Discuss how students evaluate the credibility of online resources. 13) Describes the level of credibility of the reference sources: website, book, journal, etc. 14) Learn how to search scholar articles and retrieve the citation. 15) Search for an article that meets the specified criteria. 16) Learn how to use AI and proofreading tools to paraphrase content. 	Dr. Pongrapee

Week	Topic/Outline	Hours	Learning Activities	Lecturer
7	Mid-term examination			
8-11	Chapter 5: Digital Media Literacy - Digital Media - Digital Content Strategy - Issues Related to Digital Media	3	<ol style="list-style-type: none"> 1) Learn concepts of digital media through a web page. 2) Watch a lesson video about types of digital media. 3) Read lesson reviews. 4) Complete reviewing questions (ungraded). 5) Watch a lesson video about trending topics. 6) Watch a lesson video about design principles. 7) Read a lesson review. 8) Complete a self-evaluation form about how students know about copyright. 9) Watch a lesson video about infringement. 10) Suggest some royalty-free media sources. 11) Watch a lesson video about accessibility. 12) Complete a chapter quiz. 	Dr. Pongrapee
8-11	Chapter 6: Integration of Digital Technology - Intelligent Technology - Digital Technology Application	3	<ol style="list-style-type: none"> 1) Learn about the three digital pillars through a web page. 2) Watch a lesson video about Internet of Things (IoT). 3) Watch a lesson video about Big Data. 4) Watch a lesson video about Artificial Intelligence (AI). 5) Watch a lesson video about Extended Reality (XR). 6) Complete reviewing questions (ungraded). 7) Watch a lesson video about financial technology. 8) Watch a lesson video about digital humanities. 9) Discuss privacy and security issues. 10) Complete a chapter quiz. 	Dr. Pongrapee

Week	Topic/Outline	Hours	Learning Activities	Lecturer
8-11	Chapter 7: Digital Environment - Digital Transformation - Digital Economy - Digital Divide	3	1) Learn what would happen if everything went digital through a web page. 2) Watch a lesson video about digital transformation in organizations. 3) Watch a lesson video about digital banking. 4) Discuss if we should force digital transformation. 5) Learn that not everyone is ready to go digital through a web page. 6) Watch a lesson video about digital natives and digital immigrants. 7) Watch a lesson video about digital readiness. 8) Complete a chapter quiz.	Dr. Pongrapee
8-11	Chapter 8: Ethics and Digital Law - Information Ethics - Intellectual Property - Digital Law	3	1) Watch a lesson video about Mason's PAPA framework. 2) Complete reviewing questions (ungraded). 3) Watch a lesson video about common types of intellectual property. 4) Complete reviewing questions (ungraded). 5) Watch a lesson video about Electronics Transactions Act. 6) Watch a lesson video about cybercrime law. 7) Complete a chapter quiz.	Dr. Pongrapee
12	Meeting & Activity 3: Tips to search more efficiently	3	1) Express opinions on what students can do without infringing on copyright. 2) Discuss whether those limitations are the same in other countries. 3) Describe the regulations regarding copyright that affect teachers. 4) Summarize the idea about fair use in education. 5) Discuss situations where other people's content is being misused on social media. 6) Discuss situations where people sing or dance to original songs. 7) Discuss whether those limitations are the same in other countries. 8) Discuss situations where online merchants use product photos they don't own. 9) Discuss whether those limitations are the same in other countries.	Dr. Pongrapee

Week	Topic/Outline	Hours	Learning Activities	Lecturer
13	Meeting & Activity 4: Piracy is not an option	3	<ol style="list-style-type: none"> 1) Create an artwork aiming to persuade viewers to refrain from piracy, infringement, and plagiarism (prepare in advance). 2) Place artworks in a virtual exhibition room. 3) Prepare soft copies in PDF format for students who cannot use the platform. 4) Come to the virtual exhibition room on the scheduled date and time. 5) Attend the opening ceremony. 6) Students present their artwork in batches. 7) Vote for the best artwork. 8) Complete the evaluation form. 	Dr. Pongrapee
16	Final Examination	3	A computer-based test.	Dr. Pongrapee

2. Learning assessment plan

Learning Outcomes	Assessment Strategies	Schedule (Week)	Proportion
1.1, 1.2, 1.3, 1.4, 2.1, 2.2, 2.3, 4.1, 4.2, 4.3, 5.1, 5.2, 5.3	1) Classroom observation 2) System and chat logs 3) Quiz 4) Self-assessment	All	40%
2.1, 2.2, 2.3	Examination	7, 16	15%, 15%
3.1, 3.2, 4.1, 4.2, 4.3, 5.1, 5.2, 5.3	1) Criteria for project works 2) Self- and peer assessment	1, 6, 12, 13	30%

3. Grading criteria

Range	Grade	Result	Weight
86-100	A	Outstanding	4.00
82-85	A-	Excellent	3.75
78-81	B+	Very good	3.50
74-77	B	Good	3.00
70-73	B-	Quite good	2.75
66-69	C+	Above average	2.50
62-65	C	Average	2.00
58-61	C-	Below average	1.75
54-57	D+	Quite poor	1.50
50-53	D	Poor	1.00
46-49	D-	Very poor	0.75
0-45	F	Fail	0.00

Section 6 – Teaching and Learning Resources

1. Required textbooks and materials

Kaewsaiha, P. (2023). *Digital Literacy*. Suan Sunandha Rajabhat University.

2. Documents and important information

Simasathiansophon, N., Chaisongkram, P., Kaewsaiha, P., & Boonarchatong, K. (2021).

Enhancing Digital Literacy of Senior Citizens. *The EURASEANs: journal on global socio-economic dynamics*, 5(30), 71-76.

3. Recommended resources for extra study

Resource suggested by the lecturer during the instruction.

Section 7 - Course Evaluation and Revising

1. Strategies for evaluation of course effectiveness by students

Students will complete the evaluation form for the instructor and guest speaker after the end of the course.

2. Teaching evaluation strategies

The lecturer observes the class and collects immediate feedback from students.

3. Teaching improvement

The lecturer revises the teaching and learning process based on the evaluation results.

4. Verification of student achievement standards

The Office of General Education and Innovative Electronic Learning collects data and analyzes students' academic performance each semester.

5. Course effectiveness improvement plan

Revise the curriculum, teaching methods, and learning methods by referring to the evaluation results from those involved. Meetings will be held to review the course's effectiveness and improve the curriculum.

Curriculum Mapping Illustrating the Distribution of Program Standard Learning Outcomes to Course Level

Course	1. Morals and Ethics				2. Knowledge			3. Cognitive Skills		4. Interpersonal Skills and Responsibility			5. Numerical Analysis, Communication, and Information Technology Skills		
	1	2	3	4	1	2	3	1	2	1	2	3	1	2	3
GEN0304 Digital Literacy	●	○	○	○	●	●	○	●	○	○	○	●	○	●	●

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