

DIGITAL LITERACY

COURSE CODE: 5181

COURSE DESCRIPTION: This course is designed to equip students with many of the needed computer skills to excel in a digital world. Students will be exposed to a broad range of computer technology from basic hardware/software to applications and the internet. Digital Literacy will support the student with the concepts in the 8th grade technology proficiency assessment. This course includes two options:

- Option 1 standards are for students who have not passed a formal keyboarding course. All remaining standards with the exception of Option 2 standards are to be completed.
- Option 2 standards are for students who have passed a formal keyboarding course. All remaining standards with the exception of Option 1 standards are to be completed.

REQUIRED UNITS

Option 1: Units A, B, C, D, E, F, G, L, M, N

Option 2: Units A, B, C, E, F, G, H, I, J, K, L, M, N

OBJECTIVE: Given the necessary equipment, supplies, and facilities, the student will be able to successfully complete all of the following standards.

COMPUTER REQUIREMENTS: ONE COMPUTER PER STUDENT WITH INTERNET ACCESS

CREDIT: 1/2 Carnegie unit

GRADE LEVELS: 7-9

RECOMMENDED SOFTWARE: Current version of Microsoft Office Suite/Office 365, Open Office, Google Applications, or any word processing, database, spreadsheet, and presentation software used by business-industry (e.g., MS MovieMaker, Audacity, CamStudio, MS PhotoStory, Prezi, which are freeware resources)

COURSE

CURRICULUM: <http://www.microsoft.com/about/corporatecitizenship/citizenship/giving/programs/up/digitalliteracy/default.mspx>

A. SAFETY AND ETHICS

1. Identify major causes of work-related accidents in offices.
2. Describe the threats to a computer network, methods of avoiding attacks, and options in dealing with virus attacks.
3. Identify potential abuse and unethical uses of computers and networks.
4. Explain the consequences of illegal, social, and unethical uses of information technologies, e.g., piracy; illegal downloading; licensing infringement; and inappropriate uses of software, hardware, and mobile devices.

5. Differentiate between freeware, shareware, and public domain software copyrights.
6. Discuss computer crimes, terms of use, and legal issues such as copyright laws, fair use laws, and ethics pertaining to scanned and downloaded clip art images, photographs, documents, video, recorded sounds and music, trademarks, and other elements for use in Web publications.
7. Identify netiquette including the use of email, social networking, blogs, texting, and chatting.
8. Describe ethical and legal practices in business professions such as safeguarding the confidentiality of business-related information.
9. Discuss the importance of cyber safety and the impact of cyber bullying.

B. EMPLOYABILITY SKILLS

1. Identify positive work practices (e.g., appropriate dress code for the workplace, personal grooming, punctuality, time management, organization).
2. Demonstrate positive interpersonal skills (e.g., communication, respect, teamwork).

C. STUDENT ORGANIZATIONS

1. Explain how related student organizations are integral parts of career and technology education courses.
2. Explain the goals and objectives of related student organizations.
3. List opportunities available to students through participation in related student organization conferences/competitions, community service, philanthropy, and other activities.
4. Explain how participation in career and technology education student organizations can promote lifelong responsibility for community service and professional development.

D. KEYBOARDING MASTERY (OPTION 1)

1. Use correct fingering and proper touch techniques to key alphanumeric information.
2. Demonstrate speed at a **minimum** rate of 30 wpm with a **maximum** of three errors on a three-minute timed writing.
3. Use equipment and/or software capabilities to correct errors.

E. BASIC OPERATIONS AND CONCEPTS

1. Identify and define basic computer terminology (e.g., hardware, software, operating system, network).
2. Identify the main parts of a computer.
3. Describe a network and the types of networks.
4. Identify the different types of memory and their uses.

5. Differentiate between productivity, communication, educational, and entertainment programs and their various uses and roles.
6. Explain the role of memory.
7. Explain the basics of computer performance.
8. Compare the features of common computing devices.
9. Manage files and folders.
10. Perform basic file operations.

F. INTERNET BASICS

1. Identify and define basic Internet terminology (e.g., World Wide Web, browsers, Internet, intranet, search engine, cloud computing).
2. Describe the uses of the Internet.
3. Identify types of Internet connections.
4. Explain how Web addresses function.
5. Search for reliable information on the Web.
6. Explain how e-mail works.
7. Send an e-mail message with an attachment.
8. Identify e-mail etiquette.
9. Identify the features of social networks.
10. Use the Internet to complete real-life tasks (e.g., date-time-weather, travel information, product purchase, financial information, transactions performed over the Web).

G. TECHNOLOGY RESEARCH TOOLS

1. Describe key features of search engines.
2. Perform a simple keyword search.
3. Apply guidelines for specifying keywords.
4. Describe advanced search options.
5. Refine your search by using advanced search options.
6. Describe settings for customizing the search experience.
7. Search for reliable information on the Web (e.g., track the news and search trends; find music, pictures, and videos; locate businesses and people; locate operating systems and applications help).
8. Evaluate technology for specific needs (i.e., choose appropriate application for a given scenario/task).

H. WORD PROCESSING BASICS (OPTION 2)

1. Perform basic tasks in a word processor.
2. Create a document by using a template.
3. Edit and format text.
4. Work with tables and pictures.
5. Proofread a document.
6. Create a new online document.

I. SPREADSHEET BASICS (OPTION 2)

1. Identify the components of a spreadsheet.
2. Enter data into a spreadsheet.
3. Perform basic mathematical tasks in a spreadsheet.
4. Insert charts in a spreadsheet.
5. Print a spreadsheet.
6. Solve real-life tasks using spreadsheets (e.g., a simple budget).
7. Create an online spreadsheet.

J. PRESENTATION BASICS (OPTION 2)

1. Identify the elements of a presentation program.
2. Create a presentation.
3. Add graphics and multimedia to a presentation.
4. Use the print options available in a presentation program.
5. Create an online presentation.

K. DATABASE BASICS (OPTION 2)

1. Explain basic concepts of a database.
2. Create a database.
3. Sort records in a database.
4. Explain what database queries are and how they work.
5. Print database reports.

L. MULTIMEDIA BASICS

1. Describe the benefits of digital technology.
2. Explain how digital technology expands the features of media devices.
3. Identify the various characteristics of digital audio.
4. Explain the concepts of recording, copying, and converting digital audio.
5. Identify the features of advanced speech technologies.
6. Explain the benefits, features, and workings of a digital camera.
7. Explain how digital images can be managed and edited.
8. Identify the characteristics of digital video.
9. Explain what digital video editing is and the various output formats for digital video.
10. Identify the features of different Web video technologies.
11. Explain how to view digital TV on your computer.
12. Explain how to listen to digital audio and view digital photographs and videos on your computer.

M. TECHNOLOGY COMMUNICATION TOOLS

1. Describe the features of online social networks.
2. Describe the tools for social networking.
3. Describe the various applications of social networking tools.
4. Describe the characteristics of a blog.
5. Subscribe to a blog.
6. Create and customize a blog.
7. Describe tips to design a good blog.
8. Describe the characteristics of instant messaging.
9. Add contacts to an instant messenger.
10. Send and receive instant messages.
11. Explain how to add voice and video in conversations.
12. Explain how to use the various privacy settings in an instant messenger.
13. Describe characteristics of personal networking sites.
14. Describe various customization settings of a personal networking site.
15. Describe the guidelines to ensure etiquette in social networking.
16. Describe ways to mitigate security risks in social networking.

N. CAREERS

1. Identify and research education requirements, training requirements, and salaries for careers in digital technology.
2. Explain how digital technology helps people work from any location.
3. Identify the career opportunities available for information workers.
4. Identify the career opportunities available for IT professionals.
5. Identify the career opportunities available for developers.