

Imagine Odysseyware

Curriculum Overview: Digital Literacy

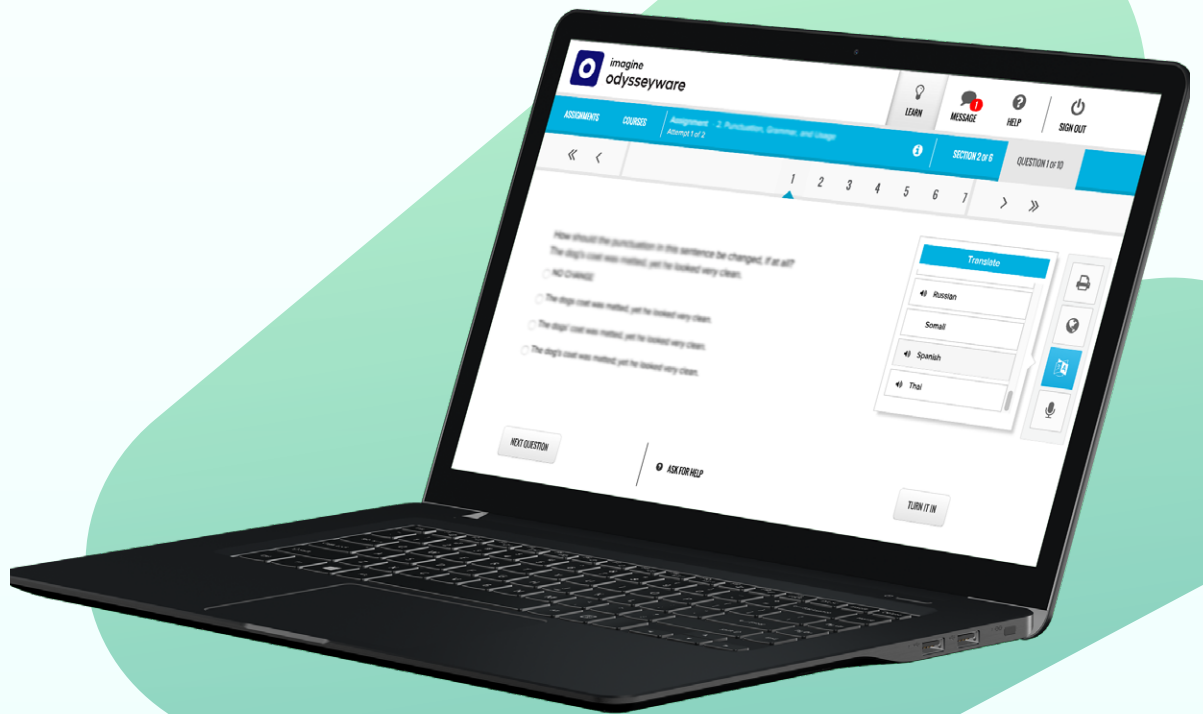




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Digital Literacy Course Overview

Digital Literacy empowers students to make sound decisions in the ever-changing digital world. This course provides students with a broad understanding of key applications and computing fundamentals. They will have opportunities to use technology and develop skills that promote creativity, critical thinking, and productivity. Students will utilize both hardware and software to input and process data. They will learn how to communicate safely and effectively using email and other online communication tools. Students will practice using a range of computer applications. As digital citizens, students will learn how to stay secure and maintain privacy while using the internet. They will also learn how to use the internet responsibly by learning about privacy and intellectual property laws.

UNIT 1

Technology Basics

1. Course Overview	4. Hardware versus Software
2. Keyboarding Pretest	5. Current Business Technology
3. Keyboarding Exercises	6. Test: Technology Basics

UNIT 2

Operating Systems, Utilities, and File Management

1. What Is an Operating System?	4. Using the Interface
2. Utilities	5. File Management
3. Battle of the Operating Systems	6. Test: Operating Systems, Utilities, and File Management

UNIT 3

Networks and Security

1. Why Use a Network?	7. Malware
2. How Do Networks Work?	8. Hackers and Unauthorized Access
3. Network Areas: Part I	9. Solutions to Security Issues
4. Designing Your Network	10. Introduction to Computer Hardware
5. Finding Reliable Internet Resources	11. Iterative Loops
6. Media Reliability Concerns	12. Test: Networks and Security

UNIT 4

Email and Word Processing

1. Electronic Communication Skills	7. Font: Basic Editing Features
2. The Parts and the Pieces	8. Page Setup Features
3. Email	9. Inserting Images into Documents
4. Microsoft PowerPoint/Outlook	10. Inserting Tables
5. Netiquette	11. Test: Email and Word Processing
6. Open, Enter Text, Save, and Print	

UNIT 5

Spreadsheets and Databases

1. Entering Data	6. Understanding Database Terms
2. Formulas	7. Project: Creating a Database
3. Advanced Formulas	8. Working with Data and Records
4. Creating Graphs	9. Test: Spreadsheets and Databases
5. Comparing Databases and Spreadsheets	

UNIT 6

Digital Media and Protections

1. PowerPoint® Layout and Modifying Views	7. Intellectual Property Law
2. Entering Text and Formatting Slides	8. Privacy Concerns
3. Images, WordArt, and SmartArt	9. Workplace Crime
4. Transitions and Animations	10. Digital Citizenship
5. Media Production: Audio and Video	11. Staying Safe When Using Social Media Sites
6. Traditional Media vs. Digital Media	12. Test: Digital Media and Protections

Cumulative Exam