Digital Literacy	Scope and Sequence
Unit Lesson	**Objectives**
TECHNOLOGY BASICS	
Keyboarding Pretest	
	Measure your current keyboarding speed and accuracy.
	Identify good keyboarding techniques.
	Identify home row.
Keyboarding Exercises	
	Use the correct technique and hand position to keyboard.
	Identify the correct finger used to type a specific key.
	Improve your keyboarding speed and accuracy.
Hardware versus Software	
	Classify an item as hardware or software.
Current Business Technology	
	Explain how technology can help a worker be more efficient and effective.
	Match functions to the correct software and hardware.
Test	
OPERATING SYSTEMS, UTILITIES, AND FILE MANAGEMENT	
What Is an Operating System?	
	Explain the functions of the computer operating system.
	Identify and describe the components of common GUIs.
	Analyze services offered by operating systems for application software.
Utilities	
	Identify common operating-system utilities.

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	Describe the function of common operating-system utilities.
Battle of the Operating Systems	
	Compare and discuss the benefits and drawbacks of the "big three" operating systems: Microsoft, Apple, and Linux.
	Describe how embedded operating systems differ from traditional operating systems.
	Explain how companies balance the elements of choice, preference, functionality, and price points to capture market share.
Using the Interface	
	Explain the reasons why Windows® menus change.
	Describe the significance of symbols found in Windows menus.
	Discuss the role of dialog boxes.
	Identify places you can go in Windows to get help.
File Management	
	Create a directory.
	Explain file management procedures–organizing, opening, printing, saving, deleting, and moving files.
Test	
NETWORKS AND SECURITY	
Why Use a Network?	
	Explain what a computer network is.
	Describe the benefits provided by computer networks.
	Differentiate different types of networks
How Do Networks Work?	
	Describe the function of network components.

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		Explain how computer networks work.
	Network Areas: Part I	
		Explain the differences between a LAN, a MAN, and a WAN.
		Describe the criteria businesses use to determine what type of network they need.
	Designing Your Network	
		Discuss the ways in which business operations affect network design.
	Finding Reliable Internet Resources	
		List the characteristics of reliable Internet sites.
		Evaluate Internet sites.
		Identify and use Internet search strategies.
	Media Reliability Concerns	
		Describe the risks associated with the utilization and implementation of digital media reliability.
		Identify measures to address digital media reliability.
	Malware	
		Define malware.
		Identify problems caused by malware.
		Identify ways to protect against malware.
	Hackers and Unauthorized Access	
		Explain how hackers work.
		Compare ways software developers protect devices and information from unauthorized access.
	Solutions to Security Issues	
		Describe digital solutions to security threats, such as encryption and firewalls.

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	Describe physical security measures.
Introduction to Computer Hardware	
	Identify computer hardware components and their functions.
	Differentiate between storage and memory.
	Differentiate between input and output devices.
	Discuss the differences between random-access memory (RAM) and read-only memory (ROM).
	Discuss the function of the central processing unit.
Iterative Loops	
	Describe repetition (looping) control structures in Java.
	Examine how to construct counter, sentinel, flag, and EOF controlled repetition structures.
	Understand and explain break and continue statements.
	Discover how to minimize errors in looping.
	Describe how to code and use nested loops.
Test	
EMAIL AND WORD PROCESSING	
Electronic Communication Skills	
	Identify guidelines for effective electronic communication, including netiquette.
	Determine how to ensure e-mail messages are appropriate for the workplace.
The Parts and the Pieces	
	Identify and describe the components of the telecommunications industry.
	Describe the strategic role of telecommunications technology within the workplace.
E-mail	

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		Identify valid e-mail addresses.
		Send, receive, reply to, and print e-mail messages.
	Microsoft PowerPoint/Outlook	
		Explain basic presentation techniques in PowerPoint.
		Describe the creation of a PowerPoint presentation.
		Explain the purpose and function of Microsoft Outlook.
	Netiquette	
		Explain the rules of netiquette.
		Apply netiquette in electronic communication.
	Open, Enter Text, Save and Print	
		Demonstrate how to open, save, and print a document.
		Create folders for organization.
		Recognize that Microsoft Word allows you to share documents.
	Font: Basic Editing Features	
		Change text formatting of a document to include color and size.
		Effectively modify text effects in a document.
	Page Setup Features	
		Format page margins and page orientation.
		Modify pages to include columns.
	Inserting Images into Documents	
		Insert and format images.
	Inserting Tables	

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Unit	**Lesson**	**Objectives**
		Insert a table into a Microsoft® Word® document.
		Recognize table elements and navigate through tables.
	Test	
SPREADSHEETS AND DATABASES		
	Entering Data	
		Identify the parts of a spreadsheet.
		Enter data into a spreadsheet.
		Create a basic spreadsheet.
	Formulas	
		Write formulas to add, subtract, multiply, and divide.
		Use shortcuts to enter formulas.
		Create spreadsheets with formulas.
	Advanced Formulas	
		Identify the correct order of operations.
		Identify errors in formulas.
		Estimate to check if the answer is right.
		Insert a function.
		Create spreadsheets with advanced formulas.
	Creating Graphs	
		Select the appropriate type of graph.
		Create a graph from data in a spreadsheet.
		Edit a graph.

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Unit	Lesson	Objectives
	Comparing Databases and Spreadsheets	
		List the actions a database can perform.
		List the differences and similarities between a database and a spreadsheet.
		For a specific business task, select a spreadsheet or a database based on which is more appropriate.
	Understanding Database Terms	
		Differentiate between fields, records, and files.
		Plan and build a simple database.
	Project: Creating a Database	
		Create a database to track information for retrieval later.
	Working with Data and Records	
		Locate data.
		Sort data.
		Update data.
		Delete records.
		Add records.
	Test	
DIGITAL MEDIA AND PROTECTIONS		
	PowerPoint Layout and Modifying Views	
		Open PowerPoint and identify the sections of the PowerPoint window.
		Modify the views of the PowerPoint screen.
		Configure the toolbar.
	Entering Text and Formatting Slides	

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		Enter and modify text on a slide.
		Modify the design of a slide.
	Images, WordArt, and SmartArt	
		Insert pictures into a presentation.
		Insert WordArt and SmartArt into a presentation.
		Recognize the Insert tab as the location for accessing image formatting options.
		Incorporate video and audio into a slide presentation.
	Transitions and Animations	
		Insert and modify transitions between slides in a presentation.
		Create animations on a presentation slide.
	Media Production: Audio and Video	
		Discuss the advantages of using both audio and video in communication media.
		Compare different programs for audio and video production.
		Describe best practices for audio and video production.
		Describe five administrative positions related to audio and video production.
	Traditional Media vs. Digital Media	
		Compare and contrast digital media and traditional forms of media.
		Describe some important milestones in the evolution of media.
		Recognize the characteristics and capabilities of different types of media.
	Intellectual Property Law	
		Define intellectual property rights.
		Describe potential benefits and harmful effects related to intellectual property rights.

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	Privacy Concerns	
		Identify sources of privacy concern.
		Identify problems related to the collection of private data through automated processes.
	Workplace Crime	
		Identify major causes of work-related incidents in office environments, both intentional and unintentional.
		Explain security measures in an office/work environment in terms of efficiency, feasibility, and ethical impacts.
	Digital Citizenship	
		Describe digital citizenship.
		Identify components of a digital footprint (e.g., active and passive data) and its lasting impact.
	Staying Safe When Using Social Media Sites	
		Explain how to evaluate a situation and determine if there is something that could indicate that the online activity is risky.
		Develop a plan to help keep you safe when using social media.
		Discuss ethics and social media.
		Identify some laws that relate to social media and interaction on the web.
		Discuss cyber crime.
	Test	
CUMULATIVE EXAM		
	Course Final Exam	