FCPS CTE Digital 060112 and Computer Literacy 110110 Instructional Framework

IC3 LEVEL 1	IC3 LEVEL 2
1. Technology Basics Customize digital environments, use a personal digital calendar, define higher-level technology concepts, identify and explain common hardware adjustments, identify digital devices and connections.	
1.1 Access and navigate between digital environments ☒ Recognize operating system terms and concepts ☒ Explain basic functions of web browsers ☒ Explain processes and requirements for accessing digital environments ☒ Explain methods of navigating between digital environments	1.1 Customize digital environments ☒ Configure device settings to meet individual needs and preferences ☒ Configure browser settings to meet individual needs and preferences
1.2 Identify digital devices and connections ☒ Identify input devices ☒ Identify output devices ☒ Identify cables, connectors, and connections	1.2 Use a personal digital calendar ☒ Create appointments or tasks on a personal digital calendar ☒ Share a personal digital calendar with others ☒ Display specific information on your personal calendar
1.3 Explain fundamental software concepts ☒ Explain basic software application concepts ☒ Compare and contrast proprietary and open source software ☒ Describe processes for installing software from online sources	1.3 Define higher-level technology concepts ☒ Describe automation methods ☒ Describe cloud computing ☒ Describe and understand the use of autocorrect functions ☒ Describe and understand the use of autocomplete functions
1.4 Explain fundamental hardware concepts ☒ Describe concepts related to computing devices ☒ Describe concepts related to memory ☒ Describe concepts related to data storage	1.4 Identify and explain common hardware adjustments ☒ Identify and explain common sound setting adjustments ☒ Identify and explain monitor brightness and contrast controls
1.5 Explain fundamental operating system concepts ☒ Compare and contrast features of mobile device operating systems ☒ Compare and contrast features of computer operating systems	1.5 Explain core printer concepts ☒ Distinguish between laser and inkjet printers ☒ Confirm a successful connection to a printer ☒ Select a default printer
1.6 Explain fundamental networking concepts ☒ Describe network connectivity concepts ☒ Describe online connectivity concepts ☒ Compare and contrast network and connection types ☒ Describe networking infrastructure ☒ Identify whether a device is connected ☒ Describe basic network troubleshooting techniques	1.6 Identify digital devices and connections ☒ Define processing devices ☒ Distinguish between categories of data cables and connectors
2. Digital Citizenship Create and manage multiple digital identities, apply digital etiquette standards, seek opportunities to increase your digital competence.	
2.1 Create and manage a digital identity ☒ Explain how to manage personal data online ☒ Explain how to manage personally identifiable information ☒ Explain how to maintain digital privacy and security	2.1 Create and manage multiple digital identities ☒ Differentiate between personal and professional digital identities ☒ Manage multiple site credentials
2.2 Cultivate, manage, and protect your digital reputation ☒ Recognize the permanence of actions in the digital world ☒ Recognize legal and ethical behavior when using technology	2.2 Apply digital etiquette standards ☒ Implement situational digital etiquette standards ☒ Determine the appropriate time to send a communication ☒ Describe digital etiquette standards for content ☒ Display sensitivity to cultural diversity
2.3 Respond to inappropriate digital behavior and content ☒ Explain the impact of negative digital communication ☒ Assess the validity of online information ☒ Explain the importance of online anonymity ☒ Explain the value of nonresponse to negative communication	2.3 Seek opportunities to increase your digital competence ☒ Be aware of technological advancements ☒ Use help features and community resources ☒ Seek feedback that informs and improves your learning
3. Information Management Information Management:Determine digital information needs and requirements, determine the veracity of an individual search result or digital artifact, manage online data collection, storage, and retrieval.	
3.1 Use and refine criteria for online searches ☒ Define the information required to complete a given task ☒ Distinguish between relevant and irrelevant search results ☒ Collect and retain source reference information for search and research results	3.1 Determine digital information needs and requirements ☒ Understand key search terms ☒ Demonstrate how to filter search results

3.2 Understand methods for searching within digital content ☒ Explain features that enable you to locate information in a file ☒ Explain features that enable you to locate information on a webpage	3.2 Determine the veracity of an individual search result or digital artifact ☒ Assess the accuracy of a search result or digital artifact ☒ Assess the perspective of a search result or digital artifact ☒ Assess the bias of a search result or digital artifact ☒ Determine the credibility of a search result or digital artifact ☒ Assess the relevance of a search result or digital artifact
3.3 Understand copyright and licensing restrictions for digital content ☒ Explain the basics of public domain content ☒ Explain the basics of Creative Commons content	3.3 Manage online data collection, storage, and retrieval ☒ Explain methods of collecting digital data and responses ☒ Explain and interact with central data storage systems ☒ Fill out online forms

4. Content Creation Create and edit digital content, manage digital information and files, responsibly repurpose digital resources, publish or present content for a specific audience.

4.1 Create basic documents and presentations ☒ Display proficiency in creating basic documents ☒ Display proficiency in creating basic presentations	4.1 Create and edit digital content ☒ Prepare structured documents ☒ Prepare presentations, ☒ Prepare basic Workbooks ☒ Perform basic image editing ☒ Describe basic video-editing techniques ☒ Display proficient keyboarding skills ☒ Track changes in a document, ☒ Use common shortcuts
4.2 Understand accepted referencing and attribution practices ☒ Define referencing and attribution ☒ Explain the purpose of referencing and attribution ☒ Locate online referencing and attribution sources ☒ Implement appropriate online citations in a given document	4.2 Manage digital information and files ☒ Organize, store, and retrieve data and content ☒ Explain benefits and methods of compressing files ☒ Explain and identify ownership of data in various storage locations ☒ Distinguish between read-only and read-write files ☒ Implement password protection ☒ Explain file versioning concepts
4.3 Save and back up work ☒ Determine how, when and where to back up data in a typical digital work setting ☒ Implement file management principles and naming conventions	4.3 Responsibly repurpose digital resources ☒ Understand the rights and obligations of using or sharing intellectual property ☒ Unify design elements by using design themes and artistic styles
4.4 Understand fundamental printing concepts ☒ Describe portrait vs landscape orientation ☒ Describe double-sided printing ☒ Explain common print settings, ☒ Explain printing methods	4.4 Publish or present content for a specific audience ☒ Determine how to customize information for a given audience ☒ Determine the file format that will work for a given user

5. Communication Interact with others in a digital environment, understand Internet commerce basics.

5.1 Express yourself through digital means ☒ Know where you can post or share in the digital world ☒ Be aware of platform-specific guidelines for posting and sharing ☒ Understand and follow acceptable use policies for posting and sharing	5.1 Interact with others in a digital environment ☒ Choose appropriate communication platforms and tools ☒ Compose email messages ☒ Interact with members of a digital community ☒ Use online resources to determine availability of community services

5.2 Interact with others in a digital environment
☒ Implement digital interactions in a given digital technology
☒ Differentiate between effective and ineffective digital interaction methods
☒ Demonstrate the use of inclusive language
☒ Differentiate among email response options

6. Collaboration Use digital tools and technologies to collaborate on the creation of content, apply digital etiquette standards for collaborative processes.

6.1 Identify digital collaboration concepts
☒ Identify the benefits of digital collaboration
☒ Define synchronous and asynchronous communications, ☒Identify methods to review work and provide feedback to peers

6.2 Identify digital etiquette standards for collaborative processes
☒ For written digital collaboration, ☒ For visual digital collaboration

7. Safety and Security Avoid health risks and physical harm while using digital technologies, avoid mental health threats while using digital technologies, understand device security, understand file security.

7.1 Describe digital security threats

7.2 Protect devices and digital content
☒ Identify features of secure passwords, ☒ Identify when and how to reset a password
☒ Identify when and how to lock a device, ☒ Explain how to clear saved browser settings

7.3 Be aware of data-collection technology
☒ Describe how navigation tracking works, ☒Describe security concerns related to navigation tracking
☒ Describe security concerns related to storing information on a device, ☒Describe the benefits of private mode browsing

7.4 Identify health risks associated with the use of digital technologies
☒ Identify mental health risks associated with online technologies, ☒Identify physical health threats associated with computer and device usage

KDE Course Objectives (Recommended Grade Level: 9 – 12, Recommended Credit:1)

Digital Literacy 060112

Students will use a computer and application software including word processing, presentation, database, spreadsheet, internet, and email to prepare elementary documents and reports. The impact of computers on society and ethical issues are presented. Leadership development will be provided through FBLA (Future Business Leaders of America) and/or DECA.

Students will:
1. Use a word processing program to create, save, print, modify, spell-check, and grammarcheck a simple document.
2. Use a word processing program to enhance the appearance of a simple document by using centered, right justification, boldface, underlined, and italicized text.
3. Use a word processing program to change the default margins and line spacing.
4. Use a word processing program to create a document with headers, footers, and footnotes.
5. Use a presentation program with text body, graphics, and animation.
6. Use an electronic spreadsheet program to create, save, print, modify, and obtain graphs from a simple spreadsheet.
7. Use an electronic spreadsheet program to perform basic mathematical operations including, but not limited to, addition, subtraction, multiplication and division.
8. Use an electronic spreadsheet program to calculate averages and percentages.
9. Use an electronic spreadsheet program to enhance the appearance of a spreadsheet by changing fonts, foreground, and background colors and centering text across columns.
10. Use a database management program to create, maintain, and print reports from a simple relational database.
11. Use a database management program to customize the user interface by creating and maintaining forms and reports.
12. Use a database management program to query tables using basic query operations such as "and", "or", "not".
13. Print in landscape and portrait orientations.
14. Use the component of the operating system that helps the user manipulate files and folders to copy, move, rename, and delete files and to create, copy, move, rename, and delete folders.
15. Use the World Wide Web browser to navigate hypertext documents & download files.
16. Use Internet search engines and understand their advantages and disadvantages.
17. Use an electronic mail program to send and receive electronic mail.
18. Identify components of a computer.
19. Discriminate between ethical and unethical uses of computers and information.
20. Demonstrate a basic understanding of issues regarding software copyright, software licensing, and software copying.
21. Demonstrate an awareness of computer viruses and basic understanding of ways to protect a computer from viruses.
22. Demonstrate a basic understanding of the impact of computers on society.
23. Use and understand basic computer terminology.

Computer Literacy 110110

This course provides an introduction to the computer and the convergence of technology as used in today's global environment. Introduces topics including computer hardware and software, file management, the Internet, e-mail, the social web, green computing, security and computer ethics. Instruction presents basic use of application, programming, systems, and utility software. Students spend at least 20 hours of programming and applying learned concepts through programming. (Programming is defined, by the K-12 CS Framework, as the craft of analyzing problems and designing, writing, testing, and maintaining programs to solve them.)

Students will:
1. Describe basic computer functions and use correct computer terminology.
2. Use a course management system.
3. Utilize computer technology as a tool to access, manage, prepare, and present information.
4. Identify trends in information processing and new emerging technologies.
5. Explain the impact of computers upon society including effects of social technologies, green computing, dangers of excessive use, and disposal of obsolete equipment.
6. Identify and analyze ethical issues such as copyright, privacy, and security as related to computing.
7. Explain the difference between application, programming, system, and utility software.
8. Use a graphical user interface-based operating system to manage files, folders and disks.
9. Use application software packages to prepare basic documents, spreadsheets, databases, and presentations.
10. Describe and explain basic data communications and network technologies and functions.
11. Identify and use basic e-mail and Internet functions and understand their capabilities.
12. Describe globalization and challenges including technological barriers, electronic payments, and varying cultures.
13. Describe cloud computing and its more impact on business and personal systems.
14. Explain the importance of maintaining a good digital identity.
15. Explain how Cellular service differs from Internet Service.
16. Explore the impact of AI on society.

Course Parts:

- [FIRST DAYs](#)
- [Part 1 Technology Basics](#)
- [Part 2 Content Creation Word and Excel](#)
- [Part 3 Content Creation PPT and Video](#)
- [Part 4 Digital Citizenship (whole school requirement)](#)

IC3 Certification – Aligned IC3 G6 Level 1 and 2 required for Computer Science Pathways and BCTC Articulation

This class will prepare you for the IC3 industry certification and teach you useful MS Office skills. You will have the opportunity to earn the

IC3 Global Standard 6 certification. **Kentucky only requires you to pass the level 2 exam** but you are encouraged to also attempt the level 3 exam. See the following documents for the objective domains of these levels.

IC3 Digital and Computer Literacy Industry Certification Standards

IC3 Digital Computer Literacy Industry Certification Fact Sheet – how to administer and order IC3 certification

Resources:	Interdisciplinary Skill Standards/Practices:
- GMetrix/Learn Key - Testout - Code.org - https://codecombat.com/ - Northstar Digital Literacy - Digital Literacy/Computer Literacy - Digital Citizenship Curriculum Resources - Computer & Digital Literacy Course Folder - Computer Literacy Resources - Comp & Dig Lit PLC - Key Vocab	- Kentucky Interdisciplinary Literacy and Math Practices - ACADEMIC SKILLS - EMPLOYABILITY SKILLS

Pathway Alignment:	
*FCPS CTE - Business and Marketing Program Area Scope and Sequence *FCPS CTE - Computer Science Program Area Scope and Sequence	

FIRST DAYs

KDE EOP OF1 Give examples to illustrate how sensitive data can be affected by viruses, malware and other attacks

Digital Literacy Course Objectives	Computer Literacy Course Objectives
DL21 Demonstrate an awareness of computer viruses and basic understanding of ways to protect a computer from viruses. DL19 Discriminate between ethical and unethical uses of computers and information. DL22. Demonstrate a basic understanding of the impact of computers on society.	CL6 Identify and analyze ethical issues such as copyright, privacy, and security as related to computing. CL14 Explain the importance of maintaining a good digital identity.

First Days of School		Estimated Time Frame: 3-5 Days	
IC3	Learning Intention We are learning about…	Sample Success Criteria* I can… IC3 Level 1 -2 standards	Formatives, Lessons, Ideas, Notes
Level 2 1.2	Use a personal digital calendar *Level 2 Learnkey – Domain 1 Lesson 2*	1.2.1 Create appointments or tasks on a personal digital calendar 1.2.2 Share a personal digital calendar with others 1.2.3 Display specific information on your personal calendar	Set up early day on canvas on outlook calendar prepare for class
Level 1 7.1	Describe digital security threats *Level 1 Learnkey – Domain 7 Lesson 1*		
Level 1 7.2	Protect devices and digital content *Level 1 Learnkey – Domain 7 Lesson 2*	7.2.1 Identify features of secure passwords 7.2.2 Identify when and how to reset a password 7.2.3 Identify when and how to lock a device 7.2.4 Explain how to clear saved browser settings	Set up chromebook Set up passwords
Level 1 7.3	Be aware of data-collection technology *Level 1 Learnkey – Domain 7 Lesson 3*	7.3.1 Describe how navigation tracking works 7.3.2 Describe security concerns related to navigation tracking 7.3.3 Describe security concerns related to storing information on a device 7.3.4 Describe the benefits of private mode browsing	
Level 1 7.4	Identify health risks associated with the use of digital technologies *Level 1 Learnkey – Domain 7 Lesson 4*	7.4.1 Identify mental health risks associated with online technologies 7.4.2 Identify physical health threats associated with computer and device usage	
Summative Assessment: Code HS Cybersecurity OUTLOOK		Essential Vocabulary:	

Part 1 Technology Basics

KDE EOP AF1 Recognize the potential risks associated with Internet use
KDE EOP AF2 Identify and apply Internet security practices (e.g., password security, login, logout, log off, lock computer)
KDE EOP AF3 Practice safe, legal, and responsible use of technology in the workplace
KDE EOP AH1 Select and use appropriate devices, services, and applications to complete workplace tasks
KDE EOP AH2 Demonstrate appropriate etiquette when using e-communications (e.g., cell phone, e-mail, personal digital assistants, online meetings, conference calls)

Digital Literacy Course Objectives	Computer Literacy Course Objectives
DL 14. Use the component of the operating system that helps the user manipulate files and folders to copy, move, rename, and delete files and to create, copy, move, rename, and delete folders. DL23 - Use and understand basic computer terminology. DL18 - Identify components of a computer. DL 15. Use the World Wide Web browser to navigate hypertext documents & download files. DL 22. Demonstrate a basic understanding of the impact of computers on society.	CL 8. Use a graphical user interface-based operating system to manage files, folders and disks. CL 2. Use a course management system. CL1 - Describe basic computer functions and use correct computer terminology. CL4 - Identify trends in information processing and new emerging technologies. CL13 - Describe cloud computing and its more impact on business and personal systems. CL 10. Describe and explain basic data communications and network technologies and functions. CL7 Explain the difference between application, programming, system, and utility software. CL 5. Explain the impact of computers upon society including effects of social technologies, green computing, dangers of excessive use, and disposal of obsolete equipment. CL 11. Identify and use basic e-mail and Internet functions and understand their capabilities.

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Technology Basics		Estimated Time Frame:	
IC3	**Learning Intention We are learning about…**	**Sample Success Criteria* I can…** IC3 **Level 1 –2 standards**	**Formatives, Lessons, Ideas, Notes**
Level 1 1.1	Access and navigate between digital environments *Level 1 Learnkey – Domain 1 Lesson 1*	1.1.1 Recognize operating system terms and concepts 1.1.2 Explain basic functions of web browsers 1.1.3 Explain processes and requirements for accessing digital 1.1.4 Explain methods of navigating between digital environments	Learn it and teach it to Granny
Level 2 1.1	Customize digital environments *Level 2 Learnkey – Domain 1 Lesson 1*	1.1.1 Configure device settings to meet individual needs and preferences 1.1.2 Configure browser settings to meet individual needs and preferences	
Level 1 1.2	Identify digital devices and connections *Level 1 Learnkey – Domain 1 Lesson 2*	1.2.1 Identify input devices 1.2.2 Identify output devices 1.2.3 Identify cables, connectors, and connections	Stations or blended learning – tear up computer and label it
Level 2 1.2	Use a personal digital calendar *Level 2 Learnkey – Domain 1 Lesson 2*	1.2.1 Create appointments or tasks on a personal digital calendar 1.2.2 Share a personal digital calendar with others 1.2.3 Display specific information on your personal calendar	All day

Technology Basics		Estimated Time Frame:	
IC3	**Learning Intention We are learning about…**	**Sample Success Criteria* I can…** IC3 **Level 1 –2 standards**	**Formatives, Lessons, Ideas, Notes**
Level 1 1.3	Explain fundamental software concepts *Level 1 Learnkey - Domain 1 Lesson 2*	1.3.1 Explain basic software application concepts 1.3.2 Compare and contrast proprietary and open source software 1.3.3 Describe processes for installing software from online sources	Difficult with district lockdown on downloads
Level 2 1.3	Define higher-level technology concepts	1.3.1 Describe automation methods 1.3.2 Describe cloud computing 1.3.3 Describe and understand the use of autocorrect functions 1.3.4 Describe and understand the use of autocomplete functions	Identify this as it is happening when we do this as a class during assignments and projects. Include in rubrics
Level 1 1.4	Explain fundamental hardware concepts	1.4.1 Describe concepts related to computing devices 1.4.2 Describe concepts related to memory 1.4.3 Describe concepts related to data storage	Blended learning Infographic
Level 2 1.4	Identify and explain common hardware adjustments *Level 2 Learnkey - Domain 1 Lesson 4*	1.4.1 Identify and explain common sound setting adjustments 1.4.2 Identify and explain monitor brightness and contrast controls	Do it in class
Level 2 1.5	Explain core printer concepts *Level 2 Learnkey - Domain 1 Lesson 3*	1.5.1 Distinguish between laser and inkjet printers 1.5.2 Confirm a successful connection to a printer 1.5.3 Select a default printer	Infographics
Level 1 1.6	Explain fundamental networking concepts	1.6.1 Describe network connectivity concepts 1.6.2 Describe online connectivity concepts 1.6.3 Compare and contrast network and connection types 1.6.4 Describe networking infrastructure 1.6.5 Identify whether a device is connected 1.6.6 Describe basic network troubleshooting techniques	FCPS Guest Speaker Contact Alex McConnell
Level 1 1.5	Explain fundamental operating system concepts *Level 1 Learnkey - Domain 1 Lesson 5*	1.5.1 Compare and contrast features of mobile device operating systems 1.5.2 Compare and contrast features of computer operating systems	Apple vs Android, Mac vs PC Debate or socratic seminar Article Reading - Jigsaw
Level 2 1.6	Identify digital devices and connections *Level 2 Learnkey - Domain 1 Lesson 3*	1.6.1 Define processing devices 1.6.2 Distinguish between categories of data cables and connectors	
Level 1 5.1	Express yourself through digital means *Level 1 Learnkey - Domain 5 Lesson 1*	5.1.1 Know where you can post or share in the digital world 5.1.2 Be aware of platform-specific guidelines for posting and sharing 5.1.3 Understand and follow acceptable use policies for posting and sharing	
Level 2 5.1	Interact with others in a digital environment *Level 2 Learnkey - Domain 5 Lesson 1*	5.1.1 Choose appropriate communication platforms and tools 5.1.2 Compose email messages 5.1.3 Interact with members of a digital community 5.1.4 Use online resources to determine availability of community services	Shared doc Write and email - thank you - parts of email

Technology Basics		Estimated Time Frame:	
IC3	**Learning Intention We are learning about…**	**Sample Success Criteria* I can…** IC3 **Level 1 –2 standards**	**Formatives, Lessons, Ideas, Notes**
Level 1 5.2	Interact with others in a digital environment *Level 1 Learnkey - Domain 5 Lesson 1*	5.2.1 Implement digital interactions in a given digital technology 5.2.2 Differentiate between effective and ineffective digital interaction methods 5.2.3 Demonstrate the use of inclusive language 5.2.4 Differentiate among email response options	Shared doc Write and email - thank you - parts of email
Summative Assessment: ● *Granny Can't Compute (LMS) Explain Computer basics to an older person - computer tutorial ot an older person* ● *Create a System Model - Hardware, Operating System, Networking, Software, Input & Output* ● *Infographic - Parts of a Computer* ● *Hardware Software Quiz MC*			**Essential Vocabulary:** Computer Basics Terms

Part 2 Content Creation Word and Excel

KDE EOP OB1 Identify and empathize with user problems, needs and establish goals to meet those needs
KDE EOP OB2 Demonstrate knowledge of scope management to control project schedule, estimate project cost and conduct planning
KDE EOP OB3 Identify tools and resources for the project
KDE EOP OB4 Identify critical milestones
KDE EOP OB5 Report project status

Digital Literacy Course Objectives	Computer Literacy Course Objectives
DL 1. Use a word processing program to create, save, print, modify, spell-check, and grammarcheck a simple document. DL 2. Use a word processing program to enhance the appearance of a simple document by using centered, right justification, boldface, underlined, and italicized text. DL3. Use a word processing program to change the default margins and line spacing. DL4. Use a word processing program to create a document with headers, footers, and footnotes. DL 5. Use a presentation program with text body, graphics, and animation. DL 6. Use an electronic spreadsheet program to create, save, print, modify, and obtain graphs from a simple spreadsheet. DL 7. Use an electronic spreadsheet program to perform basic mathematical operations including, but not limited to, addition, subtraction, multiplication and division. DL 8. Use an electronic spreadsheet program to calculate averages and percentages. DL 9. Use an electronic spreadsheet program to enhance the appearance of a spreadsheet by changing fonts, foreground, and background colors and centering text across columns. DL 20. Demonstrate a basic understanding of issues regarding software copyright, software licensing, and software copying. DL 12 Use a database management program to query tables using basic query operations such as "and", "or", "not". DL 13. Print in landscape and portrait orientations DL 17 Use an electronic mail program to send and receive electronic mail.	CL3. Utilize computer technology as a tool to access, manage, prepare, and present information. CL 8. Use a graphical user interface-based operating system to manage files, folders and disks. CL 9. Use application software packages to prepare basic documents, spreadsheets, databases, and presentations. CL 13. Describe cloud computing and its more impact on business and personal systems. CL 6. Identify and analyze ethical issues such as copyright, privacy, and security as related to computing. CL 16. Explore the impact of AI on society. CL 4. Identify trends in information processing and new emerging technologies. CL 15 Use the World Wide Web browser to navigate hypertext documents & download files

Word & Excel Content Creation		Estimated Time:		
IC3	Learning Intention We are learning about…	Sample Success Criteria* I can…		Formatives, Lessons, Ideas, Notes
Level 1 4.1	Create basic documents and presentations *Level 1 Learnkey - Domain 4 Lesson 1*	Level 1 Domain 4 4.1.1 Display proficiency in creating basic documents 4.1.2 Display proficiency in creating basic presentations		
Level 2	Create and edit digital content	Level 2 Domain 4		

Word & Excel Content Creation		Estimated Time:	
IC3	Learning Intention We are learning about...	Sample Success Criteria* I can...	Formatives, Lessons, Ideas, Notes
4.1	Level 2 Learnkey - Domain 4 Lesson 1	4.1.1 Prepare structured documents 4.1.2 Prepare presentations 4.1.3 Prepare basic Workbooks 4.1.4 Perform basic image editing 4.1.5 Describe basic video-editing techniques 4.1.6 Display proficient keyboarding skills 4.1.7 Track changes in a document 4.1.8 Use common shortcuts	
Level 1 4.2	Understand accepted referencing and attribution practices Level 1 Learnkey - Domain 4 Lesson 2	Level 1 Domain 4 4.2.1 Define referencing and attribution 4.2.2 Explain the purpose of referencing and attribution 4.2.3 Locate online referencing and attribution sources 4.2.4 Implement appropriate online citations in a given document	
Level 2 4.2	Manage digital information and files Level 2 Learnkey - Domain 4 Lesson 2	Level 2 Domain 4 4.2.1 Organize, store, and retrieve data and content 4.2.2 Explain benefits and methods of compressing files 4.2.3 Explain and identify ownership of data in various storage locations 4.2.4 Distinguish between read-only and read-write files 4.2.5 Implement password protection 4.2.6 Explain file versioning concepts	
Level 1 4.4	Save and back up work Level 1 Learnkey - Domain 4 Lesson 4	Level 1 Domain 4 4.3.1　Determine how, when and where to back up data in a typical digital work setting 4.3.2　Implement file management principles and naming conventions	Drive organization and clean up Auto back up Version history Save S
Level 2 4.3	Responsibly repurpose digital resources Level 2 Learnkey - Domain 4 Lesson 3	Level 2 Domain 4 4.3.1 Understand the rights and obligations of using or sharing intellectual property 4.3.2 Unify design elements by using design themes and artistic styles	
Level 1 4.4	Understand fundamental printing concepts Level 1 Learnkey - Domain 4 Lesson 4	Level 4 Domain 4 4.4.1 Describe portrait vs landscape orientation 4.4.2 Describe double-sided printing 4.4.3 Explain common print settings 4.4.4 Explain printing methods	

Word & Excel Content Creation		Estimated Time:	
IC3	Learning Intention We are learning about…	Sample Success Criteria* I can…	Formatives, Lessons, Ideas, Notes
Level 1 4.4	Publish or present content for a specific audience *Level 2 Learnkey – Domain 4 Lesson 4*	Level 2 Domain 4 4.4.1 Determine how to customize information for a given audience 4.4.2 Determine the file format that will work for a given user	
Level 2 3.3	Manage online data collection, storage, and retrieval	3.3.1 Explain methods of collecting digital data and responses 3.3.2 Explain and interact with central data storage systems 3.3.3 Fill out online forms	Excel project Google form project Market research Clean up your Google Drive
Level 1 6.1	Identify digital collaboration concepts *Level 1 Learnkey – Domain 6 Lesson 1*	6.1.1 Identify the benefits of digital collaboration 6.1.2 Define synchronous and asynchronous communications 6.1.3 Identify methods to review work and provide feedback to peers	
Level 1 6.2	Identify digital etiquette standards for collaborative processes *Level 1 Learnkey – Domain 6 Lesson 2*	6.2.1 For written digital collaboration 6.2.2 For visual digital collaboration	
Summative Assessment: IC3 GS6 Level 2 or 3 PowerPoint Word Outlook		**Essential Vocabulary:** Align, Annotate, Attachment, Autocorrect, Autofill, Backstage, Bandwidth, Browser, Bullet point, Carbon copy, Cell, Chart, Crop, Cursor, Data, DropCap, Edit, Export, Filter, Firewall, Font, Footer, Footnote, Formatting, Gradient, Grayscale, Gridlines, Header, Hyperlink, Icon, Import, Indent, JPEG, Kiosk, Landscape, Login, Loop, Margin, Markup, Memory, Menu, Merge, MPEG, PDF, Portrait, Recurrence, Ribbon, Scroll bar, Search, SmartArt, Sort, Spreadsheet, Styles, Tab, Table, Text wrap, Textbox, The Cloud, Thumbnail, URL, USB, Virus, Watermark, WordArt, Zoom.	

Part 3 Content Creation PPT and Video

KDE EOP OB1 Identify and empathize with user problems, needs and establish goals to meet those needs
KDE EOP OB2 Demonstrate knowledge of scope management to control project schedule, estimate project cost and conduct planning
KDE EOP OB3 Identify tools and resources for the project
KDE EOP OB4 Identify critical milestones
KDE EOP OB5 Report project status
KDE EOP OC1 Explain how abstractions hide the underlying implementation details of computing systems embedded in everyday objects
KDE EOP OD1 Collect data using appropriate data collection tools and techniques to support a claim or to communicate information
KDE EOP OD2 Explain the privacy concerns related to the collection and generation of data

Digital Literacy Course Objectives	Computer Literacy Course Objectives
DL 1. Use a word processing program to create, save, print, modify, spell-check, and grammarcheck a simple document. DL 2. Use a word processing program to enhance the appearance of a simple document by using centered, right justification, boldface, underlined, and italicized text. DL3. Use a word processing program to change the default margins and line spacing. DL4. Use a word processing program to create a document with headers, footers, and footnotes. DL 5. Use a presentation program with text body, graphics, and animation. DL 6. Use an electronic spreadsheet program to create, save, print, modify, and obtain graphs from a simple spreadsheet. DL 7. Use an electronic spreadsheet program to perform basic mathematical operations including, but not limited to, addition, subtraction, multiplication and division. DL 8. Use an electronic spreadsheet program to calculate averages and percentages. DL 9. Use an electronic spreadsheet program to enhance the appearance of a spreadsheet by changing fonts, foreground, and background colors and centering text across columns. DL 15. Use the World Wide Web browser to navigate hypertext documents & download files. DL 16. Use Internet search engines and understand their advantages and disadvantages. DL10. Use a database management program to create, maintain, and print reports from a simple relational database. DL11. Use a database management program to customize the user interface by creating and maintaining forms and reports. DL12. Use a database management program to query tables using basic query operations such as "and", "or", "not". DL 19. Discriminate between ethical and unethical uses of computers and information. DL20. Demonstrate a basic understanding of issues regarding software copyright, software licensing, and software copying.	CL3. Utilize computer technology as a tool to access, manage, prepare, and present information. CL 9. Use application software packages to prepare basic documents, spreadsheets, databases, and presentations. CL 11. Identify and use basic e-mail and Internet functions and understand their capabilities CL6. Identify and analyze ethical issues such as copyright, privacy, and security as related to computing

PPT/Slide & Video Content Creation		Estimated Time:	
[IC3](#)	**Learning Intention We are learning about…**	**Sample Success Criteria* I can…**	**Formatives and Lessons**
Level 1 4.1	Create basic documents and presentations *Level 1 Learnkey – Domain 4 Lesson 1*	4.1.1 Display proficiency in creating basic documents 4.1.2 Display proficiency in creating basic presentations	Interdisciplinary Research Project
Level 2 4.1	Create and edit digital content *Level 2 Learnkey – Domain 4 Lesson 1*	4.1.1 Prepare structured documents 4.1.2 Prepare presentations 4.1.3 Prepare basic Workbooks 4.1.4 Perform basic image editing 4.1.5 Describe basic video-editing techniques 4.1.6 Display proficient keyboarding skills 4.1.7 Track changes in a document 4.1.8 Use common shortcuts	Defense of learning/Portrait of a graduate project
Level 1 3.1	Use and refine criteria for online searches *Level 1 Learnkey – Domain 3 Lesson 1*	3.1.1 Define the information required to complete a given task 3.1.2 Distinguish between relevant and irrelevant search results 3.1.3 Collect and retain source reference information for search and research results	Research for project
Level 2 3.1	Determine digital information needs and requirements *Level 2 Learnkey – Domain 3 Lesson 1*	3.1.1 Understand key search terms 3.1.2 Demonstrate how to filter search results	
Level 1 3.2	Understand methods for searching within digital content *Level 1 Learnkey – Domain 3 Lesson 2*	3.2.1 Explain features that enable you to locate information in a file 3.2.2 Explain features that enable you to locate information on a webpage	
Level 2 3.2	Determine the veracity of an individual search result or digital artifact *Level 2 Learnkey – Domain 3 Lesson 2*	3.2.1 Assess the accuracy of a search result or digital artifact 3.2.2 Assess the perspective of a search result or digital artifact 3.2.3 Assess the bias of a search result or digital artifact 3.2.4 Determine the credibility of a search result or digital artifact 3.2.5 Assess the relevance of a search result or digital artifact	
Level 1 3.3	Understand copyright and licensing restrictions for digital content	3.3.1 Explain the basics of public domain content 3.3.2 Explain the basics of Creative Commons content	
Summative Assessment: Gmetrix quiz		**Essential Vocabulary:**	

Part 4 Digital Citizenship (whole school requirement)

KDE EOP OA2 Evaluate and assess how computing impacts personal, ethical, social, economic and cultural practices
KDE EOP OA3 Research how computational innovations that have revolutionized aspects of our culture might have evolved from a need to solve a problem

Digital Literacy Course Objectives	Computer Literacy Course Objectives
DL 22. Demonstrate a basic understanding of the impact of computers on society. DL 19. Discriminate between ethical and unethical uses of computers and information. DL 14. Explain the importance of maintaining a good digital identity.	CL 14. Explain the importance of maintaining a good digital identity. CL 3. Utilize computer technology as a tool to access, manage, prepare, and present information. CL 6. Identify and analyze ethical issues such as copyright, privacy, and security as related to computing.

Not necessarily taught in this course, but refreshed in gmetrix…

Digital Citizenship		Estimated Time Frame:	
IC3	Learning Intention We are learning about…	Sample Success Criteria* I can…	Formatives and Lessons
Level 1 2.1	Create and manage a digital identity *Level 1 Learnkey – Domain 2 Lesson 1*	2.1.1 Explain how to manage personal data online 2.1.2 Explain how to manage personally identifiable information 2.1.3 Explain how to maintain digital privacy and security	Ignition: Digital Wellness and Safety	EVERFI
Level 2 2.1	Create and manage multiple digital identities *Level 2 Learnkey – Domain 2 Lesson 1*	2.1.1 Differentiate between personal and professional digital identities 2.1.2 Manage multiple site credentials	
Level 3 2.2	Explain best practices for digital citizenship *Level 3 Learnkey – Domain 2 Lesson 2*	2.2.1 Keep your digital knowledge current 2.2.2 Responsibly report dangerous, illegal, or harmful behavior	
Level 1 2.2	Cultivate, manage, and protect your digital reputation *Level 1 Learnkey – Domain 2 Lesson 2*	2.2.1 Recognize the permanence of actions in the digital world 2.2.2 Recognize legal and ethical behavior when using technology	
Level 2 2.2	Apply digital etiquette standards *Level 2 Learnkey – Domain 2 Lesson 2*	2.2.1 Implement situational digital etiquette standards 2.2.2 Determine the appropriate time to send a communication 2.2.3 Describe digital etiquette standards for content 2.2.4 Display sensitivity to cultural diversity	
Level 1 2.3	Respond to inappropriate digital behavior and content *Level 1 Learnkey – Domain 2 Lesson 3*	2.3.1 Explain the impact of negative digital communication 2.3.2 Assess the validity of online information 2.3.3 Explain the importance of online anonymity	

Digital Citizenship		Estimated Time Frame:	
IC3	**Learning Intention We are learning about…**	**Sample Success Criteria* I can…**	**Formatives and Lessons**
		2.3.4 Explain the value of nonresponse to negative communication	
Level 2 2.3	Seek opportunities to increase your digital competence *Level 2 Learnkey - Domain 2 Lesson 3*	2.3.1 Be aware of technological advancements 2.3.2 Use help features and community resources 2.3.3 Seek feedback that informs and improves your learning	
Summative Assessment: Interland (TCHS)			**Essential Vocabulary:**

Key Vocabulary

- AAOCC – acronym for: authentic, accuracy, objectivity, currency, and coverage, or the guidelines you can use to help evaluate information you find on the Internet.
- Address – In a worksheet, a reference to a specific cell; in a network, a reference to a specific computer; on the World Wide Web, a reference to a specific website.
- Address Bar – In File Explorer, a field in which you can enter a path to a file or folder; in a browser it is the field in which you type a URL.
- Address Book – Central location where contact information for an entire organization is stored.
- Adware – Software that automatically displays or downloads advertisements.
- Alias – An alternate (or false) name.
- Alignment – The positioning of text or the contents of a cell; for example, left, right, or centered.
- Antivirus Software – used to scan your computer for known viruses, and to eliminate any viruses that are discovered.
- App Store – Digital platform for distributing software; different platforms utilize different app stores.
- Apps – Small, light-weight programs you obtain from an app store; apps are generally designed to perform a single function.
- Archive – A collection of files. Can refer to folders that have been compressed using a "zip" program, or to a collection of messages stored by an email program in an area separate from your Inbox.
- Attachments – Files you include with a communication such as an email or a text message.
- Authentication – The process of confirming the identity of a user or computer system.
- AutoComplete – A feature that automatically completes a word you are typing.
- Backup – A duplicate copy of a program, a disk, or data, made either for archiving purposes or for safeguarding files from loss if the active copy is damaged or destroyed.
- Bandwidth – A measurement, expressed in bits per second (bps), of a network's capacity to move data from one location to another.
- Bcc – Blind carbon copy; a field in the header of an email message. Other recipients of the message will not see who was named in the Bcc field.
- Binary Digit (bit) – The smallest unit of data a computer can understand, represented by a zero (0) or a one (1).
- Blacklisting – The act of putting a person (or a website or domain) on a list that will deny them specific privileges or service.
- Blockers/Filters – Special software that can be installed to control the type or amount of content that can be viewed on a computer.
- Blog – An online journal that includes a communications element.
- Bluetooth – A wireless technology used to allow devices (such as computers and phones) to work with Bluetooth-enabled accessories.
- Bookmark – a marked and stored location of an item such as a help topic or a particular web page on the Internet. You can click a bookmark to navigate directly to a page on the Internet. Also known as Favorites.
- Boolean Operators – Words or symbols you can use to narrow the results returned by a search
- Browser – A software application used to browse the World Wide Web.
- Browser Home Page – Web page that displays whenever you click the Home button in the browser toolbar.
- Byte – A group of eight bits used to represent one alphanumeric character.
- Cache – Folders on a hard drive used by browsers to store downloaded files.
- Cascading Style Sheets – Section of a web page (or a separate sheet attached to a web page) where presentational attributes (such as font colors, background styles, element alignment, and so on) are defined.
- Catfishing – A process where someone pretends to be a legitimate person usually with the intent to defraud or harm another person.
- Cc – Carbon copy; a field in the header of any email message. Other recipients of the message will see who was named in this field.
- Cell – Geographic area defined for communications services on a cellular network; also the intersection of a row and a column in a spreadsheet.
- Censorship – The act of disallowing access to specific content through tools such as filters, blockers, or blacklists.
- Check Box – An option in a dialog box used for selecting or activating items or features. If checked, the feature is activated. If unchecked, the feature has been turned off.
- Closed Social Network – Social media network that is private and internal to a company or organization; you must use an account that is associated with your organization in order to participate.
- Cloud Computing – Technology in which computing resources are delivered as a service over the Internet.
- Columns – A feature that enables you to format the layout of your document into one, two, or three columns of text.
- Conference Call – A call that involves three or more parties.
- Contact – An entry in an email program containing information about a person or organization, including the name, address, telephone numbers, or other relevant information such as a picture, email address, IM address.
- Contextual Tabs – Tabs that appear on the Ribbon only when appropriate.
- Control Panel – Area in Windows where you can access features to customize settings for devices on your system.
- Cookie – A small text file placed on your computer by a Website. Cookies store information about your preferences
- Copyright – Law that awards ownership of original works to the author or creator, whether the work is published or unpublished.
- Criteria – Text or values you specify when conducting a search or query.

- Cyber Bullying – Bullying that utilizes online tools and environments; making online threats or posting hurtful comments are examples of cyberbullying.
- Delete – To remove a selected item.
- Desktop – The screen background for Windows where windows, icons, and dialog boxes appear.
- Device Driver – A program that enables the operating system to communicate with and control an installed hardware device.
- Digital Footprints – A permanent record of the activities you have performed throughout your online life.
- Digital/Online Identify – The collection of data about you that is available online; it includes your profile and your online activities (such as posts, shared pictures, uploaded videos, and so on).
- Directory – The organization of files and folders on a disk.
- Domain Name System (DNS) – A service that maps unique domain names to specific IP addresses.
- Double-Click – The process of clicking the left (or primary) mouse button twice quickly.
- Downloading – the process of copying a file (any type of file) from a server on the Internet to your device.
- Drag – To point the mouse pointer at one corner of an area to select, and press and hold the left mouse button as you move or the mouse pointer to the opposite corner; when you release the mouse button the area is selected
- Drag and Drop – To move a selected item by pressing and holding the left mouse button as you move the mouse pointer to another location; when you release the mouse button, the selected item is deposited in the new location.
- Email Address – The address assigned to you electronic Inbox; an email address includes your mailbox name followed by the @ symbol, followed by the name of the domain that hosts your account. A typical email address might be user@yourcompany.com.
- Encryption – the process of converting data into an unreadable form of text which then requires a decryption key in order to be read. Files, folders or email messages can be encrypted so that unauthorized people cannot view or use the information.
- Ergonomics – The science studying humans in a workplace environment and of designing equipment that maximizes safety, minimizes discomfort, and prevents workplace injuries
- Ethernet – A network cabling protocol for transmitting data across a LAN; a wired connection to a LAN is called an Ethernet connection.
- EULA – End User License Agreement; a license agreement you accept and agree to abide by when you install software.
- Field – A data entry unit for holding a single piece of information; a category of information in a database table.
- File Name Extension – A suffix added to the base name of a computer file; used to specify the format of a file and to identify which program(s) created and can open the file.
- File Permissions – Rules that determine whether you can access a file and what you can do with it.
- Firewall – A security barrier that filters and controls the flow of information coming into and out of a private network.
- Folder – A container that stores files and other folders; also known as a directory or subdirectory.
- Fear of Missing Out (FOMO) – A feeling that you are missing something or left out of events, conversations, trends, and so on.
- Foreign Key – A column (or combination of columns) in a table references the primary key in another table.
- Formula – An expression which calculates a value; can be composed of values, cell references, arithmetic operators and functions.
- Forum – An online discussion site where users post questions and answers to create conversations also called discussion boards.
- Function – A predefined formula.
- GUI – An acronym for Graphical User Interface; it provides menus and clickable buttons or icons to perform computing tasks. Windows is a GUI.
- Hacker – A person who tries to gain unauthorized access to a computer system.
- Handle – In social media accounts such as Twitter, a handle is the name by which you are recognized in the social network.
- Handles – Small circles or squares that appear around the perimeter of a selected object.
- Handouts – Documents that audience members can take with them after viewing a presentation.
- Hardware – Physical components that comprise a computer or computing device.
- Hashtag – A word or phrase preceded by a number sign or hash symbol (#); when you turn a word or phrase into a hashtag, it becomes a searchable link.
- Header – Text or graphics that repeat at the top of every page. A header may include page numbers.
- Hertz – A measurement for the speed of a processor.
- Highlighted – Indicates that an object or text is selected and will be affected by the next action or command.
- History – A function that stores and lists the URLs of websites you visited.
- Home Page – Top-level page of a website (also called an Index page or a landing page).
- Hosted Service – A service that is provided by a server located outside your own network.
- HTTP – Hypertext Transfer Protocol; the protocol used to request and send web pages over the Internet.
- Hyperlink – A reference to data that is located somewhere other than the present location; you click a hyperlink to jump to the targeted location.
- Image Editing – Using a program to make changes to an image or picture; the level of changes will determine whether you can use a simple program to change items like red-eye, or need to use a program such as Photoshop.
- Internet – A global network of computers. It is a large non-administered collection of computers that no one person or organization owns or is responsible for.
- In-browser App – A web-based browser extension by linking to a web service.
- Infrastructure – The underlying physical framework needed for the operation of a service or an enterprise; in networking, infrastructure is the hardware that supports high-speed communications and data transfer

- Inline Object – An object that acts as a text character in a paragraph.
- Instant Messaging – A type of electronic communication that allows two or more participants to converse in real-time by typing messages to one another.
- Intellectual Property – A work or invention that is the result of the creative effort of a company or individual; the creator has rights that restrict the use of his intellectual property by others.
- Interface – A point where two systems (or people, or networks, or devices) meet and exchange information.
- Intranet – A private website on your company's network; you must log in using a valid username and password.
- IP Address – Unique address that distinguishes one computer from another on a network; formatted as a series of four decimal numbers separated by periods (IPv4) or eight hexadecimal separated by colons (IPv6).
- ISP – Internet Service Provider; a company that provides a connection to the Internet for a monthly fee.
- Keywords – Words that you enter in a search field as criteria for a search.
- LAN – Local Area Network; a private network usually confined to one geographic location.
- Live Streaming – The process of broadcasting real-time live audio/video footage as a video feed to an audience that accesses the stream over the Internet.
- Lock Screen – Screen that displays until the user performs the required gesture, or enters the correct information; a feature designed to keep unauthorized users from accessing your device.
- Malware – Software that can harm a computer; usually refers specifically to spyware and adware.
- Margin – The white space or area from the edge of the paper to the text.
- Mental Health Safety – Being able to recognize signs that could lead to issues such as depression from being online too much, or the feeling of isolation.
- Microprocessor – Silicon chip that performs calculations and logical operations in the computer; also referred to as the Central Processing Unit (PU) or simply as the processor.
- Mini Toolbar – A contextual toolbar that appears only when you select text. As you move the mouse pointer over the toolbar, it becomes a functioning toolbar with commonly used text formatting options.
- MMS – Multimedia Messaging Service; similar to SMS but provides a standard way to send messages that include multimedia content from one mobile device to another.
- Mouse Pointer – An icon (usually an arrow) that follows the movement of the mouse (or other pointing device) on the screen
- Name Box – This box displays the cell address of the active cell. It is located on the left below the toolbar.
- Navigation Bar – A series of links (usually down the left side or across the top of the page) that provides access to various areas of a website.
- Netiquette – A customary code of good practices relating to electronic communications.
- Network – A system for moving objects or information from one location to another.
- Network Interface Card (NIC) – Hardware that must be installed on your computer before you can send or receive data between your computer and the network.
- Network Share – A location on a server that is available over a network; used within the confines of a LAN.
- OCR – Optical Character Recognition; functionality which allows a scanner to convert a scanned image into editable electronic text and save that editable text as a document.
- Office Clipboard – A place to store data temporarily, pending retrieval.
- Online Meeting – A meeting in which multiple participants can speak, share visuals, send files, and request and take control of material being presented.
- Online Profile – A collection of information about you, including your username, a picture, your hobbies and interests and so on.
- Open-Source Software – Software for which the code base is freely available and modifiable; usually the software is distributed without charge.
- Orientation – The direction of the paper for text flow; Portrait takes advantage of the length of the paper vertically whereas Landscape uses the length of the paper horizontally.
- Page Break – The division between two pages.
- Password – A unique string of characters that must be provided before a logon or access is authorized.
- Paste – The editing function of placing cut or copied data into a new location.
- Path – The route you must follow to get to the location of a file on a disk.
- Peripherals – Devices connected to a computer system by a cable or by using wireless technology.
- Permissions – Rules associated with objects on a computer, such as files, folders and settings. Permissions – Determine whether you can access an object and what you can do with it.
- Phishing – The process of trying to gather sensitive information such as a password, or credit card details from an unsuspecting victim by pretending to be a trustworthy entity.
- Plagiarism – The act of passing off someone else's work or idea as your own without crediting the source.
- Platform – Interface between an application (or app) and the operating system; the environment within which an application runs.
- Plug-ins – Also known as Add-ons; small applications that extend the capabilities of web browsers.
- Podcast – An audio or video file you can upload to play or broadcast from a media player or a Website. Podcasts can also be broadcast in real-time from your computer with a Webcam.
- Pop-up Blocker – A utility in a browser that suppresses the display of pop-up windows.
- Port – Socket into which you can connect peripheral devices to a computer.
- Power Plan – A collection of hardware and system settings that manages how a computer utilizes power.

- Primary Key – A field (or combination of fields) that uniquely identifies each record stored in a database table.
- Private Browsing – An option that allows you to surf the web without saving any information about your browsing.
- Program – A sequence of instructions that guides the computer through the performance of a specific task or sequence of tasks.
- Proprietary Software – Software that is owned by an individual or a company, and sold as an executable file along with a license.
- Protocol – A set of rules that enable devices to communicate with one another in an agreed-upon manner.
- Quick Access Toolbar – Located above the File tab and contains popular commands such as Save, Undo, and Redo. This toolbar can be customized for those commands you use frequently.
- Radio Button – A selection that appears in a dialog box that allows a user to choose one item from a group of choices.
- Range – A selection of cells in a worksheet.
- Record – Information about a single item in a database table. A record contains fields (or columns) and each field contains a different piece of information about the item.
- Recycle Bin – A temporary storage area for deleted files. Deleted files remain in the Recycle Bin until the deleted files are restored or the Recycle Bin is emptied.
- Restore Point – A saved snapshot of your computer's Windows system files, program files, and Windows registry settings at a specific point in time.
- Root Directory – The highest level of any directory on a disk; represented by the drive letter and a colon, followed by a backslash.
- Row – A record in a database table or a numbered row (horizontal sequence of cells) in a worksheet.
- Ruler – Located below the Ribbon in Word or PowerPoint; the ruler displays icons that allow you to perform functions such as changing margins, tabs and indents quickly.
- SaaS – Software as a Service; a subscription service where you pay a monthly rate for access to software that is delivered over a network.
- Save – The process of storing or copying the information stored in the memory to a disk.
- Scanner – Device that converts a printed page or image into an electronic format.
- Screen Resolution – Refers to the degree of clarity with which text and images appear on screen.
- ScrollBars – Scroll bars automatically appear in a window if the contents are not entirely visible. A vertical or horizontal scroll bar may appear.
- Search Box – A field in which you can enter criteria to search for help topics or file names that match what you type.
- Search Engine – A service that maintains a database of Internet URLs and an index of key words; you use a search engine to find pages that contain information on text you specify as a criteria.
- Server – A computer designed to support other computers for business purposes; servers provide files and services to other systems on a network.
- Settings App – A Windows 10 app you can use to configure several system settings.
- Sharing Link – A hyperlink you can send in the body of an email message that provides access to a file or folder stored in a cloud location.
- Shortcut Keys – The commands activated by pressing the CTRL key with another key to perform a specific task, such as pressing CTRL+P will display the Print menu.
- Shortcut Menu – The menu that appears when you click the right mouse button.
- Signature – A block of text that appears at the bottom of an email that includes contact information on who sent the message.
- Slide Layout – A blueprint for slides; each layout contains placeholders for various types of content.
- Slide Sorter – The view that displays multiple miniature slides on one screen; use this view to rearrange or sort your slides.
- Smart Phones – Handheld devices that combine the features of a standard cell phone with those of a personal computer.
- SMS – Short Message Service; a protocol used by cellular providers to enable text messages to be sent from one mobile device to another.
- Social Engineering – The practice of tricking users into giving out passwords or other types of access information.
- Social Media Site – Website where registered users connect with each other to build a social network in which they can share information, pictures, ideas, and opinions.
- Software – Refers to any program that makes a computer run – including operating systems and application programs.
- Spacing – Refers to the amount of white space between individual characters, words, lines or columns of text or objects.
- Spam – Unsolicited electronic communications; often spam messages promote products and services, or convey specific political/religious views.
- Speaker Notes – A PowerPoint feature that allows you to create notes on each slide in the presentation and then print these for your reference during the presentation.
- Spelling & Grammar – A feature that checks the spelling and grammar in a document and usually provides a list of corrections for any error it finds.
- Spyware – Software that is secretly placed on your system and gathers personal or private information without your consent or knowledge.
- Status Bar – Located at the bottom of the screen. The status bar displays messages, cursor location, page number, section number, and whether specific features are active.
- Streaming – The process of having a file delivered to your device in a constant and steady stream; the file is not stored on your computer.

- Subfolder – A folder contained within another folder.
- Symbol – A character that can be inserted into a document, either as a text character or for a bullet or numbering style.
- System Image – An exact image of a hard drive; it includes Windows and the system settings, programs, and files. You can use a system image to restore the contents of your computer to the state it was in when you created the image.
- Tab – Depending on the context used, it may refer to the TAB key on the keyboard, a page of options in a dialog box, a menu command on the Office 2016 Ribbon, or an option to display another page for further actions.
- Table – A feature that enables you to create a grid layout for content consisting of columns and rows, similar to how a worksheet appears.
- Task Pane – A window displayed at the side of the screen that appears when specific commands are activated such as the Office Clipboard.
- Taskbar – The area at the bottom of the screen that runs horizontally and contains the Start menu and other frequently used programs, folders or files.
- Theme – A collection of coordinated appearance settings saved under a name; themes include font settings, color settings and text, border, and fill styles.
- Touch Screen – An interface that allows you to touch or tap a screen to perform specific actions instead of using a mouse and keyboard.
- Transition – Special effects that you can apply as you move from one slide to the next during a slide show.
- Trojan – A program designed to allow a hacker remote access to a target computer system.
- Troubleshooting – A systematic approach to solving a problem; generally, the process of determining what may be causing an issue on the computer and then finding a resolution for the issue.
- Undo – The feature that enables you to reverse the last action performed.
- Upload – The process of sending data from your computer to a server
- URL – Uniform Resource Locator; a global (text) address of a resource that is located on the World Wide Web. It consists of a protocol identifier and a domain name. Each URL is associated with a specific IP address. You enter a URL into a browser address bar to visit a web page.
- Username – A unique name associated with a particular computer or software account
- User Profile – A collection of settings that make the computer look and function in a particular manner.
- Video Conference – An online meeting in which participants share video via webcam.
- Video Editing – As with images, the level of detail that needs to be changed in a video will determine which program you need to use to edit the video file.
- Virtual – Term that refers to device that does not physically exist, but is made to appear and act as if it exists by software.
- Virtual Personal Assistants – Voice-activated services that answer questions, make recommendations and perform actions on a device.
- Virtual Private Network (VPN) – An encrypted connection between two computers that allows secure, private communications over long distances using the Internet.
- Virus – A malicious program designed to take control of system operations, and damage or destroy data.
- Voice Mail – A centralized system used in businesses for sending, storing, and retrieving audio messages.
- VoIP – Voice over Internet Protocol; a technology that allows you to make voice calls using a broadband Internet connection instead of a traditional telephone line.
- Web Apps – Applications that run on the World Wide Web instead of running directly on a device.
- Web Servers – Servers that host or store a company's or an individual's website.
- WebEx – Hosted service that you can use to conduct online meetings with anyone who has an Internet connection.
- Wide Area Network – A network that connects computers in multiple locations using communication lines owned by a public carrier; a WAN is a public network.
- Wireless Network (Wi-Fi) – A network that includes a wireless access point which supports wireless connections using one of 802.11 Wi-Fi standards
- Word Wrap – A feature that moves text from the end of a line to the beginning of a new line as you type.
- World Wide Web (WWW) – System of interlinked documents accessible on the Internet.
- WYSIWYG – Refers to "What You See Is What You Get", a display mode that shows the document exactly as it will appear when you print it or when you view it in a web browser

IC3 GS6 Level 1
Objective Domains

1. Technology Basics
   1.1   Access and navigate between digital environments
          1.1.1   Recognize operating system terms and concepts
          1.1.2   Explain basic functions of web browsers
          1.1.3   Explain processes and requirements for accessing digital environments
          1.1.4   Explain methods of navigating between digital environments
   1.2   Identify digital devices and connections
          1.2.1   Identify input devices
          1.2.2   Identify output devices
          1.2.3   Identify cables, connectors, and connections
   1.3   Explain fundamental software concepts
          1.3.1   Explain basic software application concepts
          1.3.2   Compare and contrast proprietary and open source software
          1.3.3   Describe processes for installing software from online sources
   1.4   Explain fundamental hardware concepts
          1.4.1   Describe concepts related to computing devices
          1.4.2   Describe concepts related to memory
          1.4.3   Describe concepts related to data storage
   1.5   Explain fundamental operating system concepts
          1.5.1   Compare and contrast features of mobile device operating systems
          1.5.2   Compare and contrast features of computer operating systems
   1.6   Explain fundamental networking concepts
          1.6.1   Describe network connectivity concepts
          1.6.2   Describe online connectivity concepts
          1.6.3   Compare and contrast network and connection types
          1.6.4   Describe networking infrastructure
          1.6.5   Identify whether a device is connected
          1.6.6   Describe basic network troubleshooting techniques

2. Digital Citizenship
   2.1   Create and manage a digital identity
          2.1.1   Explain how to manage personal data online
          2.1.2   Explain how to manage personally identifiable information
          2.1.3   Explain how to maintain digital privacy and security
   2.2   Cultivate, manage, and protect your digital reputation
          2.2.1   Recognize the permanence of actions in the digital world
          2.2.2   Recognize legal and ethical behavior when using technology
   2.3   Respond to inappropriate digital behavior and content
          2.3.1   Explain the impact of negative digital communication
          2.3.2   Assess the validity of online information
          2.3.3   Explain the importance of online anonymity
          2.3.4   Explain the value of nonresponse to negative communication

3. Information Management
   3.1   Use and refine criteria for online searches
          3.1.1   Define the information required to complete a given task
          3.1.2   Distinguish between relevant and irrelevant search results
          3.1.3   Collect and retain source reference information for search and research results
   3.2   Understand methods for searching within digital content
          3.2.1   Explain features that enable you to locate information in a file
          3.2.2   Explain features that enable you to locate information on a webpage
   3.3   Understand copyright and licensing restrictions for digital content

       3.3.1   Explain the basics of public domain content

       3.3.2   Explain the basics of Creative Commons content

4. Content Creation
   - 4.1 Create basic documents and presentations
     - 4.1.1 Display proficiency in creating basic documents
     - 4.1.2 Display proficiency in creating basic presentations
   - 4.2 Understand accepted referencing and attribution practices
     - 4.2.1 Define referencing and attribution
     - 4.2.2 Explain the purpose of referencing and attribution
     - 4.2.3 Locate online referencing and attribution sources
     - 4.2.4 Implement appropriate online citations in a given document
   - 4.3 Save and back up work
     - 4.3.1 Determine how, when and where to back up data in a typical digital work setting
     - 4.3.2 Implement file management principles and naming conventions
   - 4.4 Understand fundamental printing concepts
     - 4.4.1 Describe portrait vs landscape orientation
     - 4.4.2 Describe double-sided printing
     - 4.4.3 Explain common print settings
     - 4.4.4 Explain printing methods
5. Communication
   - 5.1 Express yourself through digital means
     - 5.1.1 Know where you can post or share in the digital world
     - 5.1.2 Be aware of platform-specific guidelines for posting and sharing
     - 5.1.3 Understand and follow acceptable use policies for posting and sharing
   - 5.2 Interact with others in a digital environment
     - 5.2.1 Implement digital interactions in a given digital technology
     - 5.2.2 Differentiate between effective and ineffective digital interaction methods
     - 5.2.3 Demonstrate the use of inclusive language
     - 5.2.4 Differentiate among email response options
6. Collaboration
   - 6.1 Identify digital collaboration concepts
     - 6.1.1 Identify the benefits of digital collaboration
     - 6.1.2 Define synchronous and asynchronous communications
     - 6.1.3 Identify methods to review work and provide feedback to peers
   - 6.2 Identify digital etiquette standards for collaborative processes
     - 6.2.1 For written digital collaboration
     - 6.2.2 For visual digital collaboration
7. Safety and Security
   - 7.1 Describe digital security threats
   - 7.2 Protect devices and digital content
     - 7.2.1 Identify features of secure passwords
     - 7.2.2 Identify when and how to reset a password
     - 7.2.3 Identify when and how to lock a device
     - 7.2.4 Explain how to clear saved browser settings
   - 7.3 Be aware of data-collection technology
     - 7.3.1 Describe how navigation tracking works
     - 7.3.2 Describe security concerns related to navigation tracking
     - 7.3.3 Describe security concerns related to storing information on a device
     - 7.3.4 Describe the benefits of private mode browsing
   - 7.4 Identify health risks associated with the use of digital technologies
     - 7.4.1 Identify mental health risks associated with online technologies
     - 7.4.2 Identify physical health threats associated with computer and device usage

1. Technology Basics
    1.1 Customize digital environments
        1.1.1 Configure device settings to meet individual needs and preferences
        1.1.2 Configure browser settings to meet individual needs and preferences
    1.2 Use a personal digital calendar
        1.2.1 Create appointments or tasks on a personal digital calendar
        1.2.2 Share a personal digital calendar with others
        1.2.3 Display specific information on your personal calendar
    1.3 Define higher-level technology concepts
        1.3.1 Describe automation methods
        1.3.2 Describe cloud computing
        1.3.3 Describe and understand the use of autocorrect functions
        1.3.4 Describe and understand the use of autocomplete functions
    1.4 Identify and explain common hardware adjustments
        1.4.1 Identify and explain common sound setting adjustments
        1.4.2 Identify and explain monitor brightness and contrast controls
    1.5 Explain core printer concepts
        1.5.1 Distinguish between laser and inkjet printers
        1.5.2 Confirm a successful connection to a printer
        1.5.3 Select a default printer
    1.6 Identify digital devices and connections
        1.6.1 Define processing devices
        1.6.2 Distinguish between categories of data cables and connectors

Technology Basics
    1.1   Access and navigate between digital environments
        1.1.1   Recognize operating system terms and concepts
        1.1.2   Explain basic functions of web browsers
        1.1.3   Explain processes and requirements for accessing digital environments
        1.1.4   Explain methods of navigating between digital environments
    1.2   Identify digital devices and connections
        1.2.1   Identify input devices
        1.2.2   Identify output devices
        1.2.3   Identify cables, connectors, and connections
    1.3   Explain fundamental software concepts
        1.3.1   Explain basic software application concepts
        1.3.2   Compare and contrast proprietary and open source software
        1.3.3   Describe processes for installing software from online sources
    1.4   Explain fundamental hardware concepts
        1.4.1   Describe concepts related to computing devices
        1.4.2   Describe concepts related to memory
        1.4.3   Describe concepts related to data storage
    1.5   Explain fundamental operating system concepts
        1.5.1   Compare and contrast features of mobile device operating systems
        1.5.2   Compare and contrast features of computer operating systems
    1.6   Explain fundamental networking concepts
        1.6.1   Describe network connectivity concepts
        1.6.2   Describe online connectivity concepts
        1.6.3   Compare and contrast network and connection types
        1.6.4   Describe networking infrastructure
        1.6.5   Identify whether a device is connected
        1.6.6   Describe basic network troubleshooting techniques

2. Digital Citizenship
    2.1 Create and manage multiple digital identities
        2.1.1 Differentiate between personal and professional digital identities
        2.1.2 Manage multiple site credentials
    2.2 Apply digital etiquette standards
        2.2.1 Implement situational digital etiquette standards
        2.2.2 Determine the appropriate time to send a communication
        2.2.3 Describe digital etiquette standards for content
        2.2.4 Display sensitivity to cultural diversity
    2.3 Seek opportunities to increase your digital competence
        2.3.1 Be aware of technological advancements
        2.3.2 Use help features and community resources
        2.3.3 Seek feedback that informs and improves your learning

3. Information Management
    3.1 Determine digital information needs and requirements
        3.1.1 Understand key search terms
        3.1.2 Demonstrate how to filter search results
    3.2 Determine the veracity of an individual search result or digital artifact
        3.2.1 Assess the accuracy of a search result or digital artifact
        3.2.2 Assess the perspective of a search result or digital artifact
        3.2.3 Assess the bias of a search result or digital artifact
        3.2.4 Determine the credibility of a search result or digital artifact
        3.2.5 Assess the relevance of a search result or digital artifact
    3.3 Manage online data collection, storage, and retrieval
        3.3.1 Explain methods of collecting digital data and responses
        3.3.2 Explain and interact with central data storage systems
        3.3.3 Fill out online forms
4. Content Creation
    4.1 Create and edit digital content
        4.1.1 Prepare structured documents
        4.1.2 Prepare presentations
        4.1.3 Prepare basic Workbooks
        4.1.4 Perform basic image editing
        4.1.5 Describe basic video-editing techniques
        4.1.6 Display proficient keyboarding skills
        4.1.7 Track changes in a document
        4.1.8 Use common shortcuts
    4.2 Manage digital information and files
        4.2.1 Organize, store, and retrieve data and content
        4.2.2 Explain benefits and methods of compressing files
        4.2.3 Explain and identify ownership of data in various storage locations
        4.2.4 Distinguish between read-only and read-write files
        4.2.5 Implement password protection
        4.2.6 Explain file versioning concepts
    4.3 Responsibly repurpose digital resources
        4.3.1 Understand the rights and obligations of using or sharing intellectual property
        4.3.2 Unify design elements by using design themes and artistic styles
    4.4 Publish or present content for a specific audience
        4.4.1 Determine how to customize information for a given audience
        4.4.2 Determine the file format that will work for a given user
5. Communication
    5.1 Interact with others in a digital environment
        5.1.1 Choose appropriate communication platforms and tools

5.1.2 Compose email messages
5.1.3 Interact with members of a digital community
5.1.4 Use online resources to determine availability of community services

*If time permits students can prepare to take level 3 IC3 G6 ExamTechnology Basics – Level 3
* we have found that this is mostly easier than LEVEL 1.
IC3 GS6 Level 3
Objective Domains

1. Technology Basics
    1.1 Evaluate software and hardware devices
        1.1.1 Assess hardware and software requirements
        1.1.2 Identify digital devices that meet specific requirements
        1.1.3 Identify software programs that meet specific needs
    1.2 Identify, troubleshoot, and resolve technical problems with assistance
        1.2.1 Identify basic troubleshooting steps
        1.2.2 Obtain system information to support troubleshooting
    1.3 Understand selected software concepts
        1.3.1 Understand software licensing concepts
        1.3.2 Understand software versioning concepts
        1.3.3 Identify processes for setting software defaults
        1.3.4 Explain how to use common features across similar applications

2. Digital Citizenship
    2.1 Understand how to protect others' personally identifiable information
        2.1.1 Explain the need for and how to achieve online privacy
        2.1.2 Explain the need for and how to achieve privacy at the workplace
        2.1.3 Explain the responsibility that comes with knowing another's password and account information
        2.1.4 Avoid broadcasting other people's information without permission
    2.2 Explain best practices for digital citizenship
        2.2.1 Keep your digital knowledge current
        2.2.2 Responsibly report dangerous, illegal, or harmful behavior

3. Information Management
    3.1 Construct an effective information search
        3.1.1 Design an effective search request
        3.1.2 Determine when a Boolean search is appropriate
    3.2 Evaluate digital information sources and multiple search results
        3.2.1 Assess the accuracy, bias, credibility, or relevance of search results
        3.2.2 Assess the perspective through which information is filtered and presented on a given site

4. Content Creation
    4.1 Create, edit, and publish or present original digital media content
        4.1.1 Capture and edit video and audio content and images
        4.1.2 Finalize and distribute video and audio content and images
        4.1.3 Consider the audience and purpose when determining what to distribute
    4.2 Represent data visually
        4.2.1 Identify the appropriate visual formats to express various data sets
        4.2.2 Produce business graphics by using productivity software
        4.2.3 Build tables, charts, and visual representations of raw data
        4.2.4 Compose procedural flowcharts and instructions
    4.3 Manage digital information and files
        4.3.1 Identify the principles of cloud versioning

4.3.2 Consider variables when delivering digital content

4.4 Be aware of challenges and solutions for accessibility

    4.4.1 Explain the effects of color contrast on the visually impaired

    4.4.2 Explain the importance of font size and selection

    4.4.3 Explain what readability is and how it is achieved

    4.4.4 Explain what alt text is and how it is used

4.5 Apply intellectual property standards

    4.5.1 Implement intellectual property guidelines for reusing another's work

    4.5.2 Explain how to protect individual and corporate intellectual property

4.6 Plan and manage a cyclical design process for digital projects

    4.6.1 Identify requirements , consider design restraints, generate ideas, test theories

5. Communication

5.1 Manage interpersonal digital communications

    5.1.1 Identify strategies to clarify ambiguity in digital communications

    5.1.2 Customize the message and medium for a specific audience

    5.1.3 Engage with people in ways that broaden mutual understanding and learning

5.2 Communicate with others to identify and understand issues

    5.2.1 Work with internal team members to identify and understand issues

    5.2.2 Interact appropriately with external clients to identify and understand issues

6. Collaboration

6.1 Collaborate with others to resolve issues

    6.1.1 Work with internal team members to resolve issues

    6.1.2 Interact appropriately with external clients to resolve issues

6.2 Contribute constructively to project teams

7. Safety and Security

7.1 Manage device security

    7.1.1 Explain multifactor authentication concepts

    7.1.2 Explain virus-scanning concepts

    7.1.3 Manage the transfer of hardware to others

7.2 Be aware of the physical and environmental impact of digital tools and technologies

    7.2.1 Identify the physical impact of digital tools and technologies

    7.2.2 Identify the environmental impact of digital tools and technologies