GVC

Digital Literacy

COURSE DESCRIPTION This course is a foundation to computer literacy. Students will have opportunities to use technology and develop skills that encourage creativity, critical thinking, productivity, and collaboration in the classroom and day-to-day life. This course is aligned with the International Society for Technology in Education for Students, the K-12 Computer Science Framework, industry standards for Digital Literacy Certification, and the Utah Core. The alignment to these national and international benchmarks will ensure that students complete this course with a prerequisite to transition successfully to the 9-12Th grade digital studies courses.

Students will recognize the rights, responsibilities, and opportunities of living, learning, and working in an interconnected digital world, and act and model in ways that are safe, legal, and ethical. (Digital Citizen)

a. I can recognize basic uses and processes of computing devices.

b. I can protect digital devices and data.

d. I can protect personal devices from security threats.

e. I can keep a digital device secure and updated.

f. I can demonstrate ethics in a digital world.

g. I understand the effects of cyber bullying.

h. I can recognize the impacts of a digital footprint.

Students will critically curate a variety of resources using digital tools to construct knowledge, produce creative artifacts, and make meaningful learning experiences for themselves and others.

a. I can demonstrate knowledge of common keyboard shortcuts (CTRL +A, C, X, V, F, L, R, E, and ENTER).

b. I can demonstrate knowledge of word processing including tables, text box, shading, borders, picture, text wrapping, picture wrapping, columns, alignment, sorting, word art, and text art).

c. I can demonstrate knowledge of spreadsheets including tables, fill, sizing, charts, sorting, basic formulas, and if statements).

d. I can create an interactive game using PowerPoint that includes sound, hyperlinks, mouse overs, and animation.

e. I can create a basic database in Access.

f. I can set up calendars as well as email and text reminders in email.

Students will communicate clearly and express themselves creatively for a variety of purposes using the platforms, tools, styles, formats, and digital media appropriate to their goals.

a. I can use digital media tools and software and can convert them (audio, photography, and video).

Students will use digital tools to broaden their perspectives and enrich their learning by collaborating with others and working effectively in teams locally and globally. (Global Collaborator)

a. I can use search tools to narrow results in Google

b. I can send an attachment in email.

c. I can recognize the difference between internal (school/business) versus open media sites.

Students will use a variety of technologies within a design process to identify and solve problems by creating new, useful, and imaginative solutions. (Innovative Designer)

a.I can design a cross-curricular project using presentation software.

b.I can create a basic web page using HTML