Digital Savvy

Course Syllabus and Planner

Updated April, 2016

Online Course Overview

Course Title: *CompuScholar: Digital Savvy*

Online ISBN: **978-0-9887070-8-5**, published 2016 by CompuScholar, Inc.

Length: 2 semesters

Student Pre-Requisites: Basic computer operation skills, 6th – 12th grade status.

Description: The **CompuScholar: Digital Savvy** curriculum is a one-year (two-semester) course covering required topics in most introductory "Information Technology" classes. Students should have minimal computer usage skills (e.g. use of mouse, keyboard and basic web browsing abilities) prior to starting this course.

Teaching Strategies

The course material is designed to appeal to a variety of students, from traditional learners who thrive on written text to audio-visual students who enjoy a multi-media format. All content is delivered through an online system that allows students to work seamlessly both in the classroom and at home.

Hands-On Activities

Every chapter contains one or more hands-activities that allow students to practice and demonstrate understanding of the lesson topics. A Windows or Mac OS computer is required for completion of the hands-on activities.

Course Planner

A typical school year consists of approximately 40 calendar weeks from the last week in August through the last week in May. From that calendar, one week is subtracted for Thanksgiving, two weeks for Christmas, and one week for Spring Break. That leaves approximately 36 calendar weeks or 180 days of school.

The course plan covers approximately 33 school weeks (164 days) of core material. Each chapter contains several hands-on "Work With Me" activities, lesson quizzes and a chapter test in addition to the listed Lab assignments. Teachers may choose to add Supplemental Lessons as desired to meet state standards or student interest. Some classes may move faster or slower than the suggested pace.

Days	Reading and Objectives	Activities
6	**Chapter One: Fundamentals of Computer Hardware** • Types of Computers • Basic Computer Hardware • Understanding Peripherals • Computer Origins	**Using Peripherals**
7	**Chapter Two: Fundamentals of Computer Software** • Software Categories • Types of Applications • Web Browsers • Running Applications Successfully • Emerging Digital Trends	**Application Inventory**

Days	Reading and Objectives	Activities
5	**Chapter Three: Operating Systems** • Popular Operating Systems • Managing Your OS • Managing Your Applications	**OS Report**
5	**Chapter Four: Computer Files** • Understanding Files and Folders • Managing Files on Your Computer • File Associations	**Savvy Folders**
5	**Chapter Five: Computer Maintenance and Troubleshooting** • Taking Care of Hardware • Software Upgrades and Data Backups • Finding and Fixing Problems	**Problem Solver**
8	**Chapter Six: Computer Networks** • Network Hardware • Connecting Computers • Network Addressing • Internet Clients and Servers • Internet Domains and URLs • Internet Protocols	**Domain Name Research**

Days	Reading and Objectives	Activities
5	**Chapter Seven: Search Engines** • Using Search Engines • Search Results • Verifying and Citing Sources	**Search Report**
7	**Chapter Eight: Computer Security** • Protect Yourself Online • Security Strategies • Security Technologies • Ethical Computing • Intellectual Property	**Security Sweep**
10	**Chapter Nine: Word Processing** • Word Processing Software • Creating, Editing and Saving • Formatting and Styling Documents • Proofreading and Searching • Images, Tables and More • Printing and Version Tracking • References and Links	**A Professional Letter** **Formatting a Research Paper**

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Days	Reading and Objectives	Activities
11	**Chapter Ten: Spreadsheet Programs** • Spreadsheet Software • Creating, Editing and Saving • Rows, Columns and Worksheets • Formatting Cells • Searching and Sorting Data • Calculations and Functions • Visualizing Data with Charts	**Checkbook Formatting** **Checkbook Calculations** **Checkbook Charts**
9	**Chapter Eleven: Presentation Programs** • Presentation Software • Creating Presentations • Formatting Slides • Special Effects • Tables, Charts and Graphs • Giving a Presentation	**Starting Your Presentation** **Finishing Your Presentation**
8	**Chapter Twelve: Database Technology** • Basic Database Concepts • The Relational Model • Creating Tables • Inserting and Selecting Rows • Producing Reports	**Music Database** **Music Reports**

Days	Reading and Objectives	Activities
5	**Chapter Thirteen: Project Management and Teamwork** • Working as a Team • Managing Projects • Solving Problems	**Project Planning**
10	**Chapter Fourteen: Mid-Term Project** • **Kickoff**	**Project Planning** **Project Implementation** **Project Delivery**
5	**Chapter Fifteen: Digital Images** • Drawing on Your Computer • Editing Photos • Sharing Images	**Image Editing**
5	**Chapter Sixteen: Internet Communications** • Email • Instant Messaging • Audio and Video Chats	**Sending Messages**
5	**Chapter Seventeen: Social Media** • Facebook and Google+ • Twitter and Instagram • YouTube	**Social Media Posts**

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Days	Reading and Objectives	Activities
6	**Chapter Eighteen: More Social Media** • Pinterest • Blogs • LinkedIn • Online Safety	**Create a Blog Post**
5	**Chapter Nineteen: Creating Web Pages** • Getting Started with HTML • Essential HTML Symbols • HTML File Layout	**Beginning Web Page**
6	**Chapter Twenty: Web Page Design** • Body Elements • Using Colors • Design Rules • Web Editing Tools	**Formatted Web Page**
5	**Chapter Twenty-One: Web Links, Images and Animation** • Adding Hyperlinks • Using Images • Adding Animation	**Final Website**

Days	Reading and Objectives	Activities
5	**Chapter Twenty- Two: Programming Concepts** • Common Programming Languages • Getting Started with Scratch • Building Algorithms with Flowcharts	**Scratch Effects**
5	**Chapter Twenty- Three: Digital Logic** • Using Data • Loops • Making Decisions	**Making Change**
6	**Chapter Twenty-Four: Careers and Professional Skills** • Computer Career Opportunities • Professionalism in the Workplace • Workplace Safety	**Exploring Computing Careers**
10	**Chapter Twenty-Five: Team Project** • Kickoff	**Project Planning** **Project Implementation** **Project Delivery**
	Supplemental Lessons Integrate as desired	