



Digital Savvy

Course Syllabus and Planner

Course Overview

The CompuScholar **Digital Savvy** curriculum is a one-year (two-semester) course covering required topics in most introductory “Information Technology” classes. This course has been aligned to specific course standards in many states. Please visit our course description page for a video tour and alignment information.

<https://www.compuscholar.com/schools/courses/computer-skills/>

Students should have minimal computer usage skills (e.g. keyboarding, mouse, and operating system navigation) 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-on activities that allow students to practice and demonstrate understanding of the lesson topics. Activities can be completed on any Windows, Mac OS, Chromebook, or tablet device when using online options (like Google Docs). Teachers may choose to use locally installed software (like Microsoft Office) if desired.

Course Planner

A typical school year consists of approximately 36 calendar weeks or 180 days of school. The course plan covers approximately 165 school days, with additional time allocated for review, make-up work, individual projects and Supplemental Lessons. Each “day” listed below represents one typical class period of 45 – 60 minutes, so students will typically work 3-5 hours per week. The suggested number of days factors in 1 day per lesson & quiz, 1 day per activity, and 1 day per test. Some classes may move faster or slower than the suggested pace.

Each chapter contains multiple lessons, quizzes and a chapter test in addition to the listed Activity assignments. Teachers may utilize Supplemental Lessons as desired to meet state standards or student interest. Team Projects and other assignments may be adjusted to fit the available time.

Days	Reading and Objectives	Activities
6	<p>Chapter One: Fundamentals of Computer Hardware</p> <ul style="list-style-type: none"> • Types of Computers • Basic Computer Hardware • Understanding Peripherals • Computer Origins 	Using Peripherals
7	<p>Chapter Two: Fundamentals of Computer Software</p> <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Popular Operating Systems • Managing Your OS • Managing Your Applications 	OS Report
6	Chapter Four: Computer Files <ul style="list-style-type: none"> • Understanding Files and Folders • Managing Files on Your Computer • File Associations • Managing Files in the Cloud 	Savvy Folders
5	Chapter Five: Computer Maintenance and Troubleshooting <ul style="list-style-type: none"> • Taking Care of Hardware • Software Upgrades and Data Backups • Finding and Fixing Problems 	Problem Solver
8	Chapter Six: Computer Networks <ul style="list-style-type: none"> • 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	<p>Chapter Seven: Search Engines</p> <ul style="list-style-type: none"> • Using Search Engines • Search Results • Verifying and Citing Sources 	<p>Search Report</p>
7	<p>Chapter Eight: Computer Security</p> <ul style="list-style-type: none"> • Protect Yourself Online • Security Strategies • Security Technologies • Ethical Computing • Intellectual Property 	<p>Security Sweep</p>
10	<p>Chapter Nine: Word Processing</p> <ul style="list-style-type: none"> • 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 	<p>A Professional Letter</p> <p>Formatting a Research Paper</p>

Days	Reading and Objectives	Activities
11	Chapter Ten: Spreadsheet Programs <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Working as a Team • Managing Projects • Solving Problems 	Project Planning
10	Chapter Fourteen: Mid-Term Project <ul style="list-style-type: none"> • Kickoff 	Project Planning Project Implementation Project Delivery
5	Chapter Fifteen: Digital Images <ul style="list-style-type: none"> • Drawing on Your Computer • Editing Photos • Sharing Images 	Image Editing
5	Chapter Sixteen: Internet Communications <ul style="list-style-type: none"> • Email • Instant Messaging • Audio and Video Chats 	Sending Messages
5	Chapter Seventeen: Social Media <ul style="list-style-type: none"> • Facebook and Google+ • Twitter and Instagram • YouTube 	Social Media Posts

Days	Reading and Objectives	Activities
6	Chapter Eighteen: More Social Media <ul style="list-style-type: none"> • Pinterest • Blogs • LinkedIn • Online Safety 	Create a Blog Post
5	Chapter Nineteen: Creating Web Pages <ul style="list-style-type: none"> • Getting Started with HTML • Essential HTML Symbols • HTML File Layout 	Beginning Web Page
6	Chapter Twenty: Web Page Design <ul style="list-style-type: none"> • Body Elements • Using Colors • Design Rules • Web Editing Tools 	Formatted Web Page
5	Chapter Twenty-One: Web Links, Images and Animation <ul style="list-style-type: none"> • Adding Hyperlinks • Using Images • Adding Animation 	Final Website

Days	Reading and Objectives	Activities
5	Chapter Twenty- Two: Programming Concepts <ul style="list-style-type: none"> • Common Programming Languages • Getting Started with Blockly • Building Algorithms with Flowcharts 	Blockly Initials
5	Chapter Twenty- Three: Digital Logic <ul style="list-style-type: none"> • Using Data • Making Decisions • Loops 	Two-Tone Spiral
6	Chapter Twenty-Four: Careers and Professional Skills <ul style="list-style-type: none"> • Computer Career Opportunities • Professionalism in the Workplace • Workplace Safety 	Exploring Computing Careers
10	Chapter Twenty-Five: Team Project <ul style="list-style-type: none"> • Kickoff 	Project Planning Project Implementation Project Delivery
	Supplemental Lessons Integrate as desired	