Teaching Tomorrow's Technology.
CompuScholar

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.

Course Material

The course consists of the following student-facing elements:

- **Instructional Videos** – optional (not required), but enjoyed by many students as an audio-visual introduction and reinforcement of the lesson topics.
- **Lesson Text** – required reading, contains full topic details and live coding exercises
- **Quizzes and Exams** – multiple-choice and automatically graded by our system
- **Chapter Activities** – hands-on projects, submitted for a grade

Teachers additionally have access to:

- **Teacher's Guides** – for each lesson, with suggested classroom discussion questions
- **Quiz and Exam Answer Keys** – PDFs for quick reference
- **Activity Solution Guides** – fully coded activity solutions for each chapter activity

Hands-On Activities and Device Requirements

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 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 class period of 45 – 60 minutes, so students will typically work 3-5 hours per week. The suggested pace is 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 Activities. Team Projects and other assignments may be adjusted to fit the available time.

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**
6	**Chapter Four: Computer Files** • Understanding Files and Folders • Managing Files on Your Computer • File Associations • Managing Files in the Cloud	**Mystery Files**
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**

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 • Text Messaging • Audio and Video Chats	**Sending Messages**
5	**Chapter Seventeen: Social Media** • Facebook • Twitter (X) and Instagram • YouTube	**Social Media Posts**

Days	Reading and Objectives	Activities
6	**Chapter Eighteen: More Social Media** • Pinterest • Blogs, Forums, Wikis • LinkedIn • Online Safety	**Create a Blog**
5	**Chapter Nineteen: Creating Web Pages** • Getting Started with HTML • Creating HTML Files • 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 Blockly • Building Algorithms with Flowcharts	**Blockly Initials**
5	**Chapter Twenty- Three: Digital Logic** • Using Data • Making Decisions • Loops	**Two-Tone Spiral**
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 Chapters

Supplemental Chapters and lessons (described on the next page) can be used as desired to meet state standards or provide enrichment topics for students. Lessons are loosely organized into chapters but can be skipped or completed in any order.

Days	Reading and Objectives	Activities
10	**Supplemental Chapter 1: Computers and Modern Society** • Global Computing Issues • Social Engineering • Digital Accessibility • Artificial Intelligence • Net Neutrality • Cloud Computing	**Evaluating Digital Artifacts** **Highlighting Tools** **Debating AI** **Exploring Net Neutrality**
9	**Supplemental Chapter 2: Computer Science Concepts** • Computer Number Systems • Algorithms • Encoding Data • Data Structures • Simulations • Software Design Process	**Street Smarts** **Secret Message** **Physics Lab**
11	**Supplemental Chapter 3: Enrichment Topics** • Typing Skills • Student Organizations • Useful Computing Devices • Calendar Tools • Configuring a SOHO Router • Database Input and Output • Mail Merge and Macros	**Typing Whiz** **CTSO Exploration** **Map My Area** **Daily Schedule**