CompuScholar, Inc.

Alignment to South Carolina **Digital Literacy (2853)** Standards

South Carolina Course Details:

Course Title:	2853 - Digital Literacy
Grade Level:	6 - 8
Standards Link:	SCDigitalLiteracy.pdf

CompuScholar Course Details:

Course Title:	Digital Savvy
Course ISBN:	978-0-9887070-8-5
Course Year:	2021

Note 1: Citation(s) listed may represent a subset of the instances where objectives are met throughout the course.

Note 2: Citation(s) for a "Lesson" refer to the "Lesson Text" elements and associated "Activities" within the course, unless otherwise noted. The "Instructional Video" components are supplements designed to introduce or re-enforce the main lesson concepts, and the Lesson Text contains full details.

Note 3: "Supplemental" or "Suppl." citation(s) refer to Supplemental chapters included at the end of the course.

South Carolina Course Description

This course is designed to equip students with many of the needed computer skills to find, evaluate, create, and communicate information. Students will be exposed to a broad range of computer technology along with a working knowledge of computer software and hardware. Students benefit from an understanding of a wide range of applications (e.g., document processing, presentations, spreadsheets, and web-based resources). This course prepares students to be college and career-ready.

South Carolina Course Standards

A. SAFETY	CITATION(S)
1. Review school safety policies and procedures.	Chapter 8, Lessons 1, 4 Chapter 24, Lesson 3
2. Review classroom safety rules and procedures.	Chapter 8, Lessons 1, 4 Chapter 24, Lesson 3
3. Review safety procedures for using equipment in the classroom.	Chapter 8, Lessons 1, 4 Chapter 24, Lesson 3
4. Identify major causes of work-related accidents in office environments.	Chapter 24, Lesson 3
5. Demonstrate safety skills in an office/work environment.	Chapter 24, Lesson 3

B. STUDENT ORGANIZATIONS	CITATION(S)
1. Identify the purpose and goals of a Career and Technology Student Organization (CTSO).	Suppl. Chapter 3, Lesson 2
2. Explain how CTSOs are integral parts of specific clusters, majors, and/or courses.	Suppl. Chapter 3, Lesson 2
3. Explain the benefits and responsibilities of being a member of a CTSO.	Suppl. Chapter 3, Lesson 2
4. List leadership opportunities that are available to students through participation in CTSO conferences, competitions, community service, philanthropy, and other activities.	Suppl. Chapter 3, Lesson 2
5. Explain how participation in CTSOs can promote lifelong benefits in other professional and civic organizations.	Suppl. Chapter 3, Lesson 2

C. TECHNOLOGY KNOWLEDGE	CITATION(S)
1. Demonstrate proficiency and skills associated with the use of technologies that are common to a specific occupation.	Chapters 7, 9, 10, 11, 14, 16 (Common workplace apps)
2. Identify proper netiquette when using e-mail, social media, and other technologies for communication purposes.	Chapter 8, Lesson 4 Chapter 16, Lesson 1 Chapter 18, Lesson 4
3. Identify potential abuse and unethical uses of laptops, tablets, computers, and/or networks.	Chapter 8, Lessons 1 - 4
4. Explain the consequences of social, illegal, and unethical uses of technology (e.g., piracy; illegal downloading; licensing infringement; inappropriate uses of software, hardware, and mobile devices in the work environment).	Chapter 8, Lessons 1, 2, 4, 5
5. Discuss legal issues and the terms of use related to copyright laws, fair use laws, and ethics pertaining to downloading of images, photographs, documents, video, sounds, music, trademarks, and other elements for personal use.	Chapter 8, Lessons 4, 5
6. Describe ethical and legal practices of safeguarding the confidentiality of business-related information.	Chapter 8, Lessons 2, 3, 4
7. Describe possible threats to a laptop, tablet, computer, and/or network and methods of avoiding attacks.	Chapter 8, Lessons 1, 2, 3

D. PERSONAL QUALITIES AND EMPLOYABILITY SKILLS	CITATION(S)
1. Demonstrate punctuality.	Chapter 13, Lesson 1 Chapter 24, Lesson 2 Chapters 14, 25
2. Demonstrate self-representation.	Chapter 13, Lessons 1, 3 Chapter 24, Lesson 2 Chapters 14, 25

3. Demonstrate work ethic.	Chapter 13, Lesson 1 Chapter 24, Lesson 2 Chapters 14, 25
4. Demonstrate respect.	Chapter 13, Lessons 1, 3 Chapter 24, Lesson 2 Chapters 14, 25
5. Demonstrate time management.	Chapter 13, Lessons 1, 2 Chapter 24, Lesson 2 Chapters 14, 25
6. Demonstrate integrity.	Chapter 13, Lessons 1, 3 Chapter 24, Lesson 2 Chapters 14, 25
7. Demonstrate leadership.	Chapter 13, Lessons 1, 2, 3 Chapter 24, Lesson 2 Chapters 14, 25
8. Demonstrate teamwork and collaboration.	Chapter 13, Lessons 1, 3 Chapter 24, Lesson 2 Chapters 14, 25
9. Demonstrate conflict resolution.	Chapter 13, Lesson 3 Chapter 24, Lesson 2 Chapters 14, 25
10. Demonstrate perseverance.	Chapter 13, Lessons 1, 3 Chapter 24, Lesson 2 Chapters 14, 25
11. Demonstrate commitment.	Chapter 13, Lessons 1, 3 Chapter 24, Lesson 2 Chapters 14, 25
12. Demonstrate a healthy view of competition.	Chapter 13, Lessons 1, 3 Chapter 24, Lesson 2 Chapters 14, 25
13. Demonstrate a global perspective.	Suppl. Chapter 1, Lesson 1
14. Demonstrate health and fitness.	Chapter 24, Lesson 2
15. Demonstrate self-direction.	Chapter 13, Lessons 1, 3 Chapter 24, Lesson 2 Chapters 14, 25
16. Demonstrate lifelong learning.	Chapter 24, Lesson 1 Suppl. Chapter 3, Lesson 2

E. PROFESSIONAL KNOWLEDGE	CITATION(S)
1. Demonstrate effective speaking and listening skills.	Many opportunities throughout the course, e.g: Chapter 11, Lesson 6 Chapter 13, Lessons 1, 3 Chapter 24, Lesson 2 Chapters 14, 25
2. Demonstrate effective reading and writing skills.	Many opportunities throughout the course, e.g. Chapters 3, 7, 14, 25 Activities
3. Demonstrate mathematical reasoning.	Chapter 10, Lesson 6 Chapter 10, Activity 2 Chapter 23, Lesson 2 Chapter 23 Activity
4. Demonstrate job-specific mathematics skills.	Chapter 10, Lesson 6 Chapter 10, Activity 2 Chapter 23, Lesson 2 Chapter 23 Activity
5. Demonstrate critical-thinking and problem-solving skills.	Chapter 5, Lesson 3 Chapter 7, Lesson 3 Chapters 14 and 25 Suppl. Chapter 1, Lessons 1, 4, 5
6. Demonstrate creativity and resourcefulness.	Chapter 11, Activities 1, 2 Chapter 15 Chapters 14 and 25 Suppl. Chapter 2, Lesson 2
7. Demonstrate an understanding of business ethics.	Chapter 8, Lessons 2, 4, 5 Chapter 24, Lesson 2
8. Demonstrate confidentiality.	Chapter 8, Lessons 2, 4 Chapter 24, Lesson 2
9. Demonstrate an understanding of workplace structures, organizations, systems, and climates.	Chapter 13, Lessons 1, 2 Chapter 24, Lessons 1, 2 Chapters 14, 25
10. Demonstrate diversity awareness.	Chapter 24, Lesson 2 Suppl. Chapter 1, Lessons 1, 3
11. Demonstrate job acquisition and advancement skills.	Chapter 13, Lessons 1, 2, 3 Chapter 18, Lesson 3 Chapter 24, Lessons 1, 2 Chapter 24 Activity
12. Demonstrate task management skills.	Chapter 13, Lesson 2 Chapter 24, Lesson 2 Chapters 14, 25
13. Demonstrate customer-service skills.	Chapter 24, Lesson 2 Chapters 14, 25

F. KEYBOARDING MASTERY (Optional for students that have not passed a formal keyboarding course)	CITATION(S)
1. Use correct fingering and proper touch techniques to key alphanumeric information.	Suppl. Chapter 3, Lesson 1
2. Demonstrate speed at a minimum rate of 30 wpm with a maximum of three errors on a three-minute timed writing.	Suppl. Chapter 3, Lesson 1
3. Use equipment and/or software capabilities to correct errors.	Chapter 9, Lesson 4 Suppl. Chapter 3, Lesson 1

G. BASIC OPERATIONS AND CONCEPTS	CITATION(S)
1. Identify and define basic computer terminology (e.g., hardware, software, operating system).	Chapter 1, Lessons 1, 2, 3 Chapter 2, Lessons 1, 2
2. Identify the main parts of a computer.	Chapter 1, Lessons 2, 3
3. Differentiate between productivity, educational, and entertainment programs / applications (apps) and their various uses and roles.	Chapter 2, Lessons 1, 2
4. Identify and use a variety of storage media and systems, (e.g. optical disks, flash drives, networked storage, cloud services, etc.) and provide a rationale for using a certain medium for a specific purpose.	Chapter 1, Lessons 2, 3 Chapter 9, Lesson 2
5. Describe and perform basic file operations.	Chapter 4

H. INTERNET BASICS	CITATION(S)
1. Identify and define basic Internet terminology (e.g., World Wide Web, browsers, Internet, intranet, search engine, cloud computing).	Chapter 2, Lesson 3 Chapter 6
2. Identify types of Internet connectivity (i.e. hotspot, mifi, and other devices).	Chapter 6, Lessons 1, 2
3. Explain how Web addresses work (e.g. parts of a URL: Web server, domain name, etc.)	Chapter 6, Lessons 3, 5
4. Write, send, and manage e-mail messages for a variety of purposes.	Chapter 16, Lesson 1
5. Identify e-mail etiquette.	Chapter 16, Lesson 1
6. Use the Internet to complete real-life tasks (e.g., date-time-weather, travel information, product purchase, financial banking, and other transactions performed over the Web).	Chapter 5 Activity Chapters 7, 14, 16, 17, 18, 25

I. RESEARCH AND INFORMATION GATHERING	CITATION(S)
1. Identify types and locations of websites by examining their domain name extensions (e.g. .edu, .com, .org, .gov, or .mil).	Chapter 6, Lesson 5

2. Describe and use various search engines. a. Search for reliable information on the Web (e.g., track the news and search trends; find music, pictures, and videos; locate businesses and people; locate operating systems and applications Help).	Chapter 5 Activity Chapter 7
3. Use appropriate academic language in online learning environments (e.g., post, thread, intranet, discussion forum, dropbox, account, and password).	Students access our online learning system via username and password, can send messages to teachers, etc. Appropriate language is introduced as needed (e.g. Chapter 8, Lesson 1)
4. Explain how technology can support communication and collaboration, personal and professional productivity, and lifelong learning.	Chapters 16, 17, 18 Suppl. Chapter 3, Lesson 4
5. Write/key correct in-text citations and reference lists for text and images gathered from electronic sources.	Chapter 7, Lesson 3 Chapter 14, Kickoff & Activity 2

J. DOCUMENT PROCESSING	CITATION(S)
1. Identify and explain terms and concepts related to document processing (e.g., margins, font, style, line spacing).	Chapter 9, Lessons 1, 2, 3
2. Use menus and toolbar functions (e.g., font, style, line spacing, and margins) to format, edit, and print a document.	Chapter 9, Lessons 2, 3
3. Demonstrate use of various features found in word processing (e.g., tabs, indents, headers, footers, endnotes, bullets and numbering, and tables).	Chapter 9, Lessons 3, 5
4. Apply formatting and page layout features when appropriate (e.g., columns, templates, and styles) to improve the appearance of documents	Chapter 9, Lessons 3, 5, 7
5. Perform basic tasks found in word processing (e.g., selecting, highlighting, copying, and pasting text).	Chapter 9, Lesson 2
6. Copy and paste images within a document and from outside sources.	Chapter 9, Lessons 2, 5
7. Insert and size a graphic within a document.	Chapter 9, Lesson 5
8. Proofread and edit writing using appropriate resources (e.g. dictionary, spell checker, grammar checker, and thesaurus.)	Chapter 9, Lesson 4

K. MULTIMEDIA AND PRESENTATION TOOLS	CITATION(S)
1. Create presentations for a variety of audiences and purposes with use of appropriate transitions and animations to add interest.	Chapter 11, Lessons 1, 2, 4
2. Use a variety of technology tools (e.g., dictionary, thesaurus, grammar checker, calculator/graphing calculator) to maximize the accuracy of work.	Chapter 11, Lessons 5, 6
3. Make strategic use of digital media to enhance understanding.	Chapter 11, Lessons 4, 5
4. Use painting and drawing tools/applications to create and edit work.	Chapter 15, Lessons 1, 2

5. Use note-taking skills while viewing online videos and using the play, pause, rewind, and stop buttons.	Chapter 17, Lesson 3
6. Independently use appropriate technology tools (e.g., graphic organizer, audio, visual) to define problems and propose hypothesis.	Chapter 14
7. Deliver a presentation on an online platform.	Chapter 11, Lesson 6 / Activity 2 Chapter 14

L. SPREADSHEET FUNDAMENTALS	CITATION(S)
1. Identify and explain terms and concepts related to spreadsheets (e.g., cell, column, row, values, labels, chart, graph, etc.).	Chapter 10, Lessons 1 - 7
2. Use spreadsheets to calculate, graph/chart, organize, and present data in a variety of real-world settings, and choose the most appropriate type to represent given data.	Chapter 10, Lessons 1 - 7 Chapter 10, Activities 1, 2, 3 Chapter 14
3. Enter formulas and functions; use the auto-fill feature in a spreadsheet application.	Chapter 10, Lessons 2, 6
4. Use basic mathematical symbols to perform calculations when using formulas.	Chapter 10, Lesson 6
5. Use functions of a spreadsheet application (e.g., sort, filter, find).	Chapter 10, Lesson 6
6. Use various number formats (e.g. scientific notations, percentages, exponents) as appropriate.	Chapter 10, Lesson 4
7. Use advanced formatting features of a spreadsheet application (e.g., reposition columns and rows, add, and name worksheets).	Chapter 10, Lessons 3, 4
8. Differentiate between formulas with absolute and relative cell references.	Chapter 10, Lesson 6
9. Use multiple worksheets within a workbook, and create links among worksheets to solve problems.	Chapter 10, Lessons 2, 3, 6
10. Import and export data between spreadsheets and other applications.	Chapter 10, Lesson 7 Chapter 11, Lesson 5 Chapter 14

M. TECHNOLOGY COMMUNICATION TOOLS	CITATION(S)
1. Describe the features of online social networks.	Chapters 17, 18
2. Describe the tools for social networking.	Chapters 17, 18
3. Describe various applications of social networking tools.	Chapters 17, 18

N. CAREERS	CITATION(S)
1. Identify and research education requirements, training requirements, and salaries for careers in technology	Chapter 24, Lesson 1 Chapter 24 Activity