Course Description

This course is designed to introduce both new and existing concepts to understand what digital literacy means and how to address current computing concepts for being online - including the use of the cloud and mobile devices. Students will get a firm understanding of how to find and validate research results, become productive and effective communicators, and collaborate with others to create content in modern digital environments.

The book structure is a comprehensive series of computer theory credentials that use seven digital literacy domains to successfully understand and apply these skills. Each of these seven domains will be introduced in three levels of ascending depth of information:

- Level 1 (basic) - introduces fundamental concepts and essential components.
- Level 2 (intermediate) - builds on the knowledge covered in Level 1 to apply practical abilities to each of the seven domain skills at this level.
- Level 3 (advanced) - focuses on concepts for an advanced understanding of digital literacy and builds a technical foundation of skills and knowledge to succeed in personal, educational, and professional environments.

The intent of this courseware is to gradually introduce computer knowledge and skill sets to establish a firm understanding of digital literacy. This understanding is achieved with the help of situational examples and visual content (such as walk-throughs, diagrams, and illustrations) throughout the book.

Course Length: 50-80 hours

Course Prerequisites

This courseware is targeted toward people who are new to computers or have limited exposure to a computer prior to taking this course. A student may have no or limited prior experience using a web browser, word processor, spreadsheet, presentation, or email program. There are no expectations of existing computer knowledge.
Level 1 – Fundamental Concepts and Essential Components

Lesson 1: Technology Basics
Lesson Objectives
What is an Operating System?
Desktop Operating Systems
Mobile Operating Systems
Case Study 1
Meet the Web Browser
Using the Address Bar
Browser Scroll Bars
Popular Browsers
Case Study 2
Accessing Information
Having Online Accounts
Navigating in Windows
Using the Taskbar
Navigating in Mobile OS
Identifying Devices
Input Devices
Output Devices
Connectors and Connections
Case Study 3
Software
Application Programs
Web Apps
Proprietary and Open-Source Software
Obtaining Software
Case Study 4
Recognizing Basic Hardware
Desktop Computers
Understanding Memory
Understanding Storage
Case Study 5
Identifying Operating Systems
Mobile Operating Systems
Popular Operating Systems
Networking Concepts
Infrastructure Is Everything
Ethernet Standards and Cables
Case Study 6
Troubleshooting Connection Issues
Lesson Summary
Quiz Questions

Lesson 2: Digital Citizenship
Lesson Objectives
Managing Your Digital Identity
Case Study 1
Why Is Your Digital Identity Important?
Case Study 2

Lesson 3: Information Management
Lesson Objectives
Searching for Information
Using Search Engines
Case Study 1
Referencing Research and Information
Narrowing the Search Within a File
Case Study 2
Narrowing the Search Within a Web page
Using Digital Content
Case Study 3
Case Study 4
Lesson Summary
Quiz Questions

Lesson 4: Content Creation
Lesson Objectives
Using Microsoft Word
Identifying Common Features
Understanding the Backstage View
Looking at the Edit Screen
Accessing Commands and Features
Selecting Text
Saving Documents
Applying Formatting
Using Styles
Formatting the Document
Organizing List Information
Case Study 1
What is PowerPoint?
Looking at the Edit Screen
Understanding Basic Terminology
Creating Presentations
Saving a Presentation
Displaying Information in the Presentation
Managing the Slides
Formatting Text
Inserting Pictures
Case Study 2
Referencing Information
Case Study 3
Backing Up Your Work
Backing Up Your Personal Files
Case Study 4
Preparing to Print
Print Options
Printing Methods
Case Study 5
Lesson Summary
Quiz Questions

Lesson 5: Communication
Lesson Objectives
We Are Social Beings
How Do We Share Information?
Social Media Networks
Case Study 1
Interacting with Others
Case Study 2
Responding to Email Communications
Case Study 3
Lesson Summary
Quiz Questions

Lesson 6: Collaboration
Lesson Objectives
Digital Collaboration
Real-Time and Delayed Communications
Case Study 1
Microsoft 365
Using Digital Etiquette
Case Study 2
Lesson Summary
Quiz Questions

Lesson 7: Safety and Security
Lesson Objectives
The Need for Security
Identifying Risks
Connecting to Networks
Wired Connections
Wireless Connections
Mitigating Risks
Using Public Computers
Social Engineering
Phishing
Virtual Private Networks (VPNs)
Case Study 1
Level 2 – Working Knowledge of Core Skills

Lesson 8: Technology Basics
Lesson Objectives
Global and Profile-Specific Settings
• The Settings App
Case Study 1
Browser Preferences and Settings
• Using a Digital Calendar
• Creating an Appointment
• Creating Recurring Appointments
• Working with Multiple Calendars
• Creating Tasks
Case Study 2
Using Automated Methods
• Cloud Computing Concepts
• Using the AutoCorrect and AutoComplete Features
Case Study 3
Adjusting Common Hardware Settings
• Customizing the Monitor
• Customizing the Sound
Case Study 4
Using Printers
• Connecting Printers
Case Study 5
Identifying Devices and Connections
• Processors
• Video Ports and Connectors
• Ethernet Cables
Case Study 6
Lesson Summary
Quiz Questions

Lesson 9: Digital Citizenship
Lesson Objectives
Using a Personal and Professional Identity
• Aliases
Case Study 1
Etiquette Considerations
• Responding to Others

Lesson 10: Information Management
Lesson Objectives
Searching Online
• Narrowing the Search Results
• Assessing the Search Results
Case Study 2
Collecting Online Data
• Static and Dynamic Web Pages
• Database Driven Web Pages
• How Can I Determine If Data Has Been Collected?
• How is Data Being Collected?
Case Study 3
Lesson Summary
Quiz Questions

Lesson 11: Content Creation
Lesson Objectives
Structuring Documents
• Using Styles
• Using Headers and Footers
• Creating a Table of Contents
Case Study 1
Preparing Presentations
• Animating Objects
• Customizing the Animation

Lesson 12: Communication
Lesson Objectives
Interacting with Others Online
• Messaging Applications
Level 3 – Advanced Understanding of Digital Literacy

Lesson 15: Technology Basics
Lesson Objectives
Knowing What to Get or Use
Checking the System Requirements
Case Study 1
Application Software Requirements
Troubleshooting
Is it Hardware or Software?
Connection Issues
Getting Technical Support
Case Study 2
Licensing Software
Single Seat
Volume or Network Site
Software as a Service (SaaS) or Application Service Provider (ASP)
Shareware
Freeware
Bundling
Open-source
Case Study 3
Setting Software Defaults
Case Study 4
Using Common Features
Lesson Summary
Quiz Questions

Lesson 16: Digital Citizenship
Lesson Objectives
Protecting Identities
Case Study 1
Case Study 2
Being a Good Digital Citizen
Reporting Harmful Behavior
Law Enforcement
Who is Hosting the Website?
Removing Search Results
Who NOT to Report to
Case Study 3
Case Study 4
Lesson Summary
Quiz Questions

Lesson 17: Information Management
Lesson Objectives
Creating an Effective Search
Using Boolean Operators
Using HTML Objects
Advanced Search Pages
Case Study 1
Case Study 2
Using Common Features
Lesson Summary
Quiz Questions

Rersearching Information
Assessing the Information
Case Study 3
Case Study 4
Lesson Summary
Quiz Questions

Lesson 18: Content Creation
Lesson Objectives
Working with Digital Media
Case Study 1
Using Visual Data
Case Study 2
Managing Digital Information
Case Study 3
Ensuring Accessibility
Case Study 4
Understanding Intellectual Property
Protecting Intellectual Property
Copyright ©
Trademark ™
Patents
Case Study 5
Planning a Digital Project
Case Study 6
Lesson Summary
Quiz Questions
Lesson 19: Communication
Lesson Objectives
Managing Digital Communications
Case Study 1
Case Study 2
Communicating to Resolve Issues
Windows 10
Macintosh
Case Study 3
Case Study 4
Lesson Summary
Quiz Questions

Lesson 20: Collaboration
Lesson Objectives
Collaborating to Resolve Issues
Case Study 1
Case Study 2
Contributing on Projects
Case Study 3
Lesson Summary
Quiz Questions

Lesson 21: Safety and Security
Lesson Objectives
Securing Your Device
Case Study 1
Scanning Your Device
Antivirus Software
Case Study 2
Transferring Devices to Others
Resetting Mobile Devices
Case Study 3
Identifying the Impact of Digital Tools and Technologies
Pros of Digital Technology
Cons of Digital Technology
Case Study 4
Case Study 5
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