

Colorado CTE Course – Scope and Sequence

Course Name	Digital Literacy	Course Details	.5 (1 Semester)	
		Course = 0.50 Carnegie Unit Credit		
Course Description	In this course, students will learn how to use the Internet and digital technology effectively and responsibly. Areas covered are productivity suites (Office/Google), digital citizenship, online communication, and research. Standards covered in this class are (2) communication and collaboration, (3) research and information fluency, (4) critical thinking, problem solving decision making, (5) digital citizenship, and (6) technology operations and concepts.			
:	This is a suggested scope and sequence for the course content. The content will work with any textbook or instructional resource. If locally adapted, make sure all essential knowledge and skills are covered. Menu of Options/Ideas for Curriculum: Level 1: Career Interest Development - CTECS - WRS			
SCED Identification #		Schedule calculation based on 60 calendar days of a 90-day semester. Scope and sequence allows for additional time for guest speakers, student presentations, field trips, remediation, or other content topics.		
All courses taught in an approved CTE program must include Essential Skills embedded into the course content. The Essential Skills Framework for this course can be found at https://www.cde.state.co.us/standardsandinstruction/essentialskills 2021 Version of PWR/Essential Skills				
Instructional Unit Topic	Suggested Length	CTE or Academic Standard Alignment <i>Standard alignment to be added at local discretion</i>	Competency / Performance Indicator	Outcome / Measurement
Unit 1: Digital Citizenship	1-3 weeks	<p>1.1 Assess the impact of information technology in a diverse global society.</p> <p>1.2 Demonstrate respectful, responsible, inclusive, and ethical</p>	<p>a. Use technology to achieve academic success and lifelong learning</p> <p>b. Identify uses of technology in the home, school, workplace, and globally diverse society</p> <p>c. Identify the impact of technologies on the environment and society—both positive and negative</p> <p>d. Identify the risks of information technology to personal health, safety, and privacy</p> <p>e. Identify emerging trends in technology and predict influences on business, industry, and the global economy</p> <p>a. Demonstrate appropriate etiquette when using technology (including email, texts, chats, etc)</p> <p>b. Discuss basic issues related to responsible use of technology and describe personal or legal consequences of inappropriate use</p>	

		<i>behavior in a digital world.</i>	<ul style="list-style-type: none"> c. Demonstrate legal, inclusive, and ethical behaviors when using information technologies d. Discuss and apply Internet safety practices e. Identify aspects of global connectivity and its implications 	
Unit 2: Productivity Suite (Docs/Slides/Spreadsheets) MS or Google Suite	4-6 weeks	<p><i>2.1 Identify, evaluate, select, use, troubleshoot, and customize applications from a productivity suite (Docs/Slides/Spreadsheets)</i></p> <p><i>2.3 Use various input technologies to enter and manipulate information appropriately.</i></p>	<ul style="list-style-type: none"> a. Identify and use applications appropriate for specific tasks to improve academic achievement across the curriculum b. Use collaborative application tools to support learning c. Produce projects that include a variety of media (e.g., images, text, video, web-based tools, and audio) d. Use basic applications (word processing, spreadsheets, presentations, and graphics) to communicate a specific message e. Integrate functions of word processing, spreadsheets, databases, and presentation applications to various workplace scenarios <ul style="list-style-type: none"> a. Demonstrate respectful and responsible use and creation of media and technology b. Use a variety of input technologies to optimize academic and workplace performance c. Create media using a variety of input technologies d. Refine documents using spell check, thesaurus, and grammar check tools e. Enhance documents by using advanced layout, design, and graphics 	

Unit 3: Digital Communication, Community, & Collaboration	2-3 weeks	3.1 Apply interpersonal skills in personal and professional digital environments to communicate effectively.	<ul style="list-style-type: none"> a. Identify technology tools used to communicate b. Differentiate between positive and negative communication styles digitally c. Identify and apply proper etiquette when communicating using technology (phone, texts, chat, email) d. Compose informal and formal messages using technology tools e. Compare and contrast virtual and face-to-face collaboration f. Select the most efficient and effective technology tool to communicate information based on audience and context g. Explore how technology can be used to address bias and create more inclusive communities 	
Unit 4: Research & Credibility	2-4 weeks	4.1 Gather, evaluate, synthesize, use, cite, and disseminate information from technology sources.	<ul style="list-style-type: none"> a. Use technology resources to retrieve information b. Evaluate the credibility, reliability, and bias of information sources c. Cite information sources appropriately d. Use search procedures appropriate to type of information, nature of source, and nature of query e. Discuss and follow copyright rules, trademarks, intellectual property, creative commons, and regulations (e.g., images, music, video, software) f. Explain plagiarism and its consequences 	
Unit 5: Privacy & Security	1-2 weeks	5.1 (And 1.2) Demonstrate respectful, responsible, inclusive, and ethical behavior in a digital world.	<ul style="list-style-type: none"> a. Identify and explore basic privacy issues associated with technology b. Explore the risks and dangers of sharing personal information in a digital world (e.g., digital footprint, cyberbullying, cyberstalking, identity theft) c. Recognize the importance of one's digital footprint and manage it professionally d. Analyze legal and ethical dilemmas within the framework of current laws and legislation (e.g., virus development, hacking, threats, phishing) e. Discuss the process of safely buying and selling online 	

