



***Department of Teaching & Learning***  
***Parent/Student Course Information***

***Digital Applications***  
***(BE 6617)***  
***One-half Credit, One Semester***  
***Grades 7-12***

*Counselors are available to assist parents and students with course selections and career planning. Parents may arrange to meet with the counselor by calling the school's guidance department.*

**COURSE DESCRIPTION**

This course is designed for secondary school students to develop real-life, outcome-driven approach skills for digital citizenship, basic computer operations, keyboarding, application software (word processing, spreadsheets, multimedia applications, databases), and career exploration. This course promotes skills that can be applied across the curriculum and offers preparation relevant to 21st century skills and postsecondary education.

**CERTIFICATION**

None

**STUDENT ORGANIZATION**

The Future Business Leaders of America (FBLA) is the co-curricular organization for secondary Business and Information Technology students. The organization enhances occupational preparation for students by helping them attain the following goals: leadership skills; knowledge of the American enterprise system; self-confidence; improvement of home, business, and community; scholarship; citizenship; and career goals.

**PREREQUISITE**

None

**OPTIONS FOR NEXT COURSE**

Desktop Publishing

**REQUIRED STUDENT TEXTBOOK**

None

## COMPETENCIES FOR DIGITAL APPLICATIONS

### Demonstrating Personal Qualities and Abilities

- 1 Demonstrate creativity and innovation.
- 2 Demonstrate critical thinking and problem solving.
- 3 Demonstrate initiative and self-direction.
- 4 Demonstrate integrity.
- 5 Demonstrate work ethic.

### Demonstrating Interpersonal Skills

- 6 Demonstrate conflict-resolution skills.
- 7 Demonstrate listening and speaking skills.
- 8 Demonstrate respect for diversity.
- 9 Demonstrate customer service skills.
- 10 Collaborate with team members.

### Demonstrating Professional Competencies

- 11 Demonstrate big-picture thinking.
- 12 Demonstrate career- and life-management skills.
- 13 Demonstrate continuous learning and adaptability.
- 14 Manage time and resources.
- 15 Demonstrate information-literacy skills.
- 16 Demonstrate an understanding of information security.
- 17 Maintain working knowledge of current information-technology (IT) systems.
- 18 Demonstrate proficiency with technologies, tools, and machines common to a specific occupation.
- 19 Apply mathematical skills to job-specific tasks.
- 20 Demonstrate professionalism.
- 21 Demonstrate reading and writing skills.
- 22 Demonstrate workplace safety.

### Examining All Aspects of an Industry

- 23 Examine aspects of planning within an industry/organization.
- 24 Examine aspects of management within an industry/organization.
- 25 Examine aspects of financial responsibility within an industry/organization.
- 26 Examine technical and production skills required of workers within an industry/organization.
- 27 Examine principles of technology that underlie an industry/organization.
- 28 Examine labor issues related to an industry/organization.
- 29 Examine community issues related to an industry/organization.
- 30 Examine health, safety, and environmental issues related to an industry/organization.

### Addressing Elements of Student Life

- 31 Identify the purposes and goals of the student organization.
- 32 Explain the benefits and responsibilities of membership in the student organization as a student and in professional/civic organizations as an adult.
- 33 Demonstrate leadership skills through participation in student organization activities, such as meetings, programs, and projects.
- 34 Identify Internet safety issues and procedures for complying with acceptable use standards.  
Exploring Work-Based Learning
- 35 Identify the types of work-based learning (WBL) opportunities.
- 36 Reflect on lessons learned during the WBL experience.
- 37 Explore career opportunities related to the WBL experience.

38 Participate in a WBL experience, when appropriate.

### **Applying Basic Computer Operations**

- 39 Identify computer system components.
- 40 Identify safety precautions associated with computer use.
- 41 Describe ergonomic and repetitive strain injury (RSI) guidelines related to computer use.
- 42 Maintain workstation, equipment, and supplies.
- 43 Navigate operating systems and software programs.
- 44 Input data and commands using peripherals.
- 45 Troubleshoot computer problems.
- 46 Troubleshoot printer malfunctions.
- 47 Manipulate data/software/operating system.
- 48 Use file management techniques.

### **Mastering Keyboarding Skills**

- 49 Key alphabetic, numeric, and symbol information.
- 50 Improve keyboarding techniques.
- 51 Increase keyboarding speed and accuracy to meet industry standards.
- 52 Proofread copy.

### **Using Word Processing Applications**

- 53 Identify a variety of word processing programs.
- 54 Compose business documents.
- 55 Key business documents.
- 56 Edit copy.
- 57 Enhance documents by using page layout and graphic design features.
- 58 Prepare addresses on labels and envelopes.
- 59 Obtain assistance from electronic references and documentation.
- 60 Integrate keyed information and notes directly from conversations, meetings, and media.
- 61 Key research-related documents.
- 62 Complete special forms.
- 63 Merge files to produce form letters.
- 64 Integrate database data, spreadsheet data, and graphics into a word-processed document.

### **Using Spreadsheet Applications**

- 65 Identify a variety of spreadsheet programs.
- 66 Enter data and formulas in a spreadsheet.
- 67 Edit data in a spreadsheet.
- 68 Analyze data in a spreadsheet.
- 69 Create graphs and charts to visually represent spreadsheet values.

### **Using Multimedia Applications**

- 70 Identify a variety of presentation applications.
- 71 Identify the components of an effective presentation.
- 72 Build a multimedia presentation.
- 73 Enhance a multimedia presentation with specialized features.

### **Using Database Applications**

- 74 Identify a variety of database applications.
- 75 Create a database.
- 76 Populate the database.

- 77 Process material using database features.
- 78 Apply database skills to solve a problem.

### **Investigating Digital Citizenship**

- 79 Define copyright, computer ethics, and netiquette.
- 80 Apply copyright standards, computer ethics, and netiquette.
- 81 Use best practices for data security.
- 82 Manage digital identity and reputation.
- 83 Apply best practices for cyber and social media presence.

### **Exploring Careers**

- 84 Correlate digital application skills with the appropriate career pathways.
  - 85 Develop or update a print and/or electronic resumé©.
  - 86 Complete an online and/or a written job application form.
  - 87 Create an electronic and/or hard-copy portfolio.
  - 88 Participate in a mock interview.
- Preparing for Industry Certification
- 89 Describe the process and requirements for obtaining industry certifications related to the Digital Applications course.
  - 90 Identify testing skills/strategies for a certification examination.
  - 91 Demonstrate ability to successfully complete selected practice examinations (e.g., practice questions similar to those on certification exams).
  - 92 Successfully complete an industry certification examination representative of skills learned in this course (e.g., Microsoft Office Specialist [MOS]).

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For further information, please call (757) 263-1070.

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