

BE 6617 : Digital Input and Applications

Virginia Beach City Public Schools ensures equal access to all CTE courses. Accessibility accommodations will be provided as needed.

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.

Subject Area

Business and Information Technology

Credits 0.5

Level

Middle School

High School

Grades

7

8

9

10

11

12







Semesters

1

Parent Docs

[Digital Input and Applications Parent Doc 2021-2022](#)

Storyboard

	Intro to Digital Applications	Basic Computer Operations	Investigating Digital Citizenship	Using Word Processing and Spreadsheet Applications	Using Multimedia and Database Applications	Exploring Careers
Unit						
Focus	At the beginning of this course journey, we learn proper keying techniques before identifying and differentiating software applications to help us become more efficient at completing tasks using the computer.	Next, we learn to identify basic parts of a computer and the purpose of each component as part of the computer's system and operation.	As a user of content in a digital environment, we learn to make ethical decisions, identify copyright laws, prevent data security threats, and manage our digital footprint.	Next, we learn to utilize the features of a word processing and spreadsheet application to create, analyze, and present data.	Then, we learn how to create effective presentations using the features within the multimedia application and how to analyze and organize data into a database.	Finally, we reflect and organize our interests, strengths, skills, and values as they relate to occupations and industries related to Digital Applications in employment related documents; additionally, we demonstrate our knowledge and skills by taking a Microsoft Office Specialist industry credential exam.
Transfer Goals	<ul style="list-style-type: none"> Bridge the academic, employability, and technical 	<ul style="list-style-type: none"> Bridge the academic, employability, and technical 	<ul style="list-style-type: none"> Bridge the academic, employability, and technical 	<ul style="list-style-type: none"> Bridge the academic, employability, and technical 	<ul style="list-style-type: none"> Bridge the academic, employability, and technical 	<ul style="list-style-type: none"> Bridge the academic, employability, and

**Unit
Learning
Targets**

skills to prepare us for emerging occupations.	skills to prepare us for emerging occupations.	skills to prepare us for emerging occupations.	skills to prepare us for emerging occupations.	skills to prepare us for emerging occupations.	skills to prepare us for emerging occupations.	technical skills to prepare us for emerging occupations.
<ul style="list-style-type: none"> • Empower us to be successful citizens, workers and leaders in a global economy. 	<ul style="list-style-type: none"> • Empower us to be successful citizens, workers and leaders in a global economy. 	<ul style="list-style-type: none"> • Empower us to be successful citizens, workers and leaders in a global economy. 	<ul style="list-style-type: none"> • Empower us to be successful citizens, workers and leaders in a global economy. 	<ul style="list-style-type: none"> • Empower us to be successful citizens, workers and leaders in a global economy. 	<ul style="list-style-type: none"> • Empower us to be successful citizens, workers and leaders in a global economy. 	<ul style="list-style-type: none"> • Empower us to be successful citizens, workers and leaders in a global economy.
<ul style="list-style-type: none"> • Demonstrate proper keying technique using touch-type methods to improve speed and accuracy. 	<ul style="list-style-type: none"> • Identify basic computer components and their purpose. 	<ul style="list-style-type: none"> • Utilize web resources while avoiding copyright infringements. 	<ul style="list-style-type: none"> • Become aware of behaviors online and how they impact digital identity and reputation. 	<ul style="list-style-type: none"> • Create, key, and edit business documents. 	<ul style="list-style-type: none"> • Create an effective multimedia presentation. 	<ul style="list-style-type: none"> • Compare and contrast the benefits and disadvantages of attending college, enlisting in the military, and applying for trade-based employment.
<ul style="list-style-type: none"> • Analyze and choose appropriate tools and/or software to complete tasks. 	<ul style="list-style-type: none"> • Compare and contrast input, output, and storage devices. 	<ul style="list-style-type: none"> • Define different types of data security threats and how to prevent them. 	<ul style="list-style-type: none"> • Enter, edit, and create visually represented data. 	<ul style="list-style-type: none"> • Understand how to create and utilize databases to their highest potential. 	<ul style="list-style-type: none"> • Identify a variety of database application programs. 	<ul style="list-style-type: none"> • Create a resume, portfolio, and practice interview techniques in a mock interview.
					<ul style="list-style-type: none"> • Demonstrate technical skills by taking Microsoft Office Specialist industry credential exam. 	