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

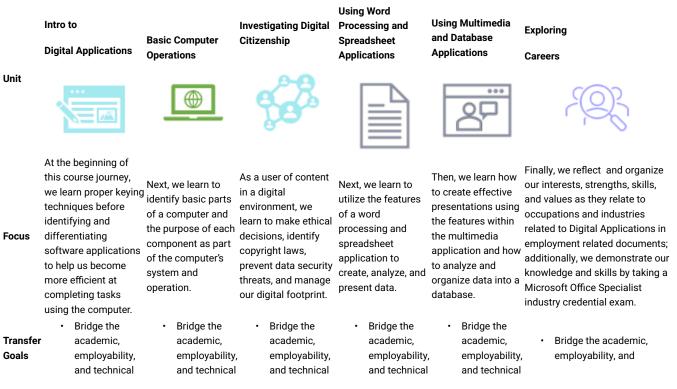
Grades

7 8 9 10 11 12 **Semesters** 1

Parent Docs

Digital Input and Applications Parent Doc 2021-2022

Storyboard



skills to skills to prepare us prepare us for prepare us for for emerging emerging emerging occupations. occupations. occupations. Empower us Empower us Empower us to to be to be be successful successful successful citizens, citizens, citizens, workers and workers and workers and leaders in a leaders in a leaders in a global global global economy. economy. economy. Utilize web resources Demonstrate while avoiding proper keying copyright infringements. technique Identify basic using touch-Become aware computer type methods of behaviors components to improve online and and their speed and how they purpose. accuracy. impact digital Compare and identity and Analyze and contrast choose reputation. input, output, Define appropriate and storage tools and/or different types devices. software to of data complete security tasks. threats and

skills to how to prevent them.

skills to prepare us for emerging occupations. Empower us to be successful citizens, workers and leaders in a global economy.

Create, key, and edit business documents. Enter, edit, and create visually represented

data.

skills to prepare us for emerging occupations. Empower us to be successful citizens, workers and leaders in a global economy.

Create an effective multimedia presentation. Identify a variety of database application programs. Understand how to create and utilize databases to their highest potential.

technical skills to prepare us for emerging occupations.

- Empower us to be successful citizens, workers and leaders in a global economy.
- Explore and pursue industry credentials through the integration of content and work-based learning (WBL).
- Compare and contrast the benefits and disadvantages of attending college, enlisting in the military, and applying for tradebased employment.
- Create a resume, portfolio, and practice interview techniques in a mock interview.
- Demonstrate technical skills by taking Microsoft Office Specialist industry credential exam.

Learning Targets

Unit