

# AES - Living Online Overview

## Email and Electronic Calendars (New Module)

In this module, students learn about living online with an introduction to email and calendar applications. These are two online applications that can help students communicate and organize their busy lives.

*The module includes an explore activity, reflection questions, 6 reinforcement projects, 3 quizzes, and 13 eLearning lessons.*

### **Unit 1 - Sending and Receiving Email**

In this unit, students learn about email by helping Darrell plan scuba lessons for his friends. The students complete several activities using an email simulation. These activities include: sending, receiving, replying, replying to all, and forwarding email messages.

1. Introduction to Email
2. Sending an Email
3. Sending a Formal Email
4. Receiving, Replying, and Forwarding Emails

### **Unit 2 - Organizing and Managing Email**

In this unit, students continue their learning by helping Darrell organize and manage his email so he doesn't become overwhelmed. Activities in this lesson include: creating a contact list and signature; organizing email using folders; working with attachments; and handling spam and junk mail.

1. Creating a Contact List and Signature
2. Cleaning Out the Inbox
3. Handling Email Attachments
4. More About Email

### **Unit 3 - Calendaring**

In this unit, students learn about electronic calendars and how these calendars can be used to organize their lives. Again, they help Darrell complete several activities using an electronic calendar simulation. These activities include: creating single and recurring appointments; inviting several people to a meeting (using the contact list); and working with multiple calendars.

1. Introduction to Electronic Calendars
2. Schedule Events in a Calendar
3. Schedule More Events
4. Creating and Organizing a Calendar
5. Sharing Calendars

# Living Online - Social Communication (New Module)

Living Online will introduce students to The Dream Squad. This cast of characters will guide learners through making good decisions about online behaviors as well as learning more about smartphones. This module will capture your students' attentions with great storytelling and plenty of interaction.

*The module includes two explore activities, reflection questions, 6 reinforcement projects, 2 quizzes, and 9 eLearning lessons.*

## **Unit 1 - Being Social Online**

In Being Social Online, learners will help the squad as they attempt to correct some social media mistakes while learning the best ways to handle themselves online.

1. Introduction to Being Social Online
2. Social Media and Its Uses
3. Your Digital Footprint
4. Protecting Yourself Socially
5. It Goes Down in the DMs

## **Unit 2 - Navigating Smartphones**

Navigating Smartphones will introduce learners to responsible ways to interact with personal computing devices. The Dream Squad will also help learners review terminology and technology associated with smartphones and their usage.

1. Introduction to Personal Communication Devices
2. Cellular Service - The Basics
3. Making the Right Choices
4. Security

# Web Research (Updated Fall 2018)

This module provides an overview of how the Internet and World Wide Web work. They learn about different methods for searching for and evaluating information as well as using it ethically

*The module includes one explore activity, reflection questions, 3 reinforcement projects, 3 quizzes, and 10 eLearning lessons.*

## **Unit 1 - Seek It**

In this unit, students will learn about: the history of and differences between the Internet and the World Wide Web and practice browser customization using a simulation.

1. The Internet and World Wide Web
2. Understanding URLs
3. Practice - Customizing a Browser

## **Unit 2 - Find It**

In this unit, students will learn about: finding information on the Web as they use search engines effectively, develop keyword lists, use advanced search techniques, and practice bookmarking in a browser simulation.

1. Tools and Techniques to Find Information
2. Making the Most of Your Search
3. Advanced Search Techniques
4. Practice - Bookmarking

## **Unit 3 - Evaluate It**

In this unit, students will learn about: evaluating information and using it ethically as they verify content, describe plagiarism, and define and understand copyright.

1. Examining Web Information
2. Using Information Ethically
3. Understanding Copyright

# Digital Citizenship (Current Module)

This module provides an overview of personal responsibilities in respectful and ethical behavior using digital resources as it pertains to personal and workplace digital communications, cyberbullying and digital footprint.

*The module includes one explore activity, reflection questions, 4 reinforcement projects, 3 quizzes, and 7 eLearning lessons.*

## **Unit 1 - Digital Literacy**

In this unit, students will learn about: the impact of technology on society and the workforce and exhibit decision-making skills and critical thinking in the ethical use of digital resources.

1. Our Digital World
2. Ethical Use of Digital Resources

## **Unit 2 - Digital Communication**

In this unit, students will learn about: cyberbullying and its effects and handling digital communication in personal and professional lives.

1. Personal Digital Communication
2. Workplace Digital Communication
3. Cyberbullying

## **Unit 3 - Online Safety**

In this unit, students will learn about: the consequences of choices they make with their digital footprints, managing social media accounts, and protecting themselves.

1. Digital Footprint
2. Protecting Yourself Online

# Computing Systems (Current Module)

This module provides students an overview of computer fundamentals including input, processing, output, hardware, software, data, data storage, operating systems, and network computing. Students also explore using computers, web browsers, and email safety. Lastly, they learn the basics of setting up a home computer. This includes installing, updating, and safely downloading software and drivers, as well as basic computer troubleshooting.

NOTE: The content in computing systems is better aligned with the IC3 SPARK than the IC3 GS5. Students will need additional resources to prepare for the Computing Fundamentals section of the GS5 Exam.

*The module includes one explore activity, reflection questions, 3 reinforcement projects, 4 quizzes, and 12 eLearning lessons.*

## **Unit 1 Computers, Information Processing and Storage**

In this unit, students will learn about: technology and its impact on society. They will define computers, hardware and software, and understand input, processing, output, data and storage.

1. Technology and Computers
2. Information Processing
3. Data Storage

## **Unit 2 - Operating Systems and Networks**

In this unit, students will learn about: operating systems, file extensions, organizing files, and basic computer networks. Students experience a file explorer and practice file organization skills.

1. Operating Systems, Part 1
2. Operating Systems, Part 2
3. Network Computing
4. Public and Home Internet Access

## **Unit 3 - Web Browsers, Email and Safe Computing**

In this unit, students will learn about: network applications, web browsers, and email. Students learn about URLs, elements of an email, practice basic email skills, and explore safe computing.

1. Web Browsers
2. Email
3. Safe Computing

## **Unit 4 - Home Computing**

In this unit, students will learn about: the parts of a typical home computer, setting up a home computer, and updating software. Students learn about basic computer troubleshooting and how to safely download and install drivers and new applications.

1. Connecting a Home Computer
2. Computer Troubleshooting