

NEW YORK STATE EDUCATION DEPARTMENT  
MIDDLE LEVEL CAREER AND TECHNICAL EDUCATION  
BUSINESS AND MARKETING EDUCATION  
COMPUTER LITERACY FOR THE WORKPLACE  
CONTENT MODULE  
Z & K Z D d d MAY 2023

## MODULE DESCRIPTION

This module introduces students to the fundamentals of digital citizenship and ways to use the computer to communicate effectively in the business world. Current issues related to digital citizenship and the development of good digital citizenship skills will be ~~examined~~ ~~examined~~. Students will have the opportunity to explore a wide array of computer software tools and digital resources to develop a plan for digital behavior and effective communication.

## GUIDING QUESTION

How can one use technology to communicate appropriately and effectively in the business world?

## MODULE CONTENT

### 1. DIGITAL CITIZENSHIP

STUDENTS WILL:

- a) Define “digital citizenship”
- b) Research and assess personal digital footprint and online reputation
- c) Recognize cyberbullying and develop strategies for preventing and stopping it
- d) Incorporate digital citizenship practices into daily life

### 2. MEDIA LITERACY AND ETHICAL USE OF MEDIA RESOURCES

STUDENTS WILL:

- a) List and describe ways the internet can be a useful tool for conducting research
- b) Utilize methods for assessing the legitimacy of websites as research resources and the validity of website information
- c) Define and give examples of public domain
- d) Understand rights as content creators and how to respect the work of others
- e) Differentiate between ethical and unethical behavior in the use of media resources
- f) Determine ways to protect original works
- g) Understand copyright and tell how copyright impacts what can be used, cannot be used, or can only be used with permission

### 3. BUSINESS COMMUNICATION

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#### STUDENTS WILL:

- a) Use various types of software to effectively communicate with others
- b) Create emails and business letters as effective tools of communication
- c) Demonstrate personal development of digital communication skills through practice of these skills in a variety of classroom applications

### 4. TECHNOLOGY/SOFTWARE/FILE SHARING TOOLS

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#### STUDENTS WILL:

- a) Perfect a touchal cr 0 Tc

## COMMUNICATION AND INTERPERSONAL RELATIONSHIPS

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### DEVELOPING KEYBOARDING SKILLS

Students create



Apply basic social communication skills in personal and professional situations

#### IV. Technological Communication Achievement Standard

Use technology to enhance the effectiveness of communication

## RESOURCES

Disclaimer: Posting of resources on this form does not constitute an endorsement from the New York State Education Department nor does it imply that the following resources are mandatory or the only ones that can be used. Teachers and administrators ensure that resources align with local policies and are responsible for choosing the resources that best meet the needs of their students. Questions regarding compliance with [Education Law 2013](#) should be directed to your administrator and/or chief information officer.

## NEW YORK STATE EDUCATION DEPARTMENT EDUCATIONAL DESIGN AND TECHNOLOGY: INTERNET SAFETY AND CYBER BULLYING

<http://www.nysed.gov/edtech>

Internet safety refers to the countless issues facing students due to the widespread use of the Internet, including the need to keep children and all users safe while online. Incidents of discrimination and harassment can be

## ELECTRONIC FRONTIER FOUNDATION: TEACHING COPYRIGHT

<https://www.teachingcopyright.org/index.html>

Students learn that copyright laws restrict many activities, but also permit many others. Teaching Copyright lessons provide accurate information that gives students positive steps they can take to protect themselves in the digital world.

## ASSOCIATION OF CAREER AND TECHNICAL EDUCATION CAREER PLANNING GUIDE

[https://www.acteonline.org/wpcontent/uploads/2018/02/ACTE\\_CC\\_Paper\\_FINAL.pdf](https://www.acteonline.org/wpcontent/uploads/2018/02/ACTE_CC_Paper_FINAL.pdf)

Research has identified middle school as a time when students can benefit the most from career exploration, a process of building self-awareness, learning about potential careers, and developing a plan for reaching future goals.

## ENTORY

[https://cte.careertech.org/sites/default/files/StudentInterestSurveyEnglisorest6 \(r\).2 \(es\)1.ttf6 \(r\).2 \(e-5.3.3 \(s\)-4.64](https://cte.careertech.org/sites/default/files/StudentInterestSurveyEnglisorest6 (r).2 (es)1.ttf6 (r).2 (e-5.3.3 (s)-4.64)