



DIGITAL LITERACY STANDARDS

Arkansas Adult Education



Arkansas Division of
Workforce Services
Adult Education

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Digital Literacy Vocabulary

Bias	Cyber bullying	Google spreadsheets	Photo-shopping
Blog	Electronic technology	Graphic design	Piracy
Boot up	Database	Hacked	Programming
Browser	Dead zone	Happy slapping	Server
Bystander	Digital marketing	Hardware	Software
Cell tower	Computers	Home row keys	Spyware
Central processing unit	Domain name	Intellectual property	Template
Citation	E-reader	Internet	Word processing
Cloud computing	Emoticon	Intimidate	
Cookie	Etiquette	Malware	
Copyright	Fair use	Multimedia	
Credible	Flaming/trolling	Open source	



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KEY

CF-CHPT	Computer Hardware, Peripherals, and Troubleshooting	KA-CPS	Communicating with Presentation Software
CF-CS	Computer Software	LOCNI	Communication Networks and the Internet
CF-UOS	Using an Operating System	LO-ECC	Electronic Communication and Collaboration
KA-CPF	Common Program Functions	LO-UIWWW	Using the Internet and the World Wide Web
KA-WPF	Word Processing Functions	LO-ICIS	Communicating with Presentation Software
KA-SF	Spreadsheet Features		

Strand	Content Standard/Performance Indicator
CF-CHPT Computer Hardware, Peripherals, and Troubleshooting	CF-CHPT-1 Identify types of computers, how they process information, and the purpose and function of different hardware components <ul style="list-style-type: none"> a. Getting Started on a Computer b. Using Media c. Using Touchscreens d. Ways to Interact with Computers e. Understanding a Computer's Purpose
	CF-CHPT-2 Identify how to maintain computer equipment and solve common problems relating to computer hardware



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Strand	Content Standard/Performance Indicator
CF-CS Computer Software	CF-CS-1 Identify how software and hardware work together to perform computing tasks and how software is distributed and upgraded
	CF-CS-2 Identify different types of application software and general concepts relating to application software categories <ul style="list-style-type: none">• Computer Programs
Strand	Content Standard/Performance Indicator
CF-UOS Using an Operating System	CF-UOS-1 Identify what an operating system is and how it works, and solve common problems related to operating systems <ul style="list-style-type: none">a. Computer Programsb. Operating Systems
	CF-UOS-2 Use an operating system to manipulate a computer's desktop, files and disks <ul style="list-style-type: none">a. The Computer Desktopb. Using Mediac. Using Computersd. Computer Programse. Operating Systems
	CF-UOS-2 Use an operating system to manipulate a computer's desktop, files and disks <ul style="list-style-type: none">f. The Computer Desktopg. Using Mediah. Using Computersi. Computer Programsj. Operating Systems
	CF-UOS-3 Identify how to change system settings, install and remove software <ul style="list-style-type: none">a. Computer systemsb. Operating System



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KA-CPF Common Program Functions	<p>KA-CPF-1 Be able to start and exit an application, identify and modify interface elements and utilize sources of online help</p> <ul style="list-style-type: none">a. Common Computer Skillsb. Computer Activity Skillsc. Getting Started on a Computerd. The Computer Desktope. Using Formsf. Keyboardingg. Navigating Using Menush. Navigating Using Searchi. Using Help Computingj. Adapting to New Technology
	<p>KA-CPF-2 Perform common file-management functions</p> <ul style="list-style-type: none">a. Common Computer Skillsb. Getting Started on a Computerc. The Computer Desktopd. Navigating Using Menuse. Types of Filesf. Organizing Informationg. Organization in Your Life
	<p>KA-CPF-3 Perform common editing and formatting functions</p> <ul style="list-style-type: none">a. Computer Activity Skillsb. Getting Started on a Computerc. Organizing Written Information
	<p>KA-CPF-4 Perform common printing/outputting functions</p>



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KA-WPF Word Processing Functions	KA-WPF-1 Be able to format text and documents including the ability to use automatic formatting tools
	KA-WPF-2 Be able to use word-processing tools to automate processes such as document review, security and collaboration
Strand	Content Standard/Performance Indicator
KA-SF Spreadsheet Features	KA-SF-1 Be able to modify worksheet data, structure and formatting <ul style="list-style-type: none">● Organizing Written Information
	KA-SF-2 Be able to sort data, manipulate data using formulas and functions, and create simple charts <ul style="list-style-type: none">a. Spreadsheet Organizationb. Creating Tables, Charts, and Graphs
Strand	Content Standard/Performance Indicator
KA-CPS Communicating with Presentation Software	KA-CPS-1 Be able to create and format simple presentations <ul style="list-style-type: none">a. Presenting Informationb. Interpreting and Showingc. Information
Strand	Content Standard/Performance Indicator
LO-CNI Communication Networks and the Internet	LO-CNI-1 Identify network fundamentals and the benefits and risks of network computing <ul style="list-style-type: none">a. Maintaining Privacyb. Internet Security Issues



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LO-ECC Electronic Communication and Collaboration	LO-ECC-1 Identify different types of electronic communication/collaboration and how they work <ul style="list-style-type: none">● Social Interaction on the Internet
	LO-ECC-2 Identify how to use an electronic mail application <ul style="list-style-type: none">● Social Interaction on the Internet
	LO-ECC-3 Identify the appropriate use of different types of communication/collaboration tools and the “rules of the road” regarding online communication (“netiquette”) <ul style="list-style-type: none">● Social Interaction on the Internet
Strand	Content Standard/Performance Indicator
LO-UIWWW Using the Internet and the World Wide Web	LO-UIWWW-1 Identify information about the Internet, the World Wide Web, and Web sites and be able to use a Web browsing application <ol style="list-style-type: none">a. Getting Started on a Computerb. Using Formsc. Navigating Using Linksd. Getting Around the Webe. What Is the Internet?f. How You Connect to the Internet
	LO-UIWWW-2 Understand how content is created, located and evaluated on the World Wide Web <ol style="list-style-type: none">a. Navigating Using Menusb. Navigating Using Linksc. Navigating Using Searchd. Getting Around the Webe. What Is the Internet?



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- a. How You Connect to the Internet
- b. Defining Needed Information
- c. Sources of Information
- d. Finding Information Using Searches
- e. Evaluating Information
- f. Social Interaction

Strand	Content Standard/Performance Indicator
LO-ICIS Communicating with Presentation Software	<p>LO-ICIS-1 Identify how computers are used in different areas of work, school, and home</p> <ul style="list-style-type: none">a. Using Formsb. Using Mediac. Ways to Interact with Computersd. Computer Programse. What Is a Computer?f. Finding Information Using Searchesg. Evaluating Informationh. Types of Filesi. File Structuresj. Spreadsheet Organizationk. Organizing Written Informationl. Creating Tables, Charts, and Graphsm. Presenting Informationn. Participating in Internet Communitieso. Social Interaction on the Internetp. Anonymity on the Internet <p>LO-ICIS-2 Identify the risks of using computer hardware and software and how to use computers and the Internet safely, ethically and legally</p> <ul style="list-style-type: none">a. Anonymity on the Internetb. Maintaining Privacyc. Internet Security Issuesd. Internet Copyright Issues



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