

## CompuScholar, Inc.

### Alignment to Florida "Digital Information Technology" Course Standards

#### Florida Course Details:

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| <b>Course Name:</b>          | Digital Information Technology  |
| <b>Course Code(s):</b>       | 8207310   |
| <b>Credit:</b>               | 1   |
| <b>State Standards Link:</b> | <a href="http://fldoe.org/core/fileparse.php/5574/urlt/8207310.pdf">http://fldoe.org/core/fileparse.php/5574/urlt/8207310.pdf</a> |

#### CompuScholar Course Details:

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| Course Title: <b>Digital Savvy</b>    |
| Course ISBN: <b>978-0-9887070-8-5</b> |
| Course Year: <b>2016</b>              |

**Note 1:** Citation(s) listed may represent a subset of the instances where objectives are met throughout the course.

### Introduction

This course is designed to provide a basic overview of current business and information systems and trends, and to introduce students to fundamental skills required for today's business and academic environments. Emphasis is placed on developing fundamental computer skills. The intention of this course is to prepare students to be successful both personally and professionally in an information based society. Digital Information Technology includes the exploration and use of: databases, the internet, spreadsheets, presentation applications, management of personal information and email, word processing and document manipulation, HTML, web page design, and the integration of these programs using software that meets industry standards. After successful completion of this core course, students will have met Occupational Completion Point A, Information Technology Assistant - SOC Code 15-1151.

### Knowledge and Skills

| (4.0) Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance. – The student will be able to:                           | CITATION(S)                                     |
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| (4.01) Develop keyboarding skills to enter and manipulate text and data.  | Chapter 9 (all lessons)<br>Chapter 9 Activities |
| (4.02) Describe and use current computer technology and software to perform personal and business related tasks in the workplace. (e.g. digital calendars, meetings, appointments, e-mail contacts) | Chapter 16 (all lessons)<br>Chapter 16 Activity |
| (4.03) Use reference materials. (e.g. on-line help, tutorials, manuals, vendor bulletin boards)   | Chapter 1, Lesson 3<br>Chapter 1 Activity       |

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| (4.04) Demonstrate basic computer file management skills and file naming conventions to accurately organize files into hierarchies by labeling file folders for easy accessibility.        | Chapter 4 (all lessons)<br>Chapter 4 Activity  |
| (4.05) Discuss the process of troubleshooting problems with computer hardware peripherals, including input and output devices in the workplace environment.                                | Chapter 1, Lesson 3<br>Chapter 1 Activity  |
| (4.06) Describe ethical issues and problems associated with computers and information systems, including federal laws against anti-piracy with computers and software security protection. | Chapter 8 (all lessons)<br>Chapter 8 Activity  |
| (4.07) Identify operating system file naming conventions.  | Chapter 4, Lesson 1<br>Chapter 4, Lesson 3   |
| (4.08) Demonstrate proficiency with file management and structure. (e.g., folder creation file creation, backup copy, delete, open, save)  | Chapter 4, Lesson 2<br>Chapter 4 Activity  |
| (4.09) Demonstrate a working knowledge of standard file formats.   | Chapter 4, Lesson 3<br>Chapter 9, Lesson 1<br>Chapter 10, Lesson 1<br>Chapter 11, Lesson 1<br>Chapter 19, Lesson 1 |
| (4.10) Explain the history and purpose of various operating systems. (e.g., DOS, Windows, Mac, and Unix/Linux)   | Chapter 3, Lesson 1  |

| <b>(5.0) Develop an awareness of microprocessors and digital computers. – The student will be able to:</b> | <b>CITATION(S)</b>                            |
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| (5.01) Explain the general architecture of a microcomputer system.   | Chapter 1, Lesson 2                           |
| (5.02) Explain the need for and use of peripherals.  | Chapter 1, Lesson 3<br>Chapter 1 Activity     |
| (5.03) Demonstrate proficiency using peripherals.  | Chapter 1, Lesson 3<br>Chapter 1 Activity     |
| (5.04) Identify the basic concepts of computer maintenance and upgrades.                                   | Chapter 5 (all lessons)<br>Chapter 5 Activity |
| (5.05) Differentiate between diagnosing and troubleshooting.   | Chapter 5, Lesson 3                           |

| <b>(6.0) Demonstrate an understanding of operating systems. – The student will be able to:</b> | <b>CITATION(S)</b>  |
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| (6.01) Identify types of networks and how they work.   | Chapter 6, Lesson 2 |
| (6.02) Identify the role of servers and clients on a network.                                  | Chapter 6, Lesson 4 |
| (6.03) Identify benefits and risks of networked computing.                                     | Chapter 6, Lesson 4 |

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| (6.04) Identify the relationship between computer networks and other communications networks. (e.g., wifi, teleconference, telepresence) | Chapter 6, Lesson 4<br>Chapter 6, Lesson 6 |
| (6.05) Identify intranets, extranets and how they relate to the Internet.  | Chapter 6, Lesson 4                        |
| (6.06) Demonstrate basic understanding of network administration.  | n/a (Supplemental Lesson)                  |

| <b>(7.0) Use technology to enhance the effectiveness of communication skills utilizing word processing applications. – The student will be able to:</b>  | <b>CITATION(S)</b>  |
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| (7.01) Compare and contrast word processing software and accompanying features for the most efficient job enhancing written business communications.   | Chapter 9 (all lessons)<br>Chapter 9 (all activities)   |
| (7.02) Share and maintain documents by applying different views and protection to a document and manage document versions. Share and save a document and apply a template. (e.g., pdf, html, blog, hyperlinks)                                   | Chapter 9, Lesson 2<br>Chapter 9, Lesson 4<br>Chapter 9, Lesson 6   |
| (7.03) Format content to a document by applying font, paragraph attributes, indent and tab settings to text and paragraphs. Apply spacing settings to text and paragraphs. Navigate and search through a document, create and manipulate tables. | Chapter 9 (all lessons)<br>Chapter 9 (all activities)   |
| (7.04) Apply page layout and reusable content by editing and manipulating page setup settings and applying themes. Create and manipulate page backgrounds, headers and footers.  | Chapter 9, Lesson 3<br>Chapter 9, Lesson 5  |
| (7.05) Use image design theory and software to create illustrations, shapes, and graphics and include a selection in a document. Insert and format pictures, shapes, and clipart. Apply and manipulate text boxes.                               | Chapter 9, Lesson 2<br>Chapter 9, Lesson 3<br>Chapter 9, Lesson 5<br>Chapter 15, Lesson 1<br>Chapter 15, Lesson 2 |
| (7.06) Proofread documents by validating content through the use of spell and grammar check. Configure autocorrect settings, insert and modify comments in a document.   | Chapter 9, Lesson 4<br>Chapter 9, Lesson 6<br>Chapter 11, Lesson 6  |
| (7.07) Apply references and hyperlinks, create end and footnotes, and create a table of contents in a document.  | Chapter 9, Lesson 7   |
| (7.08) Perform various mail merge options, macros and tracking revisions.  | Chapter 9, Lesson 6 (tracking revisions only)   |

| <b>(8.0) Use technology to enhance communication skills utilizing presentation applications. – The student will be able to:</b>                  | <b>CITATION(S)</b>                                      |
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| (8.01) Manage and configure the presentation software environment, including: adjusting views, manipulating window, configuring toolbar and file | Chapter 11 (all lessons)<br>Chapter 11 (all activities) |

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| (8.02) Create slide presentations utilizing various project development elements, including: adding and removing slides, slide layouts, format slide design, insert or format placeholders.                                 | Chapter 11 (all lessons)<br>Chapter 11 (all activities) |
| (8.03) Locate, create and incorporate graphical and multimedia elements, including: shapes, graphics, images, bullets, hyperlinks, video, and audio into a slide presentation appropriate for the project.                  | Chapter 11, Lesson 3<br>Chapter 11, Lesson 4            |
| (8.04) Explore and apply design and color theory to create dynamic and appealing visuals.   | Chapter 11, Lesson 2                                    |
| (8.05) Create and manipulate graphical and multimedia elements to improve or develop new contacts appropriate for the project, including: creation of images, color selections, tone, hue and contrast.                     | Chapter 11, Lesson 2                                    |
| (8.06) Demonstrate various business-related elements that can be created, embedded and manipulated in a slide presentation, including: charts, graphs, tables, spreadsheets, flowcharts, and organizational charts.         | Chapter 11, Lesson 5                                    |
| (8.07) Apply slide transitions and create custom animations to slide presentations appropriate for the target audience.   | Chapter 11, Lesson 4                                    |
| (8.08) Demonstrate different delivery methods for slide presentations, including: packaging for CD delivery, video projection – on mouse click, rehearsed timings, printing options - outlines, handouts, slides and notes. | Chapter 11, Lesson 6                                    |

| <b>(9.0) Use technology to enhance the effectiveness of communication utilizing spreadsheet and database applications. – The student will be able to:</b>   | <b>CITATION(S)</b>   |
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| (9.01) Manage the worksheet environment by navigating through and printing a worksheet. Personalize the environment by manipulating the ribbon tabs, group settings, importing data/database, manipulating properties, files and folders. | Chapter 10, Lesson 1<br>Chapter 10, Lesson 2   |
| (9.02) Create cell data, apply auto fill and hyperlinks.  | Chapter 10, Lesson 2<br>Chapter 10, Lesson 4   |
| (9.03) Format cells and worksheets by applying cell formats, merging and splitting cells, create row and column titles, hide and unhide column titles, rows and columns. Manipulate page set up options. Create and apply cell styles.    | Chapter 10, Lesson 2<br>Chapter 10, Lesson 3<br>Chapter 10, Lesson 4<br>Chapter 10, Lesson 7 |
| (9.04) Manage worksheets and workbooks by creating and formatting worksheets and manipulating views/themes.   | Chapter 10, Lesson 3<br>Chapter 10, Lesson 4   |
| (9.05) Apply formulas and functions by creating formulas, enforcing precedence and cell formula references. Apply conditional formula logic, name and cell ranges.  | Chapter 10, Lesson 6   |
| (9.06) Demonstrate data visually by creating and modifying charts and images. (e.g., pivot tables)  | Chapter 10, Lesson 7   |

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| (9.07) Share worksheet data through email, changing file type and different versions. Manage comments. (e.g., mail merge)                                 | Chapter 10, Lesson 2 (changing file types)   |
| (9.08) Analyze and organize data through filters, sorting and applying conditional formatting. (e.g., macros)   | Chapter 10, Lesson 5                         |
| (9.09) Create forms for inputting data into a database application.   | Chapter 12, Lesson 1                         |
| (9.10) Interpret queries for specialized reports using a database application.  | Chapter 12, Lesson 4<br>Chapter 12, Lesson 5 |
| (9.11) Interpret data on line graphs, pie charts, diagrams, and tables commonly used in spreadsheet software applications that incorporate industry data. | Chapter 10, Lesson 7                         |

| <b>(10.0) Use technology to enhance communication skills utilizing electronic mail. – The student will be able to:</b>  | <b>CITATION(S)</b>                          |
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| (10.01) Describe and perform e-mail capabilities and functions. Create and send messages, manage signature and automated messages. Save, send, schedule, and manage junk mail, e-mail and spam. Configure message sensitivity, security and delivery options.                 | Chapter 16, Lesson 1<br>Chapter 16 Activity |
| (10.02) Use the Internet to perform e-mail activities, including: attaching external files, saving e-mail attachments, viewing mailbox details, establishing appointments, creating contact groups, and sending a meeting to a contact group to communicate in the workplace. | Chapter 16, Lesson 1<br>Chapter 16 Activity |

| <b>(11.0) Investigate individual assessment and job/career exploration and individual career planning that reflect the transition from school to work, lifelong learning, and personal and professional goals. – The student will be able to:</b> | <b>CITATION(S)</b>  |
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| (11.01) Investigate/research personal skills and aptitudes in comparison with various business related job and career options and present.  | Chapter 24, Lesson 1<br>Chapter 24, Lesson 2<br>Chapter 24 Activity |
| (11.02) Use career resources to develop an information base that reflects local and global business related occupations and opportunities for continuing education and workplace experience.  | Chapter 24, Lesson 1<br>Chapter 24 Activity                         |
| (11.03) Demonstrate job-seeking skills required for entry-level employment, including resume, cover letter, thank you letter, online/hard copy application, mock interview, and follow-up call.   | Chapter 24, Lesson 1<br>Chapter 24 Activity                         |
| (11.04) Design, initiate, refine and implement a plan to facilitate growth and skill development related to anticipated job requirements and career expectations.   | Chapter 24, Lesson 1<br>Chapter 24 Activity                         |
| (11.05) Demonstrate an awareness of specific job requirements and career paths (e.g., requirements, characteristics needed) in business environments.   | Chapter 24, Lesson 1<br>Chapter 24 Activity                         |

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| (11.06) Investigate/research the potential impact of local and global trends on career plans and life goals and present.              | Chapter 24, Lesson 1<br>Chapter 24 Activity                 |
| (11.07) Describe the importance of building community and mentor relationships in a variety of professional and workplace situations. | Chapter 24, Lesson 2  |
| (11.08) Simulate work-based projects in an information technology environment.  | Chapter 14 (Mid-Term Project)<br>Chapter 25 (Final Project) |

| <b>(12.0) Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance. – The student will be able to:</b>  | <b>CITATION(S)</b>   |
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| (12.01) Demonstrate awareness of the following workplace essentials: quality customer service; business ethics; confidentiality of information; copyright violations; accepted workplace rules, regulations, policies, procedures, processes, and workplace safety, and appropriate attire and grooming. | Chapter 8, Lesson 4<br>Chapter 8, Lesson 5<br>Chapter 13, Lesson 1<br>Chapter 24, Lesson 2<br>Chapter 24, Lesson 3 |
| (12.02) Demonstrate ways of accepting constructive criticism on team projects within the workplace.  | Chapter 13, Lesson 3   |
| (12.03) Apply appropriate strategies to manage and resolve conflicts in work situations.   | Chapter 13, Lesson 3   |
| (12.04) Demonstrate human relations, personal and interpersonal skills appropriate for the workplace, including: responsibility, dependability, punctuality, integrity, positive attitude, initiative, respect for self and others, and professional dress.  | Chapter 13, Lesson 1<br>Chapter 13, Lesson 3<br>Chapter 24, Lesson 2   |

| <b>(13.0) Demonstrate competence using computer networks, internet and online databases to facilitate collaborative or individual learning and communication. – The student will be able to:</b>                  | <b>CITATION(S)</b>   |
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| (13.01) Demonstrate how to connect to the Internet and use appropriate Internet protocol. Identify and describe web terminology, addresses and how browsers work.   | Chapter 2, Lesson 3<br>Chapter 6 (all lessons)<br>Chapter 19, Lesson 1 |
| (13.02) Demonstrate proficiency using basic features of GUI browsers, including: bookmarks, basic configurations, e-mail configurations, and address books. Describe appropriate browser security configurations. | Chapter 2, Lesson 3<br>Chapter 8, Lesson 1                             |
| (13.03) Describe information technology terminology, including Internet, intranet, ethics, copyright laws, and regulatory control.  | Chapter 6 (all lessons)<br>Chapter 8 (all lessons)                     |
| (13.04) Demonstrate proficiency using search engines and search tools.  | Chapter 7 (all lessons)  |

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| (13.05) Use various web tools, including: downloading files, transfer of files, telnet, PDF, plug-ins, and data compression. Identify Boolean search strategies. | Chapter 4, Lesson 3<br>Chapter 9, Lesson 1<br>Students will upload/download multiple files through the course interface, and create ZIP files to submit work. |
| (13.06) Understand and apply level one Universal Resource Locator (URL) and associated protocols. (e.g., com, org, edu, gov, net, mil)                           | Chapter 6, Lesson 5   |

| <b>(14.0) Demonstrate competence in page design applicable to the WWW – the student will be able to:</b>   | <b>CITATION(S)</b>                                   |
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| (14.01) Describe and apply color theory as it applies to Web page design.  | Chapter 20, Lesson 2<br>Chapter 20, Lesson 3         |
| (14.02) Access and digitize graphics through various resources. (e.g., scanner, digital cameras, on-line graphics, clipart, CD-ROMs)   | Chapter 15, Lesson 1<br>Chapter 15, Lesson 2         |
| (14.03) Describe appropriate use of social networking sites and applications, blogs and collaborative tools for file sharing and using listservers. (dangers of piracy, copyright, plagiarism) | Chapter 8, Lesson 4<br>Chapter 8, Lesson 5           |
| (14.04) Describe web applications, including sharing photos and video clips, messaging, chatting and collaborating.  | Chapter 17 (all lessons)<br>Chapter 18 (all lessons) |

| <b>(15.0) Develop an awareness of emerging technologies. – the student will be able to :</b>  | <b>CITATION(S)</b>  |
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| (15.01) Compare and contrast emerging technologies and describe how they impact business in the global marketplace. (e.g., wireless network, tablets, cell phones, satellite technology, nano technology, smart devices, home networks, peer-to-peer) | Chapter 2, Lesson 5 |

| <b>(16.0) Develop awareness of computer languages and software applications. – the student will be able to:</b>   | <b>CITATION(S)</b>   |
|---|--|
| (16.01) Compare and contrast the appropriate use of various software applications. (e.g., word processing, desktop publishing, graphic design, web browser, e-mail, presentation, database, scheduling, financial management, Java applet, music) | Chapters 9, 10, 11, 12, 15 (all lessons)                       |
| (16.02) Demonstrate the use of various software applications. (e.g., word processing, desktop publishing, graphic design, web browser, e-mail, presentation, database, scheduling, financial management, Java applet, music)                      | Chapters 9, 10, 11, 12, 15 (all lessons)                       |
| (16.03) Describe and illustrate language terminology. (e.g., HTML, Python, Java, Flash, Pearl, code.org)  | Chapter 19, Lesson 1<br>Chapter 19, Lesson 2                   |
| (16.04) Use storyboarding techniques to design a website.   | Chapter 13, Lesson 2<br>Chapter 25 (Final Project)             |
| (16.05) Create personal and business web pages.   | Chapter 19, 20, 21 (all lessons)<br>Chapter 25 (Final Project) |

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| (16.06) Use basic functions of WYSIWYG editors.  | Chapter 20, Lesson 4                         |
| (16.07) Use basic functions of HTML, DHTML, and XML editors and converters.                | Chapter 20, Lesson 4                         |
| (16.08) Enhance web pages through the addition of images and graphics including animation. | Chapter 21, Lesson 2<br>Chapter 21, Lesson 3 |

| <b>(17.0) Demonstrate comprehension and communication skills. – The student will be able to:</b>  | <b>CITATION(S)</b>  |
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| (17.01) Read and comprehend technical and non-technical reading assignments related to course content, including manuals, books, magazines and electronic sources.                | Chapter 1, Lesson 3<br>Chapter 1 Activity<br>Chapter 14 (Mid-Term Project)<br>Chapter 25 (Final Project)<br>(Mid-term and final projects involve self-directed research into chosen topic and synthesis of digital artifacts based on understood content) |
| (17.02) Use listening, speaking, telecommunication and nonverbal skills and strategies to communicate effectively with supervisors, co-workers, and customers.                    | Chapter 13, Lesson 1<br>Chapter 14 (Mid-Term Project)<br>Chapter 25 (Final Project)<br>(Mid-term and final projects completed as an interactive team).  |
| (17.03) Apply the writing process to the creation of appropriate documents following designated business formats. (e.g., note taking, research, MLA/APA)                          | Chapter 7, Lesson 3<br>Chapter 14 (Mid-Term Project)<br>Chapter 25 (Final Project)<br>(Mid-term and final projects involve self-directed research into chosen topic and synthesis of digital artifacts based on understood content)                       |
| (17.04) Demonstrate an awareness of project management concepts and tools. (e.g., timelines, deadlines, resource allocation, time management, delegation of tasks, collaboration) | Chapter 13, Lesson 1<br>Chapter 13, Lesson 2<br>Chapter 14 (Mid-Term Project)<br>Chapter 25 (Final Project)<br>(Mid-term and final projects include phases, timelines, delegation of team members to tasks, storyboards, etc).                            |