

CompuScholar, Inc.

Alignment to South Carolina "Information Technology Foundations" Course

South Carolina Course Details:

Course Name:	Information Technology Foundations
Primary Career Cluster:	Information Technology
Course Code(s):	5270
Credit:	1
Grade Level:	9-12
State Standards Link:	http://ed.sc.gov/scdoe/assets/file/programs-services/148/documents/InformationTechnologyFoundations.pdf

CompuScholar Course Details:

Course Title: CompuScholar: Digital Savvy
Course ISBN: 978-0-9887070-8-5
Course Year: 2016

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

Introduction

The course prepares students to take the Certiport's Internet and Computing Core Certification IC3 Certification test. This course introduces basic concepts in computer and information technology, including computer hardware, software, Internet, and network systems. Upon successful completion of this course, a student may qualify for articulation/dual credit. Individuals who currently hold or are pursuing IC3 certification may apply for college credit through the American Council on Education (ACE) member institutions.

Knowledge and Skills

(A) SAFETY AND ETHICS	CITATION(S)
(1) Identify major causes of work-related accidents in offices.	Chapter 24, Lesson 3
(2) Describe the threats to a computer network, methods of avoiding attacks, and options in dealing with virus attacks.	Chapter 8, Lesson 2 Chapter 8, Lesson 3
(3) Identify potential abuse and unethical uses of computers and networks.	Chapter 8 (all lessons)

(4) Explain the consequences of illegal, social, and unethical uses of information technologies, e.g., piracy; illegal downloading; licensing infringement; and inappropriate uses of software, hardware, and mobile devices.	Chapter 8, Lesson 4 Chapter 8, Lesson 5
(5) Differentiate between freeware, shareware, and public domain software copyrights.	Chapter 8, Lesson 5
(6) Discuss computer crimes, terms of use, and legal issues such as copyright laws, fair use laws, and ethics pertaining to scanned and downloaded clip art images, photographs, documents, video, recorded sounds and music, trademarks, and other elements for use in Web publications.	Chapter 8 (all lessons)
(7) Identify netiquette including the use of email, social networking, blogs, texting, and chatting.	Chapter 8, Lesson 4
(8) Describe ethical and legal practices in business professions such as safeguarding the confidentiality of business-related information.	Chapter 8, Lesson 4 Chapter 8, Lesson 5

(B) EMPLOYABILITY SKILLS	CITATION(S)
(1) Identify positive work practices, e.g., appropriate dress code for the workplace, personal grooming, punctuality, time management, and organization.	Chapter 13, Lesson 1 Chapter 24, Lesson 2
(2) Demonstrate positive interpersonal skills, e.g., communication, respect, and teamwork.	Chapter 14 (Mid-Term Project) Chapter 25 (Final Project)

(C) STUDENT ORGANIZATIONS	CITATION(S)
(1) Explain how related student organizations are integral parts of career and technology education courses.	n/a
(2) Explain the goals and objectives of related student organizations.	n/a
(3) List opportunities available to students through participation in related student organization conferences/competitions, community service, philanthropy, and other activities.	n/a
(4) Explain how participation in career and technology education student organizations can promote lifelong responsibility for community service and professional development.	n/a

(D) COMPUTING FUNDAMENTALS	CITATION(S)
(1) Computer Hardware:	
(1.a) Identify types of computers, how they process information and how individual computers interact with other computing systems and devices.	Chapter 1, Lesson 1
(1.b) Identify the function of computer hardware components	Chapter 1, Lesson 2 Chapter 1, Lesson 3
(1.c) Identify the factors that go into an individual or organizational decision on how to purchase computer equipment.	Chapter 1, Lesson 2
(1.d) Identify how to maintain computer equipment and solve common problems relating to computer hardware.	Chapter 5 (all lessons)
(2) Computer Software:	
(2.a) Identify how software and hardware work together to perform computing tasks and how software is developed and upgraded.	Chapters 1, 2, 3, 13, 22
(2.b) Identify different types of software, general concepts relating to software categories, and the tasks to which each type of software is most suited or not suited.	Chapter 2 (all lessons)
(2.c) Identify fundamental concepts relating to database applications.	Chapter 12 (all lessons)
(3) Using an Operating System:	
(3.a) Identify what an operating system is and how it works, and solve common problems related to operating systems.	Chapter 3 (all lessons)
(3.b) Manipulate and control the Windows desktop, files, and disks; identify how to change system settings, install and remove software.	Chapter 2, Lesson 4 Chapter 3 (all lessons) Chapter 4 (all lessons)

(E) KEY APPLICATIONS	CITATION(S)
(1) Common Program Functions:	
(1.a) Be able to start and exit a Windows application and utilize sources of online help.	Chapter 2, Lesson 4 Chapter 5, Lesson 3
(1.b) Identify common on-screen elements of Windows applications, change application settings and manage files within an application.	Chapter 2, Lesson 3 Chapter 3, Lesson 2 Chapter 4, Lesson 2
(1.c) Perform common editing and formatting functions.	Chapter 9, Lesson 2 Chapter 10, Lesson 4 Chapter 11, Lesson 3
(1.d) Perform common printing functions.	Chapter 9, Lesson 6
(2) Word Processing Functions:	
(2.a) Be able to format text and documents including the ability to use automatic formatting tools.	Chapter 9, Lesson 2 Chapter 9, Lesson 3 Chapter 9, Lesson 4

(2.b) Be able to insert, edit and format tables in a document.	Chapter 9, Lesson 5
(3) Spreadsheet Functions:	
(3.a) Be able to modify worksheet data and structure and format data in a worksheet.	Chapter 10, Lesson 2 Chapter 10, Lesson 3 Chapter 10, Lesson 4
(3.b) Be able to sort data, manipulate data using formulas and functions and add and modify charts in a worksheet.	Chapter 10, Lesson 6 Chapter 10, Lesson 7
(4) Presentation Software:	
(4.a) Be able to create simple presentations.	Chapter 11, Lesson 2 Chapter 11, Lesson 3
(4.b) Be able to format simple presentations.	Chapter 11, Lesson 2 Chapter 11, Lesson 3

(F) LIVING ONLINE	CITATION(S)
(1) Networks and the Internet:	
(1.a) Identify network fundamentals and the benefits and risks of network computing.	Chapter 6 (all lessons)
(1.b) Identify the relationship between computer networks, other communications networks (like the telephone network) and the Internet.	Chapter 6, Lesson 2 Chapter 6, Lesson 4
(2) Electronic Mail	
(2.a) Identify how electronic mail works.	Chapter 16, Lesson 1
(2.b) Identify how to use an electronic mail application.	Chapter 16, Lesson 1
(2.c) Identify the appropriate use of e-mail and e-mail related "netiquette."	Chapter 16, Lesson 1
(3) Using the Internet:	
(3.a) Identify different types of information sources on the Internet.	Chapter 7, Lesson 2
(3.b) Be able to use a Web browsing application.	Chapter 2, Lesson 3
(3.c) Be able to search the Internet for information.	Chapter 7 (all lessons)
(4) The Impact of Computing and the Internet on Society:	
(4.a) Identify how computers are used in different areas of work, school, and home.	Chapter 1, Lesson 1
(4.b) Identify the risks of using computer hardware and software.	Chapter 8 (all lessons)
(4.c) Identify how to use the Internet safely, legally, and responsibly.	Chapter 8, Lesson 1 Chapter 18, Lesson 4