

**CompuScholar, Inc.**  
Alignment to Alabama Standards  
**Digital Technology**

**Alabama Course Details:**

<b>Course Title:</b>	Digital Technology
<b>Career Cluster(s):</b>	Business Management and Administration, Marketing, Finance
<b>Course Credit:</b>	6 weeks, 9 weeks, 1 semester, or 1 year
<b>Grade Levels:</b>	6 - 8

**CompuScholar Course Details:**

<b>Course Title:</b>	Digital Savvy
<b>Course ISBN:</b>	978-0-9887070-8-5
<b>Course Year:</b>	2021

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

**Note 2:** Citation(s) for a "Lesson" refer to the "Lesson Text" elements and associated "Activities" within the course, unless otherwise noted. The "Instructional Video" components are supplements designed to introduce or re-enforce the main lesson concepts, and the Lesson Text contains full details.

**Note 3:** Citation(s) to "Supplemental" or "Suppl." chapters refer to Supplemental Chapters found at the end of the main sequence of numbered chapters within the course.

**Alabama Course Description**

Digital Technology is designed for students who want to master basic skills in the areas of word processing, database management, spreadsheet applications, multimedia presentations, and Internet research.

**Alabama Course Standards**

<b>Foundational Standards</b>	<b>CITATION(S)</b>
1. Incorporate safety procedures in handling, operating, and maintaining tools and machinery; handling materials; utilizing personal protective equipment; maintaining a safe work area; and handling hazardous materials and forces.	Chapter 23, Lesson 3
2. Demonstrate effective workplace and employability skills, including communication, awareness of diversity, positive work ethic, problem-solving, time management, and teamwork.	Chapters 13, 24, 25 Chapter 24, Lesson 2
3. Explore the range of careers available in the field and investigate their educational requirements, and demonstrate job-seeking skills including resume-writing and interviewing.	Chapter 24, Lesson 1 Chapter 24 Activity

4. Advocate and practice safe, legal, responsible, and ethical use of information and technology tools specific to the industry pathway.	Chapter 7, Lesson 3 Chapter 8 Chapter 18, Lesson 4
5. Participate in a Career and Technical Student Organization (CTSO) to increase knowledge and skills and to enhance leadership and teamwork.	Suppl. Chapter 3, Lesson 2
6. Discuss and demonstrate ways to value diversity.	Chapter 13, Lesson 1

<b>Computer Basics</b>	<b>CITATION(S)</b>
1. Exhibit proper use of basic computer components, including hardware, operating systems, software, file management, network functions, hardware maintenance, and problem-solving. Examples: changing printer cartridge, replenishing paper, scanning disk, defragmenting disk, clearing paper jam	Chapters 1, 2, 3, 4, 5, 6
2. Describe types and purposes of computer systems.	Chapter 1, Lesson 1
a. Outline the history of computing.	Chapter 1, Lesson 4

<b>Software Application</b>	<b>CITATION(S)</b>
3. Demonstrate data input techniques with speed and accuracy. Examples: touch method, voice recognition	Suppl. Chapter 3, Lesson 1
4. Utilize word processing skills, including creating page layouts, proofreading, editing, printing, and saving.	Chapter 9
5. Use spreadsheet software to create, save, open, edit, and print a workbook or worksheet.	Chapter 10, Lessons 2, 3
a. Utilize formulas for problem-solving.	Chapter 10, Lesson 6
b. Create charts to interpret spreadsheet data.	Chapter 10, Lesson 7
6. Create a database file. Examples: tables, reports, forms, queries	Chapter 12, Lessons 2, 3, 4, 5
7. Demonstrate procedures for creating, saving, retrieving, and delivering multimedia presentations.	Chapter 11, Lessons 2, 3, 6
8. Demonstrate uses of the Internet in business. Examples: purchasing, research and development, publicity, communication, selling	Chapter 8, Lesson 2 Chapter 16, Lessons 1, 3 Chapter 18, Lesson 3

<b>Career Opportunities</b>	<b>CITATION(S)</b>
9. Research career and entrepreneurial opportunities, responsibilities, and educational and credentialing requirements in high-demand, entry-level information technology positions and identify opportunities for career advancement to upper-level positions in the field.	Chapter 24, Lesson 1 Chapter 24 Activity
a. Utilize research and local Workforce Development data to select one high-demand entry-level information technology position of particular interest and identify education and training needed to advance to upper-level positions in the profession.	Chapter 24, Lesson 1 Chapter 24 Activity
b. Prepare and present a slide presentation outlining progression from an entry-level information technology position to upper-level positions in the profession. Examples: wages, education/training, travel, correspondence, advertisement	N/A

<b>Technology</b>	<b>CITATION(S)</b>
10. Plan and employ effective research strategies to locate information and other resources for their intellectual or creative pursuits.	Chapter 7 Chapter 14, Activities 1, 2
11. Analyze the impact of information technology on society. Examples: mobility, time saving, cost efficiency, innovation, ease of access to information, communication	Chapters 16, 17, 18 Suppl. Chapter 1

<b>Ethics</b>	<b>CITATION(S)</b>
12. Describe ethical considerations resulting from technological advances. Examples: hacking risks, privacy concerns, restricted sites, copyright, intellectual property rights	Chapter 8, Lessons 1, 4, 5 Suppl. Chapter 1, Lesson 2
13. Describe positive, safe, legal, and ethical behavior when using technology. Examples: social interactions online, networked devices, email, music, video	Chapter 8, Lessons 1, 4, 5 Chapter 16, Lessons 1, 2 Chapter 17, Lessons 1, 3 Chapter 18, Lesson 4

<b>Computational Thinking</b>	<b>CITATION(S)</b>
14. Collect data or identify relevant data sets, use digital tools to analyze them, and represent data in various ways to facilitate problem-solving and decision-making. Examples: technology trends, online search term data, shopping trends	Chapter 14, Activities 1, 2 Chapter 25, Activities 1, 2 Suppl. Chapter 2, Lessons 4, 5