

CompuScholar, Inc.

Alignment to Arkansas **Information Technology Fundamentals** Standards

Course Title: **CompuScholar: Digital Savvy**

Course ISBN: 978-0-9887070-8-5

Note 1: Arkansas standards were derived from this document:

http://ace.arkansas.gov/cte/informationForms/curriculumFrameworks/Documents/Frameworks/Business/it_fundamentals-2007.pdf

Note 2: Citation(s) listed may represent a subset of the actual instances where objectives are met throughout the course.

Arkansas ACE: Business and Marketing Technology Standards

Course Title: **Information Technology: Fundamentals**

Course/Unit Credit: 0.5 (1 semester)

Course Number: 399010

Grades: 8

Information Technology: Fundamentals is a one-semester course that will provide students with the opportunity to learn about computer and networking information and to practice these basic technological concepts. This is not an industry-level certified course but rather an opportunity to assist in making immediate course selections and future career choices and gain an exposure to technical life skills.

Unit 1: Computer Software		CITATION(S)
1.1 Explain operating system software	1.1.1 Cite examples of system software	Chapter 3
1.2 Explain application software	1.2.1 Cite examples of application software	Chapter 2
1.3 Explain utility software	1.3.1 Cite examples of utility software	Chapter 2 Chapter 3
1.4 Examine file management	1.3.2 Describe uses of various types of utility software	Chapter 3
	1.4.1 Create a folder/directory	Chapter 4
	1.4.2 Move, copy, delete, and rename files and folders	Chapter 4
1.5 Describe data representation	1.5.1 Identify data representation in terms of bits and bytes	Supplemental Lesson 1
	1.5.2 Recognize file sizes in terms of kilobytes, megabytes, and gigabytes	N/A

Unit 2: Word Processing		CITATION(S)
2.1 Explain word processing software	2.1.1 Define word processing	Chapter 9
	2.1.2 Label parts of word processing window	Chapter 9
2.2 Explain the purpose, function, and common features of commonly used word processing programs	2.2.1 Create and save a document/file	Chapter 9
	2.2.2 Retrieve, proofread, edit, and print documents	Chapter 9
	2.2.3 Create a word processing document incorporating a graphic	Chapter 9

Unit 3: Spreadsheet		CITATION(S)
3.1 Explain spreadsheets	3.1.1 Define spreadsheets	Chapter 10
	3.1.2 Label the parts of a spreadsheet window	Chapter 10
3.2 Explain the purpose, function, and common features of commonly used spreadsheets	3.2.1 Apply basic spreadsheet features and functions to produce a document	Chapter 10
	3.2.2 Create/Save a spreadsheet document	Chapter 10
	3.2.3 Retrieve, edit, format, and print a spreadsheet document	Chapter 10

Unit 4: Database		CITATION(S)
4.1 Explain databases	4.1.1 Define database	Chapter 12
	4.1.2 Label parts of a database window	Chapter 12
4.2 Explain the purpose, function, and features of commonly used databases	4.2.1 Apply basic database features to produce simple records	Chapter 12
	4.2.2 Create/Save a database file	Chapter 12
	4.2.3 Enter records into a table	Chapter 12

Unit 5: Internet		CITATION(S)
5.1 Explain the Internet, World Wide Web, e-mail, networks, and their uses	5.1.1 List ways to connect to the Internet	Chapter 6
	5.1.2 Describe common uses of the Internet	Chapter 6, 7, 16
	5.1.3 Copy/Save text, Web pages, and images from the Internet	Chapter 14 and 28 (online data gathering part of team projects)
5.2 Discuss Internet safety and security issues	5.2.1 Identify Internet safety and security concerns	Chapter 8, Lesson 1 Chapter 18, Lesson 4
	5.2.2 Examine precaution and protection measures regarding the Internet	Chapter 8 Chapter 18, Lesson 4

Unit 6: Presentation		CITATION(S)
6.1 Explain presentation software and elements of an effective presentation	6.1.1 List the advantages of using visuals in a presentation	Chapter 11
6.2 Identify common features of presentation software	6.2.1 Create an electronic presentation using available software	Chapter 11
	6.2.2 Display/Explain presentation to peers	Chapter 11

Unit 7: Web Design		CITATION(S)
7.1 Discuss the use and purpose of Web pages	7.1.1 Assess and explore available Web pages	Chapter 7
	7.1.2 Research Web page uses	Chapter 7
7.2 Explain Web pages	7.2.1 Plan a Web page	Chapter 19, 20, 21
	7.2.2 Create/Save a Web page	Chapter 19, 20, 21
	7.2.3 Add headings, bold and italicized text, lists, hyperlinks, graphics, and background	Chapter 19, 20, 21
	7.2.4 Retrieve, edit, format, and print a Web page document	Chapter 19, 20, 21

Unit 8: Safety and Tools		CITATION(S)
8.1 Discuss general safety rules that apply to the ITF lab	8.1.1 Demonstrate knowledge of general safety rules	Chapter 24, Lesson 3
8.2 Identify hand tools commonly used on PC repair and maintenance	8.2.1 Demonstrate knowledge and use of hand tools commonly used in PC repair and maintenance	Chapter 5

Unit 9: Peripheral Devices		CITATION(S)
9.1 Identify the input devices	9.1.1 Demonstrate knowledge of the appearance of input devices	Chapter 1, Lesson 3
	9.1.2 Create a list of input devices and their functions	Chapter 1, Lesson 3
9.2 Describe the output devices	9.2.1 Demonstrate knowledge of the appearance of output devices	Chapter 1, Lesson 3
	9.2.2 Create a list of output devices and their functions	Chapter 1, Lesson 3
9.3 Discuss the storage devices	9.3.1 Demonstrate knowledge of the appearance of storage devices	Chapter 1, Lesson 2
	9.3.2 Create a list of storage devices	Chapter 1, Lesson 2
	9.3.3 Compare the advantages of certain storage devices	Chapter 1, Lesson 2

Unit 10: System Components		CITATION(S)
10.1 Explain system component functions	10.1.1 Describe functions of various components	Chapter 1
10.2 Examine system components	10.2.1 Identify and label system components	Chapter 1
	10.2.2 Identify connections to system components	Chapter 1
10.3 Discuss removal and replacement of system components	10.3.1 Demonstrate removal of one or more system components	Chapter 1, Lesson 3
	10.3.2 Demonstrate reassembly of one or more system components	Chapter 1, Lesson 3
	10.3.3 Determine reassembly success	Chapter 1, Lesson 3
10.4 Explain driver software	10.4.1 Cite examples of driver software	Chapter 1, Lesson 3
	10.4.2 Locate driver software from appropriate sources, and download	Chapter 1, Lesson 3

10.5 Explain steps to assemble a computer	10.5.1 Demonstrate ability to dismantle and assemble a computer	N/A
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Unit 11: Networking		CITATION(S)
11.1 Identify components for home network	11.1.1 Demonstrate how to set up Internet access through dial-up, cable, and DSL	Chapter 6
	11.1.2 List the items necessary to install wireless Internet access	Chapter 6
11.2 Discuss methods to share files and printers	11.2.1 Explain the process to enable file and printer sharing	N/A