CompuScholar, Inc.

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

Florida Course Details:

Course Name:	Digital Information Technology (2024-2025)
Course Code(s):	8207310
Credit:	1
State Standards Link:	https://www.cpalms.org/PreviewCourseProgram/Preview/3323

CompuScholar Course Details:

Course Title:	Digital Savvy
Course ISBN:	978-0-9887070-8-5
Course Year:	2025

Course Description (from CPALMS)

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.

Course Standards

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.

CTE-AATC.912.8207310.1 - Demonstrate knowledge, skill, and application of information technology to accomplish job objectives and enhance workplace performance. The student will be able to:	CITATION(S)
CTE-AATC.912.8207310.1.1 - Develop keyboarding skills to enter and manipulate text and data.	Chapter 9, Lesson 2 Supplemental Chapter 3, Lesson 1 & Activity 1
CTE-AATC.912.8207310.1.2 - Describe and use current computer technology and software to perform personal and business related tasks in the workplace (e.g., e-mail, digital calendars, meetings, appointments).	Chapters 9, 10, 11, 16 (All Lessons and Activities) Supplemental Chapter 3, Lesson 4 & Activity
CTE-AATC.912.8207310.1.3 - Differentiate between types of file systems and classify common file extensions based on software application programs used in the workplace environment.	Chapter 4 (All Lessons & Activity)
CTE-AATC.912.8207310.1.4 - Utilize the Internet to find reliable resources and reference materials (e.g., on-line help, tutorials, manuals).	Chapter 1, Lesson 3 Chapter 1 Activity Chapter 5 Activity Chapter 7, Lessons 1, 2

CTE-AATC.912.8207310.1.5 - Apply research strategies to use and evaluate electronic research technologies for valid and reliable information.	Chapter 7 (All Lessons & Activity)
CTE-AATC.912.8207310.1.6 - Demonstrate basic computer file management skills (e.g., naming, saving, retrieving, and organizing).	Chapter 4 (All Lessons & Activity) Chapter 9, Lesson 2
CTE-AATC.912.8207310.1.7 - Analyze the process of troubleshooting problems with computer hardware peripherals, including input and output devices.	Chapter 1, Lesson 3 Chapter 1 Activity Chapter 5, Lesson 3 Chapter 5 Activity
CTE-AATC.912.8207310.1.8 - Describe ethical issues and problems associated with computers and information technology (e.g., fair use, privacy, public domain, copyright, piracy, plagiarism).	Chapter 8, Lessons 1, 4, 5 Supplemental Chapter 1, Lessons 1, 4
CTE-AATC.912.8207310.1.9 - Explain the history and purpose of various operating systems (e.g., DOS, Windows, Mac, and Unix/Linux).	Chapter 3, Lesson 1

CTE-AATC.912.8207310.2 - Develop an awareness of microcomputers. The student will be able to:	CITATION(S)
CTE-AATC.912.8207310.2.1 - Explain the general architecture of a microcomputer system.	Chapter 1, Lesson 2
CTE-AATC.912.8207310.2.2 - Explain the need for and demonstrate proficiency using common peripherals (e.g., printers, mouse, keyboard, external hard drive, flash drive).	Chapter 1, Lesson 3 Chapter 1 Activity
CTE-AATC.912.8207310.2.3 - Examine the concepts of computer maintenance and upgrades.	Chapter 5 (All Lessons and Activity)

CTE-AATC.912.8207310.3 - Demonstrate an understanding of networks. The student will be able to:	CITATION(S)
CTE-AATC.912.8207310.3.1 - Differentiate between types of networks and how they work (e.g., clients, servers, Wi-Fi, teleconference)	Chapter 6, Lessons 2, 4
CTE-AATC.912.8207310.3.2 - Identify security needs within a network environment (e.g., antivirus software, passwords).	Chapter 8, Lessons 1, 2, 3 Chapter 8 Activity
CTE-AATC.912.8207310.3.3 - Distinguish between intranets, extranets and how they relate to the Internet.	Chapter 6, Lesson 4
CTE-AATC.912.8207310.3.4 - Demonstrate basic understanding of cloud computing.	Chapter 4, Lesson 4 Supplemental Chapter 1, Lesson 6

CTE-AATC.912.8207310.4 - Use word processing applications to enhance the effectiveness of various types of documents and communication. The student will be able to:	CITATION(S)
CTE-AATC.912.8207310.4.1 - Select and use word processing software and accompanying features to create and enhance various written business communications (e.g., memos, reports, block business letters).	Chapter 9 (All Lessons & Activities) Supplemental Chapter 3, Lesson 7
CTE-AATC.912.8207310.4.2 - Save and export documents in various formats (e.g., pdf, html, blog, hyperlinks).	Chapter 9, Lessons 2, 6 Chapter 9 Activity 1

CTE-AATC.912.8207310.4.3 - Format text content in a document (e.g., font, paragraph attributes, spacing, text styles, text boxes).	Chapter 9, Lesson 3 Chapter 9 Activity 1
CTE-AATC.912.8207310.4.4 - Manipulate page layout and reusable content (e.g., page setup, themes, templates, page backgrounds, headers and footers).	Chapter 9, Lessons 3, 5 Chapter 9, Activities 1, 2
CTE-AATC.912.8207310.4.5 - Perform various image-editing tasks using word-processing software to create and format images, illustrations, shapes, etc.	Chapter 9, Lesson 5 Chapter 9, Activity 2 Chapter 15, Lessons 1, 2
CTE-AATC.912.8207310.4.6 - Proofread and revise documents by validating content through the use of word processing tools (e.g. spell check, thesaurus, find/replace, autocorrect settings).	Chapter 9, Lesson 4 Chapter 11, Lesson 6
CTE-AATC.912.8207310.4.7 - Insert citations and hyperlinks, create end and footnotes, and create a table of contents in a document.	Chapter 9, Lesson 7
CTE-AATC.912.8207310.4.8 - Perform various mail merge options, macros and tracking revisions.	Chapter 9, Lesson 6 Supplemental Chapter 3, Lesson 7
CTE-AATC.912.8207310.4.9 - Demonstrate an understanding of fonts (serif and sans serif) and font styles (bold, italic, etc.)	Chapter 9, Lesson 3

CTE-AATC.912.8207310.5 - Use presentation applications to enhance communication skills. The student will be able to:	CITATION(S)
CTE-AATC.912.8207310.5.1 - Manage and configure the presentation software environment (e.g., adjusting views, manipulating slide settings, configuring toolbar and file options).	Chapter 11, Lessons 1, 6
CTE-AATC.912.8207310.5.2 - Use presentation software to format and edit slides (e.g., adding and removing slides, slide layouts, format slide design, insert or format placeholders).	Chapter 11, Lessons 2, 3 Chapter 11, Activity 1
CTE-AATC.912.8207310.5.3 - Locate, create and incorporate graphical and multimedia elements, including: shapes, graphics, images, bullets, hyperlinks, video, and audio into a slide presentation.	Chapter 11, Lessons 3, 4, 5
CTE-AATC.912.8207310.5.4 - Enhance overall visual presentation by applying font selection, design themes, color schemes, templates, etc.	Chapter 11, Lessons 2, 3 Chapter 11, Activity 1
CTE-AATC.912.8207310.5.5 - Create and manipulate graphical and multimedia elements using additional styles and effects (e.g., color selections, tone, contrast, shadows, picture styles).	Chapter 11, Lessons 2, 3, 4 Chapter 11, Activities 1, 2
CTE-AATC.912.8207310.5.6 - Demonstrate various business-related elements that can be created, embedded and manipulated in a slide presentation, including: charts, graphs, tables, media, spreadsheets, and illustrations.	Chapter 11, Lessons 3, 4, 5 Chapter 11, Activities 1, 2
CTE-AATC.912.8207310.5.7 - Customize presentation settings by using appropriate slide transitions and animations (e.g., on click, rehearsed timings)	Chapter 11, Lesson 4
CTE-AATC.912.8207310.5.8 - Demonstrate different delivery methods for slide presentations, including: online delivery and sharing, video projection, printing options.	Chapter 11, Lesson 6

CTE-AATC.912.8207310.6 - Use spreadsheet applications to enhance communication skills. The student will be able to:	CITATION(S)
CTE-AATC.912.8207310.6.1 - Manipulate the worksheet by using the ribbon tabs, group settings, importing data/database, manipulating properties, files and folders.	Chapter 10, Lessons 2, 3
CTE-AATC.912.8207310.6.2 - Create cell data and apply auto fill.	Chapter 10, Lesson 2
CTE-AATC.912.8207310.6.3 - Format cells and worksheets (e.g., by applying and manipulating cell formats, styles, merging and splitting cells, create row and column titles, hide and unhide column titles, rows and columns, page setup options, and manipulating views/themes).	Chapter 10, Lessons 2, 3, 4 Chapter 10, Activity 1
CTE-AATC.912.8207310.6.4 - Create and analyze formulas and functions (e.g., apply conditional formula logic, name and cell ranges).	Chapter 10, Lesson 6 Chapter 10 Activity 2
CTE-AATC.912.8207310.6.5 - Create and modify charts and images. (e.g., pivot tables)	Chapter 10, Lesson 7 Chapter 10, Activity 3
CTE-AATC.912.8207310.6.6 - Share worksheet data through various system (e.g., email, external media, cloud storage, mail merge).	Chapter 10, Lessons 2, 7 Supplemental Chapter 3, Lesson 7
CTE-AATC.912.8207310.6.7 - Analyze and organize data through filters, sorting and applying conditional formatting. (e.g., macros)	Chapter 10, Lesson 5 Supplemental Chapter 3, Lesson 7
CTE-AATC.912.8207310.6.8 - Interpret data on line graphs, pie charts, diagrams, and tables.	Chapter 10, Lesson 7

CTE-AATC.912.8207310.7 - Use database applications to store and organize data. The student will be able to:	CITATION(S)
CTE-AATC.912.8207310.7.1 - Create different forms for inputting data into a database application.	Supplemental Chapter 3, Lesson 6
CTE-AATC.912.8207310.7.2 - Interpret queries for specialized reports using a database application.	Chapter 12, Lesson 5 Chapter 12, Activity 2
CTE-AATC.912.8207310.7.3 - Create and modify a database by importing data from other sources	Chapter 12, Lesson 4 Chapter 12, Activity 1 Supplemental Chapter 3, Lesson 6
CTE-AATC.912.8207310.7.4 - Create and manage database tables by hiding fields, importing data, adding total rows	Chapter 12, Lessons 3, 4, 5 Chapter 12, Activity 2 Supplemental Chapter 3, Lesson 6
CTE-AATC.912.8207310.7.5 - Modify queries by renaming, adding / removing fields, sorting, formatting, and adding calculated fields	Chapter 12, Lessons 4, 5 Chapter 12, Activity 2
CTE-AATC.912.8207310.7.6 - Create and format reports with multiple columns, calculated fields and images.	Chapter 12, Lesson 5 Chapter 12, Activity 2 Supplemental Chapter 3, Lesson 6

CTE-AATC.912.8207310.8 - Use electronic mail to enhance communication skills. The student will be able to:	CITATION(S)
CTE-AATC.912.8207310.8.1 - Describe and perform e-mail capabilities and functions (e.g., create, send, & forward messages, organize email folders, manage signature and automated messages, configure message sensitivity, security and delivery options).	Chapter 16, Lesson 1 Chapter 16 Activity
CTE-AATC.912.8207310.8.2 - Perform e-mail activities (e.g., attach external files, save e-mail attachments, view mailbox details, schedule appointments, create contact groups).	Chapter 16, Lesson 1 Chapter 16 Activity Supplemental Chapter 3, Lesson 4 & Activity
CTE-AATC.912.8207310.8.3 - Demonstrate an understanding of the ethical issues associated with electronic correspondences (e.g., employer's ownership of email, public access of government email, appropriate uses in the workplace, phishing attacks, permanence of electronic communications on the internet).	Chapter 16, Lesson 1 Chapter 16 Activity Supplemental Chapter 1, Lesson 2
CTE-AATC.912.8207310.8.4 - Describe the need for and appropriate use of electronic mailing list software applications (e.g., listserv)	Chapter 16, Lesson 1

CTE-AATC.912.8207310.9 - 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:	CITATION(S)
CTE-AATC.912.8207310.9.1 - Analyze personal skills and aptitudes in comparison with various business related job and career options. (i.e., hard and soft skills)	Chapter 13, Lessons 1, 3 Chapter 24, Lessons 1, 2 Chapter 24 Activity
CTE-AATC.912.8207310.9.2 - Use career resources to develop and analyze occupations and opportunities for internships, continuing education and on-the-job training.	Chapter 24, Lesson 1 Chapter 24 Activity Supplemental Chapter 3, Lesson 2
CTE-AATC.912.8207310.9.3 - Exhibit job-seeking skills required for entry-level employment, including resume, online job search, cover letter, online/hard copy application, mock interview, interview thank you letter, and follow-up call.	Chapter 24, Lesson 1 Chapter 24 Activity
CTE-AATC.912.8207310.9.4 - Design, implement, and evaluate a plan to facilitate growth and skill development related to anticipated job requirements and career expectations.	Chapter 24, Lesson 1 Chapter 24 Activity
CTE-AATC.912.8207310.9.5 - Demonstrate an awareness of specific job requirements and career paths (e.g., education, certifications, skills, previous experience) in business environments.	Chapter 24, Lesson 1 Chapter 24 Activity Supplemental Chapter 3, Lesson 2
CTE-AATC.912.8207310.9.6 - Demonstrate an awareness of the potential impact of local and global trends on career plans and life goals.	Chapter 2, Lesson 5 Chapter 24, Lesson 1 Chapter 24 Activity Supplemental Chapter 1, Lesson 4
CTE-AATC.912.8207310.9.7 - Describe the importance of building community and mentor relationships in a variety of professional and workplace situations.	Chapter 24, Lesson 2 Supplemental Chapter 3, Lesson 2

CTE-AATC.912.8207310.9.8 - Simulate work-based projects in an information technology environment	Chapters 14, 25

CTE-AATC.912.8207310.10 - 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:	CITATION(S)
CTE-AATC.912.8207310.10.1 - 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 Chapter 8, Lesson 5 Chapter 13, Lesson 1 Chapter 24, Lesson 2 Chapter 24, Lesson 3
CTE-AATC.912.8207310.10.2 - Demonstrate ways of accepting and providing constructive criticism to enhance team projects.	Chapter 13, Lesson 3 Chapter 14, Activity 3
CTE-AATC.912.8207310.10.3 - Apply appropriate strategies to manage and resolve conflicts in work situations.	Chapter 13, Lesson 3 Chapters 14, 25
CTE-AATC.912.8207310.10.4 - Demonstrate personal and interpersonal skills appropriate for the workplace (e.g., responsibility, dependability, punctuality, integrity, positive attitude, initiative, respect for self and others, and professional dress).	Chapter 13, Lesson 1 Chapter 13, Lesson 3 Chapter 24, Lesson 2 Chapters 14, 25

CTE-AATC.912.8207310.11 - Demonstrate competence using computer networks, internet and online databases to facilitate collaborative or individual learning and communication. The student will be able to:	CITATION(S)
CTE-AATC.912.8207310.11.1 - Demonstrate how to connect to the Internet and identify and describe web terminology, addresses and how browsers work.	Chapter 2, Lesson 3 Chapter 19, Lesson 1 Chapter 6 (All Lessons)
CTE-AATC.912.8207310.11.2 - Demonstrate proficiency using basic features of GUI (Graphical User Interface) browsers, including: bookmarks, basic configurations, e-mail configurations, and address books.	Chapter 2, Lesson 3 Chapter 16, Lesson 1
CTE-AATC.912.8207310.11.3 - Describe appropriate browser security configurations	Chapter 2, Lesson 3
CTE-AATC.912.8207310.11.4 - Describe information technology terminology, including Internet, intranet, ethics, copyright laws, and regulatory control.	Chapter 6, Lesson 4 Chapter 8, Lessons 4, 5
CTE-AATC.912.8207310.11.5 - Demonstrate proficiency using search engines and search tools (e.g., Boolean search strategies)	Chapter 7, Lessons 1, 2 Chapter 7 Activity
CTE-AATC.912.8207310.11.6 - Use various web tools, including: downloading files, transfer of files, extensions, PDF, plug-ins, and data compression.	Chapter 4, Lessons 2, 3, 4 Chapter 6, Lesson 6 Chapter 9, Lesson 1
CTE-AATC.912.8207310.11.7 - Differentiate between different domain extensions (e.g., .com, .org, .gov, .edu, etc.)	Chapter 6, Lesson 5

CTE-AATC.912.8207310.12 - Develop awareness of computer languages, web-based and software applications, and emerging technologies. The student will be able to:	CITATION(S)
CTE-AATC.912.8207310.12.1 - 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, 16 (All Lessons)
CTE-AATC.912.8207310.12.2 - Explain and describe the need for web-based applications (e.g., sharing photos and video clips, messaging, chatting and collaborating).	Chapter 9, Lesson 1 Chapter 15, Lesson 3 Chapters 16, 17, 18
CTE-AATC.912.8207310.12.3 - Express an understanding of basic terminology used in programming (e.g., algorithm, binary, code, block-based, objects, functions)	Chapter 22 (All Lessons) Chapter 23 (All Lessons) Supplemental Chapter 2, Lessons 1, 2, 4
CTE-AATC.912.8207310.12.4 - Compare and contrast emerging technologies and describe how they impact business in the global marketplace (e.g., wireless network, tablets, cell phones, satellite technology, nanotechnology, smart devices, home networks).	Chapter 2, Lesson 5 Supplemental Chapter 1, Lesson 4 & Activity Supplemental Chapter 3, Lesson 3 & Activity

CTE-AATC.912.8207310.13 - Demonstrate an understanding of basic html by creating a simple web page. The student will be able to:	CITATION(S)
CTE-AATC.912.8207310.13.1 - Create a basic web page.	Chapter 19, 20, 21 (All Lessons) Chapter 25 (Final Project)
CTE-AATC.912.8207310.13.2 - Use basic storyboarding techniques.	Chapter 13, Lesson 2 Chapter 13 Activity Chapter 25, Activity 1
CTE-AATC.912.8207310.13.3 - Use basic functions of WYSIWYG editors.	Chapter 20, Lesson 4
CTE-AATC.912.8207310.13.4 - Use basic functions of HTML, DHTML, and XML editors and converters.	Chapter 20, Lesson 4
CTE-AATC.912.8207310.13.5 - Enhance web pages through the addition of images and graphics.	Chapter 21, Lessons 2, 3

CTE-AATC.912.8207310.14 - Demonstrate comprehension and communication skills. The student will be able to:	CITATION(S)
CTE-AATC.912.8207310.14.1 - Read and comprehend technical and non-technical reading assignments related to course content (e.g., manuals, books, magazines, electronic sources).	Chapter 1, Lesson 3 Chapter 1 Activity Chapter 7 Activity Chapter 8, Lesson 4 Chapter 14, Activity 1 Chapter 24, Lesson 3 Chapter 24 Activity Supplemental Chapter 1, Activity 5

CTE-AATC.912.8207310.14.2 - Use verbal and nonverbal skills to communicate effectively with supervisors, co-workers, and customers.	Chapter 13, Lessons 1, 3 Chapter 24, Lesson 2 Chapters 14, 25
CTE-AATC.912.8207310.14.3 - Demonstrate an understanding of the writing process to create business documents (e.g., research methods, paper formatting (MLA/APA))	Chapter 7, Lesson 3 Supplemental Chapter 3, Lesson 7 Chapter 9 (All Lessons and Activities) Chapters 14, 25
CTE-AATC.912.8207310.14.4 - Demonstrate an awareness of project management concepts and tools (e.g., timelines, deadlines, resource allocation, time management, delegation of tasks, collaboration).	Chapter 13, Lessons 1, 2 Supplemental Chapter 2, Lesson 6 Chapters 14, 25

CTE-AATC.912.8207310.15 - Use social media to enhance online communication and develop an awareness of a digital footprint. The student will be able to:	CITATION(S)
CTE-AATC.912.8207310.15.1 - Create and develop a professional social media presence (e.g., LinkedIn) to connect with potential employers, follower influencers, enhance networking opportunities, develop soft skills through written communication, and establish a professional business image.	Chapter 18, Lesson 3 Chapter 18 Activity
CTE-AATC.912.8207310.15.2 - Cultivate and manage awareness of digital identity and reputation.	Chapter 8, Lesson 1 Chapter 16, Lesson 1 Chapter 18, Lesson 4
CTE-AATC.912.8207310.15.3 - Develop awareness of the permanence of actions and social awareness in the digital world.	Chapter 8, Lesson 1 Chapter 16, Lesson 1 Chapter 18, Lesson 4
CTE-AATC.912.8207310.15.4 - Develop awareness of data-collection technology contributing to their digital footprint.	Chapter 18 Lesson 4