

## CompuScholar, Inc.

### Alignment to South Carolina Principles of Digital Technology Standards

7th - 9th grades

#### South Carolina Course Details:

<b>Course Title:</b>	5270 - Principles of Digital Technology (formerly IT Foundations)
<b>Grade Level:</b>	7th - 9th Grade
<b>Standards Link:</b>	<a href="#">SCPrincDigitalTechnology2016.pdf</a>

#### CompuScholar Course Details:

<b>Course Title:</b>	CompuScholar: Digital Savvy
<b>Course ISBN:</b>	978-0-9887070-8-5
<b>Course Year:</b>	2017

**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.

### Course Description

This course introduces digital citizenship and basic concepts in computer and information technology, including computer hardware, software, Internet, and network systems.

### Course Standards

A. SAFETY	CITATION(S)
1. Review school safety policies and procedures.	Chapter 8, Lessons 1, 4 Chapter 24, Lesson 3
2. Review classroom safety rules and procedures.	Chapter 8, Lessons 1, 4 Chapter 24, Lesson 3
3. Review safety procedures for using equipment in the classroom.	Chapter 8, Lessons 1, 4 Chapter 24, Lesson 3
4. Identify major causes of work-related accidents in office environments.	Chapter 24, Lesson 3
5. Demonstrate safety skills in an office/work environment.	Chapter 24, Lesson 3

<b>B. STUDENT ORGANIZATIONS</b>	<b>CITATION(S)</b>
1. Identify the purpose and goals of a Career and Technology Student Organization (CTSO). Explain how CTSOs are integral parts of specific clusters, majors, and/or courses.	Supplemental Chapter 3, Lesson 2
2. Explain the benefits and responsibilities of being a member of a CTSO.	Supplemental Chapter 3, Lesson 2
3. List leadership opportunities that are available to students through participation in CTSO conferences, competitions, community service, philanthropy, and other activities.	Supplemental Chapter 3, Lesson 2
4. Explain how participation in CTSOs can promote lifelong benefits in other professional and civic organizations.	Supplemental Chapter 3, Lesson 2

<b>C. TECHNOLOGY KNOWLEDGE</b>	<b>CITATION(S)</b>
1. Demonstrate proficiency and skills associated with the use of technologies that are common to a specific occupation.	Chapters 7, 9, 10, 11, 14, 16 (Common workplace applications)
2. Identify proper netiquette when using e-mail, social media, and other technologies for communication purposes.	Chapter 8, Lesson 4 Chapter 16, Lesson 1 Chapter 18, Lesson 4
3. Identify potential abuse and unethical uses of laptops, tablets, computers, and/or networks.	Chapter 8, Lessons 1 - 4
4. Explain the consequences of social, illegal, and unethical uses of technology (e.g., piracy; illegal downloading; licensing infringement; inappropriate uses of software, hardware, and mobile devices in the work environment).	Chapter 8, Lessons 1, 2, 4, 5
5. Discuss legal issues and the terms of use related to copyright laws, fair use laws, and ethics pertaining to downloading of images, photographs, documents, video, sounds, music, trademarks, and other elements for personal use.	Chapter 8, Lessons 4, 5
6. Describe ethical and legal practices of safeguarding the confidentiality of business-related information.	Chapter 8, Lessons 2, 3, 4
7. Describe possible threats to a laptop, tablet, computer, and/or network and methods of avoiding attacks.	Chapter 8, Lessons 1, 2, 3

<b>D. PERSONAL QUALITIES AND EMPLOYABILITY SKILLS</b>	<b>CITATION(S)</b>
1. Demonstrate punctuality.	Chapter 13, Lesson 1 Chapter 24, Lesson 2 Chapters 14, 25
2. Demonstrate self-representation.	Chapter 13, Lessons 1, 3 Chapter 24, Lesson 2 Chapters 14, 25

3. Demonstrate work ethic.	Chapter 13, Lesson 1 Chapter 24, Lesson 2 Chapters 14, 25
4. Demonstrate respect.	Chapter 13, Lessons 1, 3 Chapter 24, Lesson 2 Chapters 14, 25
5. Demonstrate time management.	Chapter 13, Lessons 1, 2 Chapter 24, Lesson 2 Chapters 14, 25
6. Demonstrate integrity.	Chapter 13, Lessons 1, 3 Chapter 24, Lesson 2 Chapters 14, 25
7. Demonstrate leadership.	Chapter 13, Lessons 1, 2, 3 Chapter 24, Lesson 2 Chapters 14, 25
8. Demonstrate teamwork and collaboration.	Chapter 13, Lessons 1, 3 Chapter 24, Lesson 2 Chapters 14, 25
9. Demonstrate conflict resolution.	Chapter 13, Lesson 3 Chapter 24, Lesson 2 Chapters 14, 25
10. Demonstrate perseverance.	Chapter 13, Lessons 1, 3 Chapter 24, Lesson 2 Chapters 14, 25
11. Demonstrate commitment.	Chapter 13, Lessons 1, 3 Chapter 24, Lesson 2 Chapters 14, 25
12. Demonstrate a healthy view of competition.	Chapter 13, Lessons 1, 3 Chapter 24, Lesson 2 Chapters 14, 25
13. Demonstrate a global perspective.	Supplemental Chapter 1, Lesson 1
14. Demonstrate health and fitness.	Chapter 24, Lesson 2
15. Demonstrate self-direction.	Chapter 13, Lessons 1, 3 Chapter 24, Lesson 2 Chapters 14, 25
16. Demonstrate lifelong learning.	Chapter 24, Lesson 1 Supplemental Chapter 3, Lesson 2

<b>E. PROFESSIONAL KNOWLEDGE</b>	<b>CITATION(S)</b>
1. Demonstrate effective speaking and listening skills.	Many opportunities throughout the course. E.g: Chapter 11, Lesson 6 Chapter 13, Lessons 1, 3 Chapter 24, Lesson 2 Chapters 14, 25
2. Demonstrate effective reading and writing skills.	Many opportunities throughout the course. E.g. Chapters 3, 7, 14, 25 Activities
3. Demonstrate mathematical reasoning.	Chapter 10, Lesson 6 Chapter 10, Activity 2 Chapter 23, Lesson 2 Chapter 24 Activity
4. Demonstrate job-specific mathematics skills.	Chapter 10, Lesson 6 Chapter 10, Activity 2 Chapter 23, Lesson 2 Chapter 24 Activity
5. Demonstrate critical-thinking and problem-solving skills.	Chapter 5, Lesson 3 Chapter 7, Lesson 3 Chapters 14 and 25 Supplemental Chapter 1, Lessons 1, 4, 5
6. Demonstrate creativity and resourcefulness.	Chapter 11, Activities 1, 2 Chapter 15 Chapters 14 and 25 Supplemental Chapter 2, Lesson 2
7. Demonstrate an understanding of business ethics.	Chapter 8, Lessons 2, 4, 5 Chapter 24, Lesson 2
8. Demonstrate confidentiality.	Chapter 8, Lessons 2, 4 Chapter 24, Lesson 2
9. Demonstrate an understanding of workplace structures, organizations, systems, and climates.	Chapter 13, Lessons 1, 2 Chapter 24, Lessons 1, 2 Chapters 14, 25
10. Demonstrate diversity awareness.	Chapter 24, Lesson 2 Supplemental Chapter 1, Lessons 1 and 3
11. Demonstrate job acquisition and advancement skills.	Chapter 13, Lessons 1, 2, 3 Chapter 18, Lesson 3 Chapter 24, Lessons 1, 2 Chapter 24 Activity

12. Demonstrate task management skills.	Chapter 13, Lesson 2 Chapter 24, Lesson 2 Chapters 14, 25
13. Demonstrate customer-service skills.	Chapter 24, Lesson 2 Chapters 14, 25

<b>F. COMPUTING FUNDAMENTALS</b>	<b>CITATION(S)</b>
1. Computer Hardware:	
a. Identify types of computers, how they process information and how individual computers interact with other computing systems and devices.	Chapter 1, Lessons 1 - 2 Chapter 6, Lessons 1 - 4
b. Identify the purpose and function of computer hardware components.	Chapter 1, Lessons 2 - 3
c. Identify system requirements that go into the decision for purchasing computer equipment.	Chapter 1, Lessons 1 - 2
d. Identify how to maintain computer equipment and solve common problems relating to computer hardware.	Chapter 5
2. Computer Software:	
a. Identify how software and hardware work together to perform computing tasks and how software is developed and upgraded.	Chapter 1, Lesson 2 Chapter 2, Lesson 1 Chapter 5, Lesson 2 Chapter 22, Lesson 1
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, Lessons 1 - 2 Chapter 4, Lesson 2 Chapters 9, 10, 11, 15, etc.
3. Using an Operating System:	
a. Distinguish between common operating systems, e.g. Microsoft Windows, Linux, Mac OS X, Android, and iOS.	Chapter 3, Lesson 1
b. Identify what an operating system is and how it works, and solve common problems related to operating systems.	Chapter 3, Lessons 1, 2, 4 Chapter 5, Lessons 2, 3
c. 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, Lessons 2, 3 Chapter 4, Lessons 2, 3
4. Digital Communications:	
a. Identify various digital communication devices.	Chapter 1, Lessons 1, 2
b. Identify advantages and limitations of digital communication subscriptions.	Chapter 1, Lesson 2
c. Evaluate functions of digital devices relative to data usage and/or Wi-Fi connectivity.	Chapter 1, Lesson 2
d. Identify advantages and implications of owning a device, carrier and connection plans, and contracts.	Chapter 1, Lesson 2

e. Differentiate between SMS and MMS.	Chapter 16, Lesson 2
f. Evaluate the mechanics and basic features of instant messaging and chat when using Skype, FaceTime, or Google Hangouts, and others.	Chapter 16, Lessons 2, 3 Chapter 17, Lessons 1, 2
g. Evaluate apps based on abilities and limitations of digital devices.	Chapter 2, Lesson 4
<b>5. Cloud Computing:</b>	
a. Define cloud computing.	Chapter 2, Lesson 5
b. Differentiate between cloud storage versus cloud access.	Chapter 2, Lesson 5 Chapter 5, Lesson 2
c. Demonstrate collaboration and participation via the cloud.	Chapter 9, Lesson 2
d. Demonstrate the ability to grant and limit access to shared files in the cloud.	Chapter 9, Lesson 2
e. Evaluate various online storage apps, e.g. Dropbox, OneDrive, OneNote, Photobucket, and others.	Chapter 5, Lesson 2
f. Evaluate various online office apps, e.g. Google Apps, Office 365, and others.	Chapter 9, Lessons 1, 2 Chapter 10, Lessons 1, 2 Chapter 11, Lessons 1, 2
g. Compare apps within multiple platforms, e.g. browser, tablet, smartphone, desktop, and others.	Chapter 2, Lesson 4

<b>G. KEY APPLICATIONS</b>	<b>CITATION(S)</b>
<b>1. Common Functions of Microsoft Application Software:</b>	
a. Be able to start and exit a program, create, save, manage files, and utilize sources of online help.	Chapter 9, Lesson 2 Chapter 10, Lesson 2 Chapter 11, Lesson 2
b. Identify and perform common editing and formatting functions.	Chapter 9, Lessons 2, 3 Chapter 10, Lessons 2, 4 Chapter 11, Lessons 2, 3
c. Identify and perform common printing functions.	Chapter 9, Lesson 6 Chapter 10, Lesson 2 Chapter 11, Lesson 6
<b>2. Basic Word Processing Functions:</b>	
a. Demonstrate the ability to modify documents, including the ability to use automatic formatting tools.	Chapter 9, Lessons 2, 3
b. Demonstrate the ability to insert, edit and format tables in a document.	Chapter 9, Lesson 5
c. Demonstrate the ability to use word processing tools to automate processes such as document review, security, and collaboration.	Chapter 9, Lessons 2, 4

<b>3. Basic Spreadsheet Functions:</b>	
a. Demonstrate the ability to modify and format worksheet data.	Chapter 10, Lessons 2, 3
b. Demonstrate the ability to sort data, manipulate data using formulas and functions.	Chapter 10, Lessons 5, 6
c. Demonstrate the ability to add or modify charts.	Chapter 10, Lesson 7
<b>4. Basic Presentation Software:</b>	
a. Demonstrate the ability to create simple presentations.	Chapter 11, Lessons 2, 3
b. Demonstrate the ability to format simple presentations	Chapter 11, Lessons 3, 4, 5
<b>5. Basic Database Applications:</b>	
a. Demonstrate the ability to create a basic database.	Chapter 12, Lessons 1, 2, 3
b. Use, query, and navigate a basic database.	Chapter 12, Lessons 4, 5

<b>H. LIVING ONLINE</b>	<b>CITATION(S)</b>
<b>1. Using the Internet and the World Wide Web:</b>	
a. Differentiate between the World Wide Web and the internet.	Chapter 6, Lessons 4, 6
b. Describe how computers are connected to communication networks and the Internet.	Chapter 6, Lessons 1 - 4
c. Demonstrate the ability to create and locate online content.	Chapters 7, 17, 18, 19, 20, 21
d. Be able to use a standard web browsing application, i.e. Microsoft Internet Explorer/Edge, Mozilla Firefox, Safari, Chrome, Opera, etc.	Chapter 2, Lesson 3 and throughout the web-based course
e. Be able to search the Internet for information using a variety of search engines, e.g. Yahoo, Google, Bing, etc.	Chapter 7, Lessons 1, 2
f. Evaluate various websites for valid information including author, content, and audience.	Chapter 7, Lesson 3
<b>2. The Impact of Computing and the Internet on Society</b>	
a. Explain the impact of computing and the Internet on society.	Supplemental Chapter 1, All lessons
b. Identify how computers are used in different areas of work, school, and home.	Chapter 1, Lesson 1 Chapter 2, Lessons 2, 5 Supplemental Chapter 1, Lessons 3, 4

c. Identify the risks of using computer hardware and software.	Chapter 6, Lesson 4 Chapter 8, Lessons 1, 4 Chapter 17, Lesson 1 Chapter 18, Lesson 4
d. Identify how to use the Internet safely, legally, and responsibly.	Chapters 8, 16, 17, 18
e. Describe threats to a computer network and online accounts, methods of avoiding attacks, and options for dealing with virus attacks.	Chapter 8, Lessons 1, 2, 3 Chapter 6, Lesson 4 Chapter 17, Lesson 1 Chapter 18, Lessons 1, 4
3. Organizing Your Digital Life (Calendaring, Social Media, Online Conferencing, Streaming Media Literacy)	
a. Create events and appointments through an online calendar.	Supplemental Chapter 3, Lesson 4 / Activity 4
b. Create notifications, alerts, and rules.	Supplemental Chapter 3, Lesson 4 / Activity 4
c. Maximize the use of multiple calendars through the use of subscriptions and sharing.	Supplemental Chapter 3, Lesson 4 / Activity 4
d. Differentiate between intranet and internet.	Chapter 6, Lesson 4
e. Demonstrate the use of various Web 2.0 tools:	See Below
1. Blogs, wikis, and forums	Chapter 18, Lesson 2
2. VOIP, video, and phone conferencing	Chapter 16, Lesson 3
3. Screen sharing	Chapter 16, Lesson 3
4. Video, live, and audio streaming including using various devices;	Chapter 16, Lesson 3
f. Differentiate between streaming and downloading files.	Chapter 17, Lesson 3
g. Describe how electronic communication works and how to communicate using electronic mail, social networks, and other communication methods.	Chapter 6, Lesson 6 Chapters 16, 17, 18
4. Obtaining Mobile Apps	
a. Evaluate processes for obtaining and/or purchasing apps.	Chapter 3, Lesson 3
b. Identify different app genres, e.g. productivity, reference, content, creation, social media, music, and health.	Chapter 2, Lesson 2
c. Analyze strengths and limitations of apps and applications in regards to compatibility, productivity, and appropriate device usage.	Chapter 2, Lesson 4