2016 – 2017

Florida Department of Education
Student Performance Standards

Course Title: **Digital Information Technology**
Course Number: **8207310**
Course Credit: **1**

Course Description:

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. The intention of this course is to prepare students to be successful both personally and professionally in an information based society. Digital Information Technology includes the exploration and use of: databases, the internet, spreadsheets, presentation applications, management of personal information and email, word processing and document manipulation, HTML, web page design, and the integration of these programs using software that meets industry standards. After successful completion of this core course, students will have met Occupational Completion Point A, Information Technology Assistant - SOC Code 15-1151.

Abbreviations:
FS-M/LA = Florida Standards for Math/Language Arts
NGSSS-Sci = Next Generation Sunshine State Standards for Science

CTE Standards and Benchmarks	FS-M/LA	NGSSS-Sci
04.0 Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance. – The student will be able to:		
04.01 Develop keyboarding skills to enter and manipulate text and data.		
04.02 Describe and use current computer technology and software to perform personal and business related tasks in the workplace. (e.g. digital calendars, meetings, appointments, e-mail contacts)		
04.03 Use reference materials. (e.g. on-line help, tutorials, manuals, vendor bulletin boards)		
04.04 Demonstrate basic computer file management skills and file naming conventions to accurately organize files into hierarchies by labeling file folders for easy accessibility.		
04.05 Discuss the process of troubleshooting problems with computer hardware peripherals, including input and output devices in the workplace environment.		

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04.06 Describe ethical issues and problems associated with computers and information systems, including federal laws against anti-piracy with computers and software security protection.		
04.07 Identify operating system file naming conventions.		
04.08 Demonstrate proficiency with file management and structure. (e.g., folder creation file creation, backup copy, delete, open, save)		
04.09 Demonstrate a working knowledge of standard file formats.		
04.10 Explain the history and purpose of various operating systems. (e.g., DOS, Windows, Mac, and Unix/Linux)		
05.0 Develop an awareness of microprocessors and digital computers. – The student will be able to:		
05.01 Explain the general architecture of a microcomputer system.		
05.02 Explain the need for and use of peripherals.		
05.03 Demonstrate proficiency using peripherals.		
05.04 Identify the basic concepts of computer maintenance and upgrades.		
05.05 Differentiate between diagnosing and troubleshooting.		
06.0 Demonstrate an understanding of operating systems. – The student will be able to:		
06.01 Identify types of networks and how they work.		
06.02 Identify the role of servers and clients on a network.		
06.03 Identify benefits and risks of networked computing.		
06.04 Identify the relationship between computer networks and other communications networks. (e.g., wifi, teleconference, telepresence)		
06.05 Identify intranets, extranets and how they relate to the Internet.		
06.06 Demonstrate basic understanding of network administration.		
07.0 Use technology to enhance the effectiveness of communication skills utilizing word processing applications. – The student will be able to:		
07.01 Compare and contrast word processing software and accompanying features for the most efficient job enhancing written business communications.		
07.02 Share and maintain documents by applying different views and protection to a		

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	document and manage document versions. Share and save a document and apply a template. (e.g., pdf, html, blog, hyperlinks)		
07.03	Format content to a document by applying font, paragraph attributes, indent and tab settings to text and paragraphs. Apply spacing settings to text and paragraphs. Navigate and search through a document, create and manipulate tables.		
07.04	Apply page layout and reusable content by editing and manipulating page setup settings and applying themes. Create and manipulate page backgrounds, headers and footers.		
07.05	Use image design theory and software to create illustrations, shapes, and graphics and include a selection in a document. Insert and format pictures, shapes, and clipart. Apply and manipulate text boxes.		
07.06	Proofread documents by validating content through the use of spell and grammar check. Configure autocorrect settings, insert and modify comments in a document.		
07.07	Apply references and hyperlinks, create end and footnotes, and create a table of contents in a document.		
07.08	Perform various mail merge options, macros and tracking revisions.		
08.0	Use technology to enhance communication skills utilizing presentation applications. – The student will be able to:		
08.01	Manage and configure the presentation software environment, including: adjusting views, manipulating window, configuring toolbar and file options.		
08.02	Create slide presentations utilizing various project development elements, including: adding and removing slides, slide layouts, format slide design, insert or format placeholders.		
08.03	Locate, create and incorporate graphical and multimedia elements, including: shapes, graphics, images, bullets, hyperlinks, video, and audio into a slide presentation appropriate for the project.		
08.04	Explore and apply design and color theory to create dynamic and appealing visuals.		
08.05	Create and manipulate graphical and multimedia elements to improve or develop new contacts appropriate for the project, including: creation of images, color selections, tone, hue and contrast.		
08.06	Demonstrate various business-related elements that can be created, embedded and manipulated in a slide presentation, including: charts, graphs, tables, spreadsheets, flowcharts, and organizational charts.		
08.07	Apply slide transitions and create custom animations to slide presentations appropriate for the target audience.		
08.08	Demonstrate different delivery methods for slide presentations, including: packaging for CD delivery, video projection – on mouse click, rehearsed timings, printing		

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options - outlines, handouts, slides and notes.		
09.0 Use technology to enhance the effectiveness of communication utilizing spreadsheet and database applications. – The student will be able to:		
09.01 Manage the worksheet environment by navigating through and printing a worksheet. Personalize the environment by manipulating the ribbon tabs, group settings, importing data/database, manipulating properties, files and folders.		
09.02 Create cell data, apply auto fill and hyperlinks.		
09.03 Format cells and worksheets by applying cell formats, merging and splitting cells, create row and column titles, hide and unhide column titles, rows and columns. Manipulate page set up options. Create and apply cell styles.		
09.04 Manage worksheets and workbooks by creating and formatting worksheets and manipulating views/themes.		
09.05 Apply formulas and functions by creating formulas, enforcing precedence and cell formula references. Apply conditional formula logic, name and cell ranges.		
09.06 Demonstrate data visually by creating and modifying charts and images. (e.g., pivot tables)		
09.07 Share worksheet data through email, changing file type and different versions. Manage comments. (e.g., mail merge)		
09.08 Analyze and organize data through filters, sorting and applying conditional formatting. (e.g., macros)		
09.09 Create forms for inputting data into a database application.		
09.10 Interpret queries for specialized reports using a database application.		
09.11 Interpret data on line graphs, pie charts, diagrams, and tables commonly used in spreadsheet software applications that incorporate industry data.		
10.0 Use technology to enhance communication skills utilizing electronic mail. – The student will be able to:		
10.01 Describe and perform e-mail capabilities and functions. Create and send messages, manage signature and automated messages. Save, send, schedule, and manage junk mail, e-mail and spam. Configure message sensitivity, security and delivery options.		
10.02 Use the Internet to perform e-mail activities, including: attaching external files, saving e-mail attachments, viewing mailbox details, establishing appointments, creating contact groups, and sending a meeting to a contact group to communicate in the workplace.		
11.0 Investigate individual assessment and job/career exploration and individual career planning that reflect the transition from school to work, lifelong learning, and personal and		

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professional goals. – The student will be able to:		
11.01 Investigate/research personal skills and aptitudes in comparison with various business related job and career options and present.		
11.02 Use career resources to develop an information base that reflects local and global business related occupations and opportunities for continuing education and workplace experience.		
11.03 Demonstrate job-seeking skills required for entry-level employment, including resume, cover letter, thank you letter, online/hard copy application, mock interview, and follow-up call.		
11.04 Design, initiate, refine and implement a plan to facilitate growth and skill development related to anticipated job requirements and career expectations.		
11.05 Demonstrate an awareness of specific job requirements and career paths (e.g., requirements, characteristics needed) in business environments.		
11.06 Investigate/research the potential impact of local and global trends on career plans and life goals and present.		
11.07 Describe the importance of building community and mentor relationships in a variety of professional and workplace situations.		
11.08 Simulate work-based projects in an information technology environment.		
12.0 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:		
12.01 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.		
12.02 Demonstrate ways of accepting constructive criticism on team projects within the workplace.		
12.03 Apply appropriate strategies to manage and resolve conflicts in work situations.		
12.04 Demonstrate human relations, personal and interpersonal skills appropriate for the workplace, including: responsibility, dependability, punctuality, integrity, positive attitude, initiative, respect for self and others, and professional dress.		
13.0 Demonstrate competence using computer networks, internet and online databases to facilitate collaborative or individual learning and communication. – The student will be able to:		
13.01 Demonstrate how to connect to the Internet and use appropriate Internet protocol. Identify and describe web terminology, addresses and how browsers work.		

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13.02 Demonstrate proficiency using basic features of GUI browsers, including: bookmarks, basic configurations, e-mail configurations, and address books. Describe appropriate browser security configurations.		
13.03 Describe information technology terminology, including Internet, intranet, ethics, copyright laws, and regulatory control.		
13.04 Demonstrate proficiency using search engines and search tools.		
13.05 Use various web tools, including: downloading files, transfer of files, telnet, PDF, plug-ins, and data compression. Identify Boolean search strategies.		
13.06 Understand and apply level one Universal Resource Locator (URL) and associated protocols. (e.g., com, org, edu, gov, net, mil)		
14.0 Demonstrate competence in page design applicable to the WWW – the student will be able to:		
14.01 Describe and apply color theory as it applies to Web page design.		
14.02 Access and digitize graphics through various resources. (e.g., scanner, digital cameras, on-line graphics, clipart, CD-ROMs)		
14.03 Describe appropriate use of social networking sites and applications, blogs and collaborative tools for file sharing and using listservers. (dangers of piracy, copyright, plagiarism)		
14.04 Describe web applications, including sharing photos and video clips, messaging, chatting and collaborating.		
15.0 Develop an awareness of emerging technologies. – the student will be able to :		
15.01 Compare and contrast emerging technologies and describe how they impact business in the global marketplace. (e.g., wireless network, tablets, cell phones, satellite technology, nano technology, smart devices, home networks, peer-to-peer)		
16.0 Develop awareness of computer languages and software applications. – the student will be able to:		
16.01 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)		
16.02 Demonstrate the 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)		
16.03 Describe and illustrate language terminology. (e.g., HTML, Python, Java, Flash, Pearl, code.org)		
16.04 Use storyboarding techniques to design a website.		

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16.05 Create personal and business web pages.		
16.06 Use basic functions of WYSIWYG editors.		
16.07 Use basic functions of HTML, DHTML, and XML editors and converters.		
16.08 Enhance web pages through the addition of images and graphics including animation.		
17.0 Demonstrate comprehension and communication skills. – The student will be able to:		
17.01 Read and comprehend technical and non-technical reading assignments related to course content, including manuals, books, magazines and electronic sources.		
17.02 Use listening, speaking, telecommunication and nonverbal skills and strategies to communicate effectively with supervisors, co-workers, and customers.		
17.03 Apply the writing process to the creation of appropriate documents following designated business formats. (e.g., note taking, research, MLA/APA)		
17.04 Demonstrate an awareness of project management concepts and tools. (e.g., timelines, deadlines, resource allocation, time management, delegation of tasks, collaboration)		