

Standard ID	Standard Text	Edgenuity Lesson Name
130.302.	Principles of Information Technology (One Credit), Adopted 2015.	
130.302.1.	The student demonstrates professional standards/employability skills as required by business and industry. The student is expected to:	
130.302.1.A.	identify and demonstrate work behaviors and qualities that enhance employability and job advancement such as regular attendance, attention to proper attire, maintenance of a clean and safe work environment, pride in work, flexibility, and initiative;	Positive Work Ethic Positive Personal Qualities in the Workplace
130.302.1.B.	employ effective verbal and nonverbal communication skills;	Communication Skills
130.302.1.C.	employ effective reading and writing skills;	Create and Format a Letter
130.302.1.D.	solve problems and think critically;	Logic Problems
130.302.1.E.	demonstrate leadership skills and function effectively as a team member;	Teamwork and Collaboration
130.302.1.F.	identify and implement proper safety procedures; and	Risks on the Internet
130.302.1.G.	demonstrate planning and time-management skills such as storyboarding and project management, including initiating, planning, executing, monitoring and controlling, and closing a project.	Project Management Skills
130.302.2.	The student identifies various employment opportunities in the IT field. The student is expected to:	
130.302.2.A.	identify job opportunities and accompanying job duties and tasks;	Compare and Contrast Careers in IT
130.302.2.B.	research careers of personal interest along with the education, job skills, and experience required to achieve personal career goals; and	Compare and Contrast Careers in IT
130.302.2.C.	describe the functions of resumes and portfolios.	Create a Professional Portfolio
130.302.3.	The student uses evolving and emerging technologies to exchange information. The student is expected to:	
130.302.3.A.	identify and describe functions of various evolving and emerging technologies;	Information Technology
130.302.3.B.	send and receive text information and file attachments using electronic methods such as email, electronic bulletin boards, and instant message services;	Appropriate Email Use

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130.302.3.C.	demonstrate effective Internet search strategies, including keywords and Boolean logic, using various available search engines;	Search on the Internet
130.302.3.D.	identify the various components of a Uniform Resource Locator;	Web Browsers
130.302.3.E.	demonstrate ability to effectively test acquired information from the Internet for accuracy, relevance, and validity;	Search on the Internet
130.302.3.F.	explain issues concerning computer-based threats such as computer viruses, malware, and hacking; and	Ethical Issues on the Internet Risks on the Internet Improving Network Security
130.302.3.G.	explain issues concerning Internet safety such as identity theft, online predators, cyber-bullying, and phishing.	Risks on the Internet
130.302.4.	The student demonstrates knowledge of the hardware components associated with information systems. The student is expected to:	
130.302.4.A.	identify major hardware components and their functions;	Hardware Input and Output Sound, Graphics, and Network Cards
130.302.4.B.	use available reference tools as appropriate; and	Resources for Programmers
130.302.4.C.	connect and use a variety of peripheral devices such as mouse, keyboard, microphone, digital camera, and printer.	Hardware Input and Output Sound, Graphics, and Network Cards
130.302.5.	The student demonstrates knowledge of the different software associated with information systems. The student is expected to:	
130.302.5.A.	differentiate between systems and application software;	Software Overview
130.302.5.B.	identify and explain major operating system fundamentals and components such as disk operations, graphical user interface components, and hardware drivers;	Computer Operating Systems
130.302.5.C.	explain the purpose of file types across software products;	File Management

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130.302.5.D.	demonstrate use of computer numbering systems and internal data representation such as identifying the hexadecimal value of a color;	Internal Data Representation
130.302.5.E.	compare and contrast open source and proprietary software;	Software Overview
130.302.5.F.	explain use of system management tools;	Computer Operating Systems
130.302.5.G.	apply proper file management techniques such as creating, naming, organizing, copying, moving, and deleting files;	File Management Tools
130.302.5.H.	use appropriate file protection and security; and	File Management Tools
130.302.5.I.	explain the process for discovering, quarantining, and removing viruses from a computer system.	
130.302.6.	The student analyzes network systems. The student is expected to:	
130.302.6.A.	identify hardware associated with telecommunications and data networking such as servers, routers, switches, and network connectors;	Wireless Networks
130.302.6.B.	identify and describe various types of networks such as peer-to-peer, local area networks, wide area networks, wireless, and Ethernet;	Evolution of Networks
130.302.6.C.	identify functions of network operating systems; and	Network Administration
130.302.6.D.	explain troubleshooting techniques for various network connection issues.	Network Administration
130.302.7.	The student applies word-processing technology. The student is expected to:	
130.302.7.A.	identify the terminology associated with word-processing software;	Word Processing Software Basics
130.302.7.B.	edit a variety of text documents using functions such as pagination, appropriate white space, tab settings, and font style, size, and color; and	Create and Format a Letter Format a Research Paper
130.302.7.C.	create professional documents such as memorandums, technical manuals, or proposals using advanced word-processing features.	Create and Format a Letter Format a Research Paper Create a Business Card and a Flyer

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130.302.8. 130.302.8.A.	The student applies spreadsheet technology. The student is expected to: identify the terminology associated with spreadsheet software;	
		Spreadsheet Basics Spreadsheets and Data Management
130.302.8.B.	use numerical content to perform mathematical calculations;	
		Create and Use a Spreadsheet
130.302.8.C.	use student-created and preprogrammed functions to produce documents such as budget, payroll, statistical tables, and personal checkbook register;	
		Create Advanced Spreadsheets
130.302.8.D.	identify, generate, and describe the function of comma separated value files;	
130.302.8.E.	create and analyze spreadsheets incorporating advanced features such as lookup tables, nested IF statements, subtotals, cell protection conditional formatting, charts, and graphs; and	
		Create Advanced Spreadsheets
130.302.8.F.	perform sorting, searching, and data filtering in documents.	
		Spreadsheets and Data Management
130.302.9.	The student explores computer programming concepts. The student is expected to:	
130.302.9.A.	identify the function of compilers and interpreters;	
		Programming Overview Integrated Development Environments
130.302.9.B.	explain the difference between the operation of compilers and interpreters;	
		Integrated Development Environments
130.302.9.C.	identify various computer languages and how the languages are used in software development;	
		Programming Overview Programming Design
130.302.9.D.	recognize data representation in software development such as string, numeric, character, integer, and date;	
		Variables and Data Types
130.302.9.E.	identify and explain the concept of algorithms; and	
		Algorithms
130.302.9.F.	describe the flow of a structured algorithm, including linear and iterative instructions such as using a flow chart.	
		Exploring a Problem and Communicating a Solution
130.302.10.	The student explores database technology. The student is expected to:	
130.302.10.A.	identify the terminology associated with database software and database functions;	
		Databases Database Software Basics

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130.302.10.B.	explore the application of databases;	Databases
130.302.10.C.	identify and explain the purpose and elements of a query language;	Query Data
130.302.10.D.	identify and explain the purpose of fields and records; and	Relating Fields and Records
130.302.10.E.	describe the process of constructing a query, including multiple search parameters.	Query Data
130.302.11.	The student applies presentation management technology. The student is expected to:	
130.302.11.A.	identify the terminology and functions of presentation software; and	Presentation Software
130.302.11.B.	create, save, edit, and produce presentations incorporating advanced features such as links, hyperlinks, audio, and graphics.	Create a Presentation Create a Multimedia Presentation
130.302.12.	The student applies design and web publishing techniques. The student is expected to:	
130.302.12.A.	identify the terminology associated with web page development and interactive media;	Web Pages Create a Web Page
130.302.12.B.	identify and explain design elements such as typeface, color, shape, texture, space, and form;	Web Pages Investigate Web Design Add Images to a Web Page
130.302.12.C.	identify and explain design principles such as unity, harmony, balance, scale, and contrast;	Web Pages Investigate Web Design
130.302.12.D.	identify and explain common elements of Hyper Text Markup Language (HTML) such as tags, stylesheets, and hyperlinks; and	Web Pages HTML Basics
130.302.12.E.	create a web page containing links, graphics, and text using appropriate design principles.	Create a Web Page Use CSS to Design a Web Page Add Images to a Web Page

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130.302.13.	The student understands and demonstrates legal and ethical procedures as they apply to the use of information technology. The student is expected to:	
130.302.13.A.	explain and demonstrate ethical use of technology and online resources;	Ethical Issues on the Internet Copyright and IP
130.302.13.B.	adhere to intellectual property laws;	Ethical Issues on the Internet Copyright and IP
130.302.13.C.	explain the concept of intellectual property laws, including copyright, trademarks, and patents and consequences of violating each type of law;	Ethical Issues on the Internet Copyright and IP
130.302.13.D.	examine the consequences of plagiarism;	Copyright and IP
130.302.13.E.	identify and explain unethical practices such as hacking, online piracy, and data vandalism; and	Ethical Issues on the Internet
130.302.13.F.	demonstrate ethical use of online resources, including citation of source.	Ethical Issues on the Internet Search on the Internet