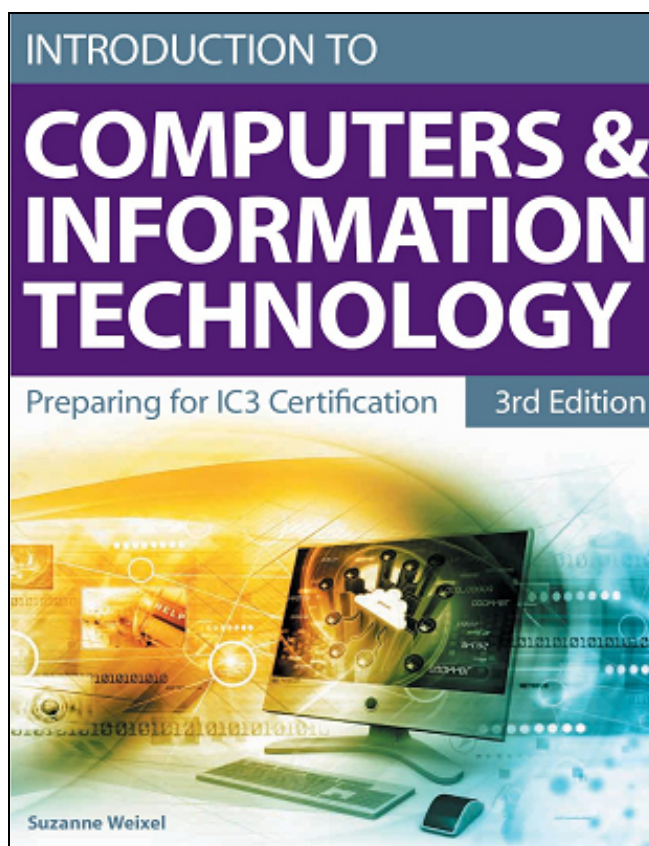


A Correlation of
Introduction to Computers and
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To the
Alabama Course of Study
Marketing - Digital Technology
Grades 6-8

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Digital Technology	
Each foundational standard completes the stem “ <i>Students will ...</i> ”	
Foundational Standards	
1. Incorporate safety procedures in handling, operating, and maintaining tools and machinery; handling materials; utilizing personal protective equipment; maintaining a safe work area; and handling hazardous materials and forces.	SE/TE: Extend Your Knowledge, #3, 64 Health Risks of Some Input Devices, 70 Ergonomics, 695 Safety in the Workplace, 734-735
2. Demonstrate effective workplace and employability skills, including communication, awareness of diversity, positive work ethic, problem-solving, time management, and teamwork.	SE/TE: Solving Problems, 711 Managing Time, 711 Communicating Effectively, 714 Cooperating and Collaborating, 715-716 Extend Your Knowledge, #2, 720 Employability Skills, 728-729 Critical Thinking, #4, #6, 737 Extend Your Knowledge, #2, 737
3. Explore the range of careers available in the field and investigate their educational requirements, and demonstrate job-seeking skills including resume-writing and interviewing.	SE/TE: Career Corner, 10 Career Corner, 56 Career Corner, 150 Career Corner, 212 Career Corner, 245 Career Corner, 308 Career Corner, 366 Career Corner, 476 Career Corner, 646 Occupational Research, 724-725 Career Search Skills, 730 Extend Your Knowledge, #1, #2, 737 Career Corner, 746
4. Advocate and practice safe, legal, responsible, and ethical use of information and technology tools specific to the industry pathway.	SE/TE: Protecting Data, 678 Basic Security, 146-148 Protecting Your Personal Data, 685 Be Smart Online, 685-686 Think Critically, #5, 689 Extend Your Knowledge, #3, 689 Ethical Computer Use, 691-692 Extend Your Knowledge, #3, 702 Ethics at Work, 734-735
5. Participate in a Career and Technical Student Organization (CTSO) to increase knowledge and skills and to enhance leadership and teamwork.	For related content, please see: SE/TE: Cooperating and Collaborating, 715-716

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6. Discuss and demonstrate ways to value diversity.	For related content, please see: SE/TE: Communicating Effectively, 714 Cooperating and Collaborating, 715-716
DIGITAL TECHNOLOGY CONTENT STANDARDS	
Each content standard completes the stem " <i>Students will ...</i> "	
Computer Basics	
1. Exhibit proper use of basic computer components, including hardware, operating systems, software, file management, network functions, hardware maintenance, and problem-solving. <i>Examples: changing printer cartridge, replenishing paper, scanning disk, defragmenting disk, clearing paper jam</i>	SE/TE: What Is Hardware?, 9 Inside the Case, 9 Peripherals, 10 Device Ports and Connectors, 10-13 What Is Software?, 15 Types of Software, 16 Basic Hardware Troubleshooting, 20 Basic Software Troubleshooting, 20-23 Extend Your Knowledge, #1, 25 What Operating Systems Do, 122 Systems Utilities: File Management, 128 Extend Your Knowledge, #2, 135 Managing Files and Folders, 151-152 Using System Maintenance Utilities, 152-153 Introducing Networks, 517-518
2. Describe types and purposes of computer systems.	
a. Outline the history of computing.	SE/TE: Inventing the Internet, 548

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Software Application	
3. Demonstrate data input techniques with speed and accuracy. <i>Examples: touch method, voice recognition</i>	SE/TE: Input Devices, 34 What Is Input?, 68-69 What Is an Input Device?, 69-70 Extend Your Knowledge, #1, #2, 76
4. Utilize word processing skills, including creating page layouts, proofreading, editing, printing, and saving.	SE/TE: Working with a Word-Processing Document, 231-232 Opening a Document for Editing, 234 Cutting, Copying, and Pasting, 235 Undoing and Redoing, 236 Formatting Pages, 240-241 Formatting Sections, 242 Extend Your Knowledge, #1, 247 Finding and Replacing, 263-264 Applying Styles, 265-266 Presenting Information in Tables, 266-268 Publishing a Document, 268 Tools for Correcting Errors, 270-272 Extend Your Knowledge, #1, #2, 275 IC3 Procedures, 277-279
5. Use spreadsheet software to create, save, open, edit, and print a workbook or worksheet.	
a. Utilize formulas for problem-solving.	SE/TE: Entering Formulas in Worksheets, 306-307 Complex Formulas, 307 Using Cell References in Formulas, 308 Extend Your Knowledge, #1, 315
b. Create charts to interpret spreadsheet data.	SE/TE: Creating Charts, 303-304 Extend Your Knowledge, #1, 315
6. Create a database file. <i>Examples: tables, reports, forms, queries</i>	SE/TE: Querying Data, 371 Generating Reports, 372 Extend Your Knowledge, #1, 374 Creating a Data Structure, 379-380 Designing the Data Structure, 380 Using Forms, 383-384 Working with Queries, 386-387 Extend Your Knowledge, #1, #3, 391

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7. Demonstrate procedures for creating, saving, retrieving, and delivering multimedia presentations.	SE/TE: Designing Presentations, 438-439 Adding Content to Presentations, 440 Creating Effective Presentations, 443 Extend Your Knowledge, #2, #3, 446 IC3 Procedures, 447-450 Enhancing a Presentation, 460 Making a Powerful Presentation, 461-462 Publishing a Presentation, 463-464 Choosing a Delivery Method, 464-466 Extend Your Knowledge, #1, 468 IC3 Procedures, 470-471
8. Demonstrate uses of the Internet in business. <i>Examples: purchasing, research and development, publicity, communication, selling</i>	SE/TE: Electronic Commerce, 62 Electronic Commerce, 583 Online Banking, 583-584 Online Shopping, 584 Extend Your Knowledge, #2, 587
Career Opportunities	
9. Research career and entrepreneurial opportunities, responsibilities, and educational and credentialing requirements in high-demand, entry-level information technology positions and identify opportunities for career advancement to upper-level positions in the field.	
a. Utilize research and local Workforce Development data to select one high-demand entry-level information technology position of particular interest and identify education and training needed to advance to upper-level positions in the profession.	For related content, please see: SE/TE: Occupational Research, 724-725 Recognizing the Value of School, 731-732 Extend Your Knowledge, #1, 738
b. Prepare and present a slide presentation outlining progression from an entry-level information technology position to upper-level positions in the profession. <i>Examples: wages, education/training, travel, correspondence, advertisement</i>	For related content, please see: SE/TE: Creating Effective Presentations, 443 Making a Powerful Presentation, 461-462 Choosing a Delivery Method, 464-466 Occupational Research, 724-725 Extend Your Knowledge, #1, 738
Technology	
10. Plan and employ effective research strategies to locate information and other resources for their intellectual or creative pursuits.	SE/TE: Extend Your Knowledge, #2, 514
11. Analyze the impact of information technology on society. <i>Examples: mobility, time saving, cost efficiency, innovation, ease of access to information, communication</i>	SE/TE: Using Technology, 717-719 Think Critically, #5, 720

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Ethics	
<p>12. Describe ethical considerations resulting from technological advances. <i>Examples: hacking risks, privacy concerns, restricted sites, copyright, intellectual property rights</i></p>	<p>SE/TE: Privacy in Cyberspace, 676-677 Technology and Your Privacy, 678 Types of Cybercrime, 681-682 Password Theft, 684-685 Extend Your Knowledge, #2, 689 Ethical Computer Use, 691-692 Copyright Laws, 697-699 Software Licensing, 700 Think Critically, #2, #3, 702</p>
<p>13. Describe positive, safe, legal, and ethical behavior when using technology. <i>Examples: social interactions online, networked devices, email, music, video</i></p>	<p>SE/TE: Protecting Data, 678 Protecting Your Personal Data, 685 Be Smart Online, 685-686 Think Critically, #5, 689 Extend Your Knowledge, #1, #3, 689 Ethical Computer Use, 691-692 Practicing Netiquette, 692-693 Managing Your Online Identity, 693-694 Don't Be a Cybercriminal, 694-695 Digital Wellness, 695 Extend Your Knowledge, #3, 702</p>
Computational Thinking	
<p>14. Collect data or identify relevant data sets, use digital tools to analyze them, and represent data in various ways to facilitate problem-solving and decision-making. <i>Examples: technology trends, online search term data, shopping trends</i></p>	<p>SE/TE: Extend Your Knowledge, #1, #2, 374 Extend Your Knowledge, #1, 391 Extend Your Knowledge, #1, 738</p>

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