

Standard ID	Standard Text	Edgenuity Lesson Name
1.0	<p>Knowledge and Performance Anchor Standards</p> <p>Academics</p> <p>Analyze and apply appropriate academic standards required for successful industry sector pathway completion leading to postsecondary education and employment. Refer to the Information and Communication Technologies academic alignment matrix for identification of standards.</p>	<p>Job-Specific Math Skills</p> <p>Communication Skills</p> <p>Create and Format a Letter</p> <p>Format a Research Paper</p> <p>Create a Multimedia Presentation</p> <p>Word Processing Software Basics</p>
2.0	<p>Communications</p> <p>Acquire and accurately use Information and Communication Technologies sector terminology and protocols at the career and college readiness level for communicating effectively in oral, written, and multimedia formats. (Direct alignment with LS 9-10, 11-12.6)</p>	
2.1	<p>Recognize the elements of communication using a sender–receiver model.</p>	<p>Communication Skills</p>
2.2	<p>Identify barriers to accurate and appropriate communication.</p>	<p>Communication Skills</p>
2.3	<p>Interpret verbal and nonverbal communications and respond appropriately.</p>	<p>Communication Skills</p>
2.4	<p>Demonstrate elements of written and electronic communication such as accurate spelling, grammar, and format.</p>	<p>Parts of an Email Message</p> <p>Appropriate Email Use</p> <p>Communication Skills</p> <p>Create and Format a Letter</p> <p>Format a Research Paper</p>
2.5	<p>Communicate information and ideas effectively to multiple audiences using a variety of media and formats.</p>	<p>Parts of an Email Message</p> <p>Appropriate Email Use</p> <p>Communication Skills</p> <p>Spreadsheet Basics</p> <p>Create and Use a Spreadsheet</p> <p>Presentation Software</p> <p>Create a Presentation</p> <p>Create a Multimedia Presentation</p>

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2.5	Communicate information and ideas effectively to multiple audiences using a variety of media and formats. <i>(Cont'd)</i>	Word Processing Software Basics Create a Business Card and Flyer
2.6	Advocate and practice safe, legal, and responsible use of digital media information and communications technologies.	Digital Video Audio Editing Techniques Digital Audio Digital Images Format a Research Paper Search on the Internet Copyright and IP Ethical Issues on the Internet
2.7	Use technical writing and communication skills to work effectively with diverse groups of people.	Parts of an Email Message Appropriate Email Use Communication Skills Create a Presentation Create a Multimedia Presentation Word Processing Software Basics Spreadsheet Basics Create and Use a Spreadsheet Presentation Software
2.8	Understand the principles of a customer-oriented service approach to users.	Communication Skills The Four Areas of Information Technology Employment
3.0	Career Planning and Management Integrate multiple sources of career information from diverse formats to make informed career decisions, solve problems, and manage personal career plans.	
3.1	Identify personal interests, aptitudes, information, and skills necessary for informed career decision making.	Create a Professional Portfolio Compare and Contrast Careers in IT Assessment

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3.2	Evaluate personal character traits such as trust, respect, and responsibility and understand the impact they can have on career success.	Positive Personal Qualities in the Workplace Positive Work Ethic Diversity in the Workplace
3.3	Explore how information and communication technologies are used in career planning and decision making.	Compare and Contrast Careers in IT Assessment
3.4	Research the scope of career opportunities available and the requirements for education, training, certification, and licensure.	Compare and Contrast Careers in IT The Four Areas of Information Technology Employment
3.5	Integrate changing employment trends, societal needs, and economic conditions into career planning.	The Four Areas of Information Technology Employment Evolution of Networks Wireless Networks Lifelong Learning Skills
3.6	Recognize the role and function of professional organizations, industry associations, and organized labor in a productive society.	Organizations Organizational Responsibilities
3.7	Recognize the importance and impact small businesses have on our state, nation, and world economies.	Economic Basics
3.8	Understand how digital media are used by potential employers and postsecondary agencies to evaluate candidates.	Create a Professional Portfolio
3.9	Develop a career plan that reflects career interests, pathways, and postsecondary options.	Planning Your Career

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4.0	<p>Technology</p> <p>Use existing and emerging technology to investigate, research, and produce products and services, including new information, as required in the Information and Communication Technologies sector workplace environment (Direct alignment with WS 11-12.6)</p>	
4.1	Use electronic reference materials to gather information and produce products and services.	Resources for Programmers Search on the Internet
4.2	Employ Web-based communications responsibly and effectively to explore complex systems and issues.	Resources for Programmers
4.3	Use information and communication technologies to synthesize, summarize, compare, and contrast information from multiple sources.	Resources for Programmers Search on the Internet
4.4	Discern the quality and value of information collected using digital technologies, and recognize bias and intent of the associated sources.	Search on the Internet
4.5	Research past, present, and projected technological advances as they impact a particular pathway.	Information Technology Entrepreneurship
4.6	Assess the value of various information and communication technologies to interact with constituent populations as part of a search of the current literature or in relation to the information task.	Resources for Programmers
5.0	<p>Problem Solving and Critical Thinking</p> <p>Conduct short, as well as more sustained, research to create alternative solutions to answer a question or solve a problem unique to the Information and Communication Technologies sector using critical and creative thinking, logical reasoning, analysis, inquiry, and problem-solving techniques. (Direct alignment with WS 11-12.7)</p>	
5.1	Identify and ask significant questions that clarify various points of view to solve problems.	Resources for Programmers
5.2	Solve predictable and unpredictable work-related problems using various types of reasoning (inductive, deductive) as appropriate.	Software Development Logic Problems Writing a Problem Statement Exploring a Problem and Communicating a Solution

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5.3	Use systems thinking to analyze how various components interact with each other to produce outcomes in a complex work environment.	Logic Problems Writing a Problem Statement Exploring a Problem and Communicating a Solution Internal Data Representation Encode and Decode Text Hardware Input and Output Upgrade Computer Hardware Software Overview Computer Operating Systems Network Administration Using Flowcharts and Pseudocode
5.4	Interpret information and draw conclusions, based on the best analysis, to make informed decisions.	Exploring a Problem and Communicating a Solution
5.5	Use a logical and structured approach to isolate and identify the source of problems and to resolve problems.	Logic Problems Exploring a Problem and Communicating a Solution
5.6	Know the available resources for identifying and resolving problems.	Resources for Programmers Exploring a Problem and Communicating a Solution
5.7	Work out problems iteratively and recursively.	Iteration
5.8	Create and use algorithms and solve problems.	Algorithms
5.9	Deconstruct large problems into components to solve.	Exploring a Problem and Communicating a Solution
5.10	Use multiple layers of abstraction.	Programming Design
5.11	Understand the concept of base systems, including binary and hexadecimal.	Internal Data Representation

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5.12	Apply the concepts of Boolean logic to decision making and searching.	
		Use Conditional Statements
6.0	Health and Safety	
	Demonstrate health and safety procedures, regulations, and personal health practices and determine the meaning of symbols, key terms, and domain-specific words and phrases as related to the Information and Communication Technologies sector workplace environment. (Direct alignment with RSTS 9-10, 11-12.4)	
6.1	Locate, and adhere to, Material Safety Data Sheet (MSDS) instructions.	
		Health and Safety
6.2	Interpret policies, procedures, and regulations for the workplace environment, including employer and employee responsibilities.	
		Organizational Responsibilities
		Health and Safety
6.3	Use health and safety practices for storing, cleaning, and maintaining tools, equipment, and supplies.	
		File Management Tools
6.4	Practice personal safety when lifting, bending, or moving equipment and supplies.	
		Organizational Responsibilities
		Health and Safety
6.5	Demonstrate how to prevent and respond to work-related accidents or injuries; this includes demonstrating an understanding of ergonomics.	
		Organizational Responsibilities
		Health and Safety
6.6	Maintain a safe and healthful working environment.	
		Organizational Responsibilities
		Health and Safety
6.7	Be informed of laws/acts pertaining to the Occupational Safety and Health Administration (OSHA).	
		Organizational Responsibilities
		Health and Safety
6.8	Maintain a safe and healthful working environment.	
		Organizational Responsibilities
		Health and Safety
6.9	Dispose of e-waste properly, understanding the health, environmental, and legal risks of improper disposal.	
		Explore Ecological Design
6.10	Act conscientiously regarding the use of natural resources (e.g., paper, ink, etc.).	
		Explore Sustainability
6.11	Conserve energy while computing (e.g., turn off equipment at night, power-saving settings, etc.).	

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7.0	Responsibility and Flexibility Initiate, and participate in, a range of collaborations demonstrating behaviors that reflect personal and professional responsibility, flexibility, and respect in the Information and Communication Technologies sector workplace environment and community settings. (Direct alignment with SLS 9-10, 11-12.1)	
7.1	Recognize how financial management impacts the economy, workforce, and community.	Risk Management
7.2	Explain the importance of accountability and responsibility in fulfilling personal, community, and workplace roles.	IT Legal and Ethical Issues
7.3	Understand the need to adapt to changing and varied roles and responsibilities.	Positive Personal Qualities in the Workplace Wireless IT Evolution of Networks Wireless Networks
7.4	Practice time management and efficiency to fulfill responsibilities.	Project Management Skills
7.5	Apply high-quality techniques to product or presentation design and development.	Audio Editing Techniques Network Administration Create Advanced Spreadsheets Create a Presentation Create a Multimedia Presentation Using Reports to Communicate Data Export Data Writing a Problem Statement Program with Functions and Arguments Use Conditional Statements Use Data Structures Use Iteration Encode and Decode Text Debugging a Program
7.6	Demonstrate knowledge and practice of responsible financial management.	Accounting Bookkeeping and Reporting

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7.7	Demonstrate the qualities and behaviors that constitute a positive and professional work demeanor, including appropriate attire for the profession.	Positive Personal Qualities in the Workplace
7.8	Explore issues of global significance and document the impact on the Information and Communication Technologies sector.	Diversity in the Workplace Organizational Responsibilities Ethical Issues on the Internet Risks on the Internet Improving Network Security
8.0	<p>Ethics and Legal Responsibilities</p> <p>Practice professional, ethical, and legal behavior, responding thoughtfully to diverse perspectives and resolving contradictions when possible, consistent with applicable laws, regulations, and organizational norms. (Direct alignment with SLS 11-12.1d)</p>	
8.1	Access, analyze, and implement quality assurance standards of practice.	Improving Network Security
8.2	Identify local, district, state, and federal regulatory agencies, entities, laws, and regulations related to the Information and Communication Technologies industry sector.	Ethical Issues on the Internet Copyright and IP Positive Work Ethic Organizational Responsibilities
8.3	Demonstrate ethical and legal practices consistent with Information and Communication Technologies sector workplace standards.	IT Legal and Ethical Issues Ethical Issues on the Internet Search on the Internet Positive Work Ethic Organizational Responsibilities
8.4	Explain the importance of personal integrity, confidentiality, and ethical behavior in the workplace.	Positive Work Ethic
8.5	Analyze organizational culture and practices within the workplace environment.	Organizations

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8.6	Adhere to copyright and intellectual property laws and regulations, and use and appropriately cite proprietary information.	Ethical Issues on the Internet Copyright and IP Search on the Internet
8.7	Conform to rules and regulations regarding sharing of confidential information, as determined by Information and Communication Technologies sector laws and practices.	IT Legal and Ethical Issues
8.8	Identify legal and ethical issues that have proliferated with increased technology adoption, including hacking, scamming, and breach of privacy.	Ethical Issues on the Internet Risks on the Internet
9.0	<p>Leadership and Teamwork</p> <p>Work with peers to promote divergent and creative perspectives, effective leadership, group dynamics, team and individual decision making, benefits of workforce diversity, and conflict resolution as practiced in the Future Business Leaders of America (FBLA) career technical student organization. (Direct alignment with SLS 11-12.1b)</p>	
9.1	Define leadership and identify the responsibilities, competencies, and behaviors of successful leaders.	Teamwork and Collaboration
9.2	Identify the characteristics of successful teams, including leadership, cooperation, collaboration, and effective decision-making skills as applied in groups, teams, and career technical student organization activities.	Teamwork and Collaboration
9.3	Understand the characteristics and benefits of teamwork, leadership, and citizenship in the school, community, and workplace setting.	Teamwork and Collaboration
9.4	Explain how professional associations and organizations and associated leadership development and competitive career development activities enhance academic preparation, promote career choices, and contribute to employment opportunities.	Lifelong Learning Skills
9.5	Understand that the modern world is an international community and requires an expanded global view.	Diversity in the Workplace
9.6	Respect individual and cultural differences and recognize the importance of diversity in the workplace.	Diversity in the Workplace
9.7	Participate in interactive teamwork to solve real Information and Communication Technologies sector issues and problems.	Teamwork and Collaboration

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10.0	Technical Knowledge and Skills Apply essential technical knowledge and skills common to all pathways in the Information and Communication Technologies sector, following procedures when carrying out experiments or performing technical tasks. (Direct alignment with WS 11-12.6)	
10.1	Interpret and explain terminology and practices specific to the Information and Communication Technologies sector.	Presentation Software Word Processing Software Basics The Evolution of the Computer Hardware Input and Output Evolution of Networks Web Pages Create a Web Page
10.2	Comply with the rules, regulations, and expectations of all aspects of the Information and Communication Technologies sector.	Ethical Issues on the Internet Copyright and IP Search on the Internet IT Legal and Ethical Issues Organizational Responsibilities
10.3	Construct projects and products specific to the Information and Communication Technologies sector requirements and expectations.	Create and Format a Letter Create a Multimedia Presentation Create and Edit Images Create a Presentation Create Advanced Spreadsheets Use Spreadsheet Functions and Formulas Create and Use a Spreadsheet Use CSS to Design a Web Page Add Images to a Web Page Format a Research Paper Create a Business Card and a Flyer Query Data Export Data Program with Variables

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10.3	Construct projects and products specific to the Information and Communication Technologies sector requirements and expectations. <i>(Cont'd)</i>	Program with Functions and Arguments Use Conditional Statements Use Data Structures Use Iteration
10.4	Collaborate with industry experts for specific technical knowledge and skills.	Teamwork and Collaboration
10.5	Understand the major software and hardware components of a computer and a network and how they relate to each other.	Hardware Input and Output System Maintenance Upgrade Computer Hardware Network Administration
10.6	Understand data sizes of various types of information (text, pictures, sound, video, etc.) and data capacity of various forms of media.	File Management
10.7	Understand the SI (metric) prefixes commonly used in computing including, at least, kilo, mega, giga, and tera.	Hardware Input and Output
10.8	Understand security concepts including authorization, rights, and encryption.	Improving Network Security
10.9	Use common industry-standard software and their applications including word processing, spreadsheets, databases, and multimedia software.	Word Processing Software Basics Database Software Basics Create and Use a Spreadsheet Create Advanced Spreadsheets Create and Edit Images Audio Editing Techniques Create a Multimedia Presentation Web Browsers
10.10	Manage files in a heirarchical system.	File Management File Management Tools

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10.11	Know multiple ways in which to transfer information and resources (e.g., text, data, sound, video, still images) between software programs and systems.	Create and Edit Images Audio Editing Techniques Create a Multimedia Presentation Create a Web Page File Management Tools
10.12	Know appropriate search procedures for different types of information, sources, and queries.	Search on the Internet Spreadsheets and Data Management
10.13	Evaluate the accuracy, relevance, and comprehensiveness of retrieved information.	Search on the Internet
10.14	Analyze the effectiveness of online information resources to support collaborative tasks, research, publications, communications, and increased productivity.	Search on the Internet
11.0	Demonstration and Application Demonstrate and apply the knowledge and skills contained in the Information and Communication Technologies anchor standards, pathway standards, and performance indicators in classroom, laboratory, and workplace settings and through the Future Business Leaders of America (FBLA) career technical student organization.	
11.1	Utilize work-based/workplace learning experiences to demonstrate and expand upon knowledge and skills gained during classroom instruction and laboratory practices specific to the Information and Communication Technologies sector program of study.	Create and Format a Letter Create a Multimedia Presentation Create and Edit Images Create a Presentation Create Advanced Spreadsheets Use Spreadsheet Functions and Formulas Create and Use a Spreadsheet Use CSS to Design a Web Page Add Images to a Web Page Format a Research Paper Create a Business Card and a Flyer Query Data Export Data Program with Variables

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11.1	Utilize work-based/workplace learning experiences to demonstrate and expand upon knowledge and skills gained during classroom instruction and laboratory practices specific to the Information and Communication Technologies sector program of study. <i>(Cont'd)</i>	Program with Functions and Arguments Use Conditional Statements Use Data Structures Use Iteration
11.2	Demonstrate proficiency in a career technical pathway that leads to certification, licensure, and/or continued learning at the postsecondary level.	Create and Format a Letter Create a Multimedia Presentation Create and Edit Images Create a Presentation Create Advanced Spreadsheets Use Spreadsheet Functions and Formulas Create and Use a Spreadsheet Use CSS to Design a Web Page Add Images to a Web Page Format a Research Paper Create a Business Card and a Flyer Query Data Export Data Program with Variables Program with Functions and Arguments Use Conditional Statements Use Data Structures Use Iteration
11.3	Demonstrate entrepreneurship skills and knowledge of self-employment options and innovative ventures.	Entrepreneurship
11.4	Employ entrepreneurial practices and behaviors appropriate to Information and Communication Technologies sector opportunities.	Entrepreneurship
11.5	Create a portfolio, or similar collection of work, that offers evidence through assessment and evaluation of skills and knowledge competency as contained in the anchor standards, pathway standards, and performance indicators.	Create a Professional Portfolio