Florida CTE

Digital Information Technology (2018)

Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance. – The student will be able to:	**01.0 Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance. – The student will be able to:**
Develop keyboarding skills to enter and manipulate text and data.	**01.01 Develop keyboarding skills to enter and manipulate text and data.**
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)	**01.02 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)**
Identify and describe types of file systems and classify common file extensions based on software application programs used in the workplace environment.	**01.03 Identify and describe types of file systems and classify common file extensions based on software application programs used in the workplace environment.**
Use reference materials. (e. tut ve	**01.04 Use reference materials. (e.g. on-line help, tutorials, manuals, vendor bulletin boards)**

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Demonstrate basic computer file management skills and file naming conventions to accurately organize files into hierarchies by labeling file folders for easy accessibility.	01.05	Demonstrate basic computer file management skills and file naming conventions to accurately organize files into hierarchies by labeling file folders for easy accessibility.
Discuss the process of troubleshooting problems with computer hardware peripherals, including input and output devices in the workplace environment.	01.06	Discuss the process of troubleshooting problems with computer hardware peripherals, including input and output devices in the workplace environment.
Describe ethical issues and problems associated with computers and information systems, including federal laws against anti-piracy with computers and PC software security protection.	01.07	Describe ethical issues and problems associated with computers and information systems, including federal laws against anti-piracy with computers and PC software security protection.
Identify operating system file naming conventions.	01.08	Identify operating system file naming conventions.
Demonstrate proficiency with file management and structure. (e.g., folder creation file creation, backup copy, delete, open, save)	01.09	Demonstrate proficiency with file management and structure. (e.g., folder creation file creation, backup copy, delete, open, save)
Demonstrate a working knowledge of standard file formats.	01.10	Demonstrate a working knowledge of standard file formats.
Explain the history and pu op	01.11	Explain the history and purpose of various operating systems. (e.g., DOS, Windows, Mac, and Unix/Linux)

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DOS, Windows, Mac, and Unix/Linux)