



# Goodheart-Willcox Publisher

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Goodheart-Willcox Publisher		
Correlation of <i>PRINCIPLES OF INFORMATION TECHNOLOGY</i> ©2017		
to the Texas Essential Knowledge and Skills (TEKS)		
Course: Principles of Information Technology (MLC 9886)		
STANDARD		CORRELATING PAGES
Standard (1) The student demonstrates professional standards/employability as required by business and industry. The student is expected to:		
(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, and pride in work, flexibility, and initiative;	
	(i)	identify work behaviors that enhance employability; Narrative: Pg. 702–708 Personal-Success Skills; Pg. 702–703 Time-Management Skills; Pg. 703 Constructive Criticism and Conflict Management Activity: Pg. 708 Hands-on Example 17.2.1; Pg. 727 Check Your Understanding #1, 2; Pg. 729 Chapter 17 Test #4
	(ii)	identify work behaviors that enhance job advancement; Narrative: Pg. 702–708 Personal-Success Skills; Pg. 702–703 Time-Management Skills; Pg. 703 Constructive Criticism and Conflict Management Activity: Pg. 708 Hands-on Example 17.2.1; Pg. 727 Check Your Understanding #1, 2; Pg. 729 Chapter 17 Test #4
	(iii)	identify qualities that enhance employability; Narrative: Pg. 704 Interpersonal Skills; Pg. 704–708 Skills for the Workplace Activity: Pg. 708 Hands-on Example 17.2.1; Pg. 730 Application and Extension of Knowledge #4, 5
	(iv)	identify qualities that enhance job advancement; Narrative: Pg. 704 Interpersonal Skills; Pg. 704–708 Skills for the Workplace Activity: Pg. 708 Hands-on Example 17.2.1; Pg. 730 Application and Extension of Knowledge #4, 5
	(v)	demonstrate work behaviors that enhance employability; Narrative: Pg. 702–708 Personal-Success Skills; Pg. 702–703 Time-Management Skills; Pg. 703 Constructive Criticism and Conflict Management Activity: Pg. 708 Hands-on Example 17.2.1; Pg. 730 Application and Extension of Knowledge #4, 5
	(vi)	demonstrate work behaviors that enhance job advancement; Narrative: Pg. 702–708 Personal-Success Skills; Pg. 702–703 Time-Management Skills; Pg. 703 Constructive Criticism and Conflict Management Activity: Pg. 708 Hands-on Example 17.2.1; Pg. 727 Check Your Understanding #1, 2; Pg. 729 Chapter 17 Test #4
	(vii)	demonstrate qualities that enhance employability; Narrative: Pg. 704 Interpersonal Skills; Pg. 704–708 Skills for the Workplace Activity: Pg. 708 Hands-on Example 17.2.1; Pg. 730 Application and Extension of Knowledge #4, 5
	(viii)	demonstrate qualities that enhance job advancement; Narrative: Pg. 704 Interpersonal Skills; Pg. 704–708 Skills for the Workplace Activity: Pg. 708 Hands-on Example 17.2.1; Pg. 730 Application and Extension of Knowledge #4, 5
(B)	employ effective verbal and nonverbal communication skills;	
	(i)	employ effective verbal communication skills; Narrative: Pg. 627–628 Voice Mail Messages; Pg. 703

			Verbal and Nonverbal Communication Activity: Pg. 634 Communication Skills: Listening; Pg. 730 Communication Skills: Speaking; Pg. 730–731 Internet Research: Mock Interview
	(ii)	employ effective nonverbal communication skills;	Narrative: Pg. 623–625 Online Communication; Pg. 703 Verbal and Nonverbal Communication Activity: Pg. 631 Check Your Understanding #2; Pg. 634 Communication Skills: Listening; Pg. 731 Teamwork
(C)	employ effective reading and writing skills;		
	(i)	employ effective reading skills;	Narrative: Pg. 164 Windows Help; Pg. 295–296 Readability Activity: Pg. 133 Reading Prep; Pg. 297 Check Your Understanding #4; Pg. 300 Communication Skills: Reading; Reading Prep activities at beginning of each chapter; Communication Skills activities at end of each chapter
	(ii)	employ effective writing skills;	Narrative: Pg. 320–324 Writing a Report Activity: Pg. 333 Check Your Understanding #2; Pg. 344 Application and Extension of Knowledge #1; Pg. 344 Communication Skills: Writing; Pg. 345 Teamwork; Communication Skills activities at end of each chapter
(D)	solve problems and think critically;		
	(i)	solve problems;	Narrative: Pg. 191–193 Troubleshooting; Pg. 193–198 Troubleshooting Hardware Problems; Pg. 198–205 Troubleshooting Software Problems Activity: Pg. 205 Check Your Understanding #1–5; Pg. 208 Application and Extension of Knowledge #5
	(ii)	think critically;	Narrative: Pg. 194–195 Analysis Activity: Pg. 178 Essential Question; Pg. 185 Essential Question; Pg. 207 Application and Extension of Knowledge #3; Pg. 208 Application and Extension of Knowledge #4; Essential Question at beginning of each section
(E)	demonstrate leadership skills and function effectively as a team member;		
	(i)	demonstrate leadership skills;	Narrative: Pg. 690 Project Management; Pg. 718–719 Leadership and Mentoring; Pg. 720 Military Service Activity: Pg. 729 Chapter 17 Test #10; Pg. 730 Application and Extension of Knowledge #5; Pg. 730 Communication Skills: Speaking
	(ii)	function effectively as a team member;	Narrative: Pg. 690 Project Management; Pg. 702–703 Time- Management and Team Skills; Pg. 720 Military Service Activity: Pg. 727 Check Your Understanding #1; Pg. 730 Application and Extension of Knowledge #5; Pg. 730 Communication Skills: Speaking; Pg. 731 Teamwork; Teamwork activities at end of each chapter
(F)	identify and implement proper safety procedures; and		
	(i)	identify proper safety procedures;	Narrative: Pg. 648 Defending Against Cyber Attacks; Pg. 651–654 Identity Protection on the Internet Activity: Pg. 644 Hands-on Example 16.1.1; Pg. 648–649 Hands-on Example 16.1.2; Pg. 649 Check Your Understanding #1; Pg. 679 Chapter 16 Test #3
	(ii)	implement proper safety procedures; and	Narrative: Pg. 648 Defending Against Cyber Attacks; Pg. 651–654 Identity Protection on the Internet Activity: Pg. 644 Hands-on Example 16.1.1; Pg. 648–649 Hands-on Example 16.1.2; Pg. 649 Check Your Understanding #1; Pg. 679 Chapter 16 Test #3
(G)	demonstrate planning and time-management skills such as storyboarding and project management, including initiating, planning, executing, monitoring and controlling, and closing a project.		
	(i)	demonstrate planning skills.	Narrative: Pg. 690 Project Management; Pg. 702–703 Time- Management and Team Skills; Pg. 708–711 Career Plan

			Activity: Pg. 729 Chapter 17 Test #3, 8; Pg. 730 Application and Extension of Knowledge #4
	(ii)	demonstrate time-management skills.	Narrative: Pg. 690 Project Management; Pg. 702–703 Time-Management and Team Skills Activity: Pg. 729 Chapter 17 Test #2, 8; Pg. 730 Application and Extension of Knowledge #5
Standard (2) The student identifies various employment opportunities in the IT field. The student is expected to:			
(A)	identify job opportunities and accompanying job duties and tasks;		
	(i)	identify job opportunities;	Narrative: Pg. 689–698 Employment Areas Affected by IT Innovations Activity: Pg. 699 Hands-on Example 17.1.2; Pg. 700 Check Your Understanding #1, 3; Pg. 729 Application and Extension of Knowledge #1
	(ii)	Identify [job opportunities] accompanying job duties;	Narrative: Pg. 689–698 Employment Areas Affected by IT Innovations Activity: Pg. 699 Hands-on Example 17.1.2; Pg. 700 Check Your Understanding #2, 4, 5; Pg. 730 Application and Extension of Knowledge #4
(B)	research careers of personal interest along with the education, job skills, and experience required to achieve personal career goals; and		
	(i)	research careers of personal interest;	Narrative: Pg. 689–698 Employment Areas Affected by IT Innovations; Pg. 708–715 Researching a Career Activity: Pg. 699 Hands-on Example 17.1.2; Pg. 700 Check Your Understanding #1–5; Pg. 727 Check Your Understanding #2; Pg. 729 Chapter 17 Test #9; Pg. 730 Application and Extension of Knowledge #4
	(ii)	research the education required to achieve personal career goals;	Narrative: Pg. 692–698 Careers Available in IT; Pg. 715–717 Education Activity: Pg. 727 Check Your Understanding #3; Pg. 729 Chapter 17 Test #3, 9; Pg. 730 Application and Extension of Knowledge #3
	(iii)	research the job skills required to achieve personal career goals;	Narrative: Pg. 689–698 Employment Areas Affected by IT Innovations; Pg. 708–715 Researching a Career Activity: Pg. 700 Check Your Understanding #2, 4, 5; Pg. 727 Check Your Understanding #1, 2; Pg. 729 Chapter 17 Test #2, 4; Pg. 730 Application and Extension of Knowledge #4
	(iv)	research the experience required to achieve personal career goals; and	Narrative: Pg. 689–698 Employment Areas Affected by IT Innovations; Pg. 708–709 Career Plan; Pg. 718–720 Training and Experience Activity: Pg. 700 Check Your Understanding #2, 4, 5; Pg. 727 Check Your Understanding #1, 2; Pg. 729 Chapter 17 Test #3, 9; Pg. 730 Application and Extension of Knowledge #4
(C)	describe the functions of résumés and portfolios.		
	(i)	describe functions of résumés.	Narrative: Pg. 722–726 Résumé and Portfolio Activity: Pg. 726 Hands-on Example 17.2.3; Pg. 727 Check Your Understanding #4; Pg. 727 IC3 Certification Practice; Pg. 730 Application and Extension of Knowledge #2
	(ii)	describe functions of portfolios.	Narrative: Pg. 722 Résumé and Portfolio; Pg. 726 Creating a Portfolio Activity: Pg. 681 Portfolio Development: Organizing Your Portfolio; Pg. 727 Check Your Understanding #5; Pg. 731 Portfolio Development: Presenting Your Portfolio; Portfolio Development activities at end of every chapter
Standard (3) The student uses evolving and emerging technologies to exchange information. The student is expected to:			
(A)	identify and describe functions of various evolving and emerging technologies;		
	(i)	identify functions of various evolving technologies;	Narrative: Pg. 13–15 Emerging Technologies Activity: Pg. 19 Check Your Understanding #4; Pg. 31

			Chapter 1 Test #3, 12; Pg. 32 Application and Extension of Knowledge #2
	(ii)	identify functions of various emerging technologies;	Narrative: Pg. 15–16 New and Emerging Classes of Software Activity: Pg. 19 Check Your Understanding #5; Pg. 31 Chapter 1 Test #4, 13; Pg. 32 Application and Extension of Knowledge #2
	(iii)	describe functions of various evolving technologies;	Narrative: Pg. 13–15 Emerging Technologies Activity: Pg. 19 Check Your Understanding #4; Pg. 31 Chapter 1 Test #3, 12; Pg. 32 Application and Extension of Knowledge #2
	(iv)	describe functions of various emerging technologies;	Narrative: Pg. 15–16 New and Emerging Classes of Software Activity: Pg. 19 Check Your Understanding #5; Pg. 31 Chapter 1 Test #4, 13; Pg. 32 Application and Extension of Knowledge #2
(B)	send and receive text information and file attachments using electronic methods such as email, electronic bulletin boards, and instant message services;		
	(i)	send text information using electronic methods;	Narrative: Pg. 593–598 Appropriate E-mail Use Activity: Pg. 633 Chapter 15 Test #1, 5, 14; Pg. 633 Application and Extension of Knowledge #1; Pg. 634 Internet Research: E-mail
	(ii)	send file attachments using electronic methods;	Narrative: Pg. 596 Figure 15-4; Pg. 597 Attachments Activity: Pg. 604 Check Your Understanding #4; Pg. 633 Chapter 15 Test #6; Pg. 633 Application and Extension of Knowledge #1; Pg. 634 Internet Research: E-mail
	(iii)	receive text information using electronic methods;	Narrative: Pg. 593–598 Appropriate E-mail Use Activity: Pg. 633 Chapter 15 Test #1, 7; Pg. 633 Application and Extension of Knowledge #1; Pg. 634 Internet Research: E-mail
	(iv)	receive file attachments using electronic methods;	Narrative: Pg. 597 Attachments Activity: Pg. 633 Chapter 15 Test #3; Pg. 634 Internet Research: E-mail Attachments
(C)	demonstrate effective Internet search strategies, including keywords and Boolean logic, using various available search engines;		
	(i)	demonstrate effective Internet search strategies, including keywords, using various available search engines;	Narrative: Pg. 527–531 Using Search Engines Activity: Pg. 532 Check Your Understanding #4; Pg. 550 Chapter 13 Test #3; Pg. 551 Chapter 13 Test #8; Pg. 553 Internet Research: Boolean Searches
	(ii)	demonstrate effective Internet search strategies, including Boolean logic, using various available search engines;	Narrative: Pg. 527–531 Using Search Engines Activity: Pg. 532 Check Your Understanding #4; Pg. 550 Chapter 13 Test #3; Pg. 551 Chapter 13 Test #8; Pg. 553 Internet Research: Boolean Searches
(D) (i)	identify the various components of a Uniform Resource Locator;		Narrative: Pg. 512–513 Internet Protocol; Pg. 516–518 Uniform Resource Locator Activity: Pg. 532 IC3 Certification Practice; Pg. 551 Chapter 13 Test #6; Pg. 551 Application and Extension of Knowledge #3
(E)	demonstrate ability to effectively test acquired information from the Internet for accuracy, relevance, and validity;		
	(i)	demonstrate ability to effectively test acquired information from the Internet for accuracy;	Narrative: Pg. 528–530 Evaluating Results Activity: Pg. 550 Chapter 13 Test #3; Pg. 551 Chapter 13 Test #8; Pg. 551 Application and Extension of Knowledge #1, 2
	(ii)	demonstrate ability to effectively test acquired information from the Internet for relevance;	Narrative: Pg. 528–530 Evaluating Results Activity: Pg. 550 Chapter 13 Test #3; Pg. 551 Chapter 13 Test #8; Pg. 551 Application and Extension of Knowledge #1, 2

	(iii)	demonstrate ability to effectively test acquired information from the Internet for validity;	Narrative: Pg. 528–530 Evaluating Results Activity: Pg. 550 Chapter 13 Test #3; Pg. 551 Chapter 13 Test #8; Pg. 551 Application and Extension of Knowledge #1, 2
(F) (i)		explain issues concerning computer based threats such as computer viruses, malware, and hacking; and	Narrative: Pg. 639–644 Computer Threats Activity: Pg. 644 Hands-on Example 16.1.1; Pg. 648–649 Hands-on Example 16.1.2; Pg. 649 Check Your Understanding #1, 2; Pg. 679–680 Chapter 16 Test #1, 2, 12–15
(G) (i)		explain issues concerning Internet safety such as identity theft, online predators, cyberbullying, and phishing.	Narrative: Pg. 639–644 Computer Threats; Pg. 648 Defending Against Cyber Attacks; Pg. 651–658 Identity Protection on the Internet Activity: Pg. 644 Hands-on Example 16.1.1; Pg. 648–649 Hands-on Example 16.1.2; Pg. 649 Check Your Understanding #1, 2; Pg. 652 Hands-on Example 16.2.1; Pg. 661 Hands-on Example 16.2.2; Pg. 661 Check Your Understanding #1; Pg. 679–680 Chapter 16 Test #1, 2, 3, 12–15
Standard (4) The student demonstrates knowledge of the hardware components associated with information systems. The student is expected to:			
(A)	identify major hardware components and their functions;		
	(i)	identify major hardware components;	Narrative: Pg. 40–47 Input; Pg. 49–68 Section 2.2 Input and Output Devices; Pg. 71–73 Types of Storage Device Activity: Pg. 48 Check Your Understanding #2, 3, 4, 5; Pg. 69 Check Your Understanding #1–5; Pg. 69 IC3 Certification Practice; Pg. 75 Check Your Understanding #1–5; Pg. 75 IC3 Certification Practice; Pg. 77 Chapter 2 Test #2–15; Pg. 77–78 Application and Extension of Knowledge #1–5
	(ii)	identify [major hardware components'] functions;	Narrative: Pg. 40–47 Input; Pg. 49–68 Section 2.2 Input and Output Devices; Pg. 71–73 Types of Storage Device Activity: Pg. 48 Check Your Understanding #2, 3, 4, 5; Pg. 69 Check Your Understanding #1–5; Pg. 69 IC3 Certification Practice; Pg. 75 Check Your Understanding #1–5; Pg. 75 IC3 Certification Practice; Pg. 77 Chapter 2 Test #2–15; Pg. 77–78 Application and Extension of Knowledge #1–5
(B) (i)		use available reference tools as appropriate; and	Narrative: Pg. 191–192 Getting Troubleshooting Help Activity: Pg. 192–193 Hands-on Example 5.3.1; Pg. 207 Application and Extension of Knowledge #2; Pg. 208 Application and Extension of Knowledge #5; Pg. 208 Internet Research: Annotation Techniques
(C)	connect and use a variety of peripheral devices such as mouse, keyboard, microphone, digital camera, and printer.		
	(i)	connect a variety of peripheral devices.	Narrative: Pg. 49–68 Section 2.2 Input and Output Devices; Pg. 71–73 Types of Storage Devices Activity: Pg. 69 Check Your Understanding #1–5; Pg. 69 IC3 Certification Practice; Pg. 75 Check Your Understanding #1–5; Pg. 75 IC3 Certification Practice; Pg. 77 Chapter 2 Test #4–15; Pg. 77–78 Application and Extension of Knowledge #1, 3, 4, 5
	(ii)	use a variety of peripheral devices.	Narrative: Pg. 49–68 Section 2.2 Input and Output Devices; Pg. 71–73 Types of Storage Devices Activity: Pg. 69 Check Your Understanding #1–5; Pg. 69 IC3 Certification Practice; Pg. 75 Check Your Understanding #1–5; Pg. 75 IC3 Certification Practice; Pg. 77 Chapter 2 Test #4–15; Pg. 77–78 Application and Extension of Knowledge #1, 3, 4, 5
Standard (5) The student demonstrates knowledge of the different software associated with information systems. The student is expected to:			

(A) (i)	differentiate between systems and application software;	Narrative: Pg. 93–107 Section 3.2 System Software; Pg. 109–127 Section 3.3 Application Software Activity: Pg. 108 Check Your Understanding #1–5; Pg. 127 Check Your Understanding #1–5; Pg. 129 Chapter 3 Test #4, 5, 7–10; Pg. 130 Application and Extension of Knowledge #5
(B)	identify and explain major operating system fundamentals and components such as disk operations, graphical user interface components, and hardware drivers;	
	(i)	identify major operating system fundamentals; Narrative: Pg. 93–107 Section 3.2 System Software Activity: Pg. 104–105 Hands-on Example 3.2.3; Pg. 108 Check Your Understanding #1–5; Pg. 127 IC3 Certification Practice; Pg. 129 Chapter 3 Test #4, 8, 12
	(ii)	identify major operating system components; Narrative: Pg. 93–107 Section 3.2 System Software Activity: Pg. 104–105 Hands-on Example 3.2.3; Pg. 108 Check Your Understanding #1–5; Pg. 127 IC3 Certification Practice; Pg. 129 Chapter 3 Test #4, 8, 12
	(iii)	explain major operating system fundamentals; Narrative: Pg. 93–107 Section 3.2 System Software Activity: Pg. 104–105 Hands-on Example 3.2.3; Pg. 108 Check Your Understanding #1–5; Pg. 127 IC3 Certification Practice; Pg. 129 Chapter 3 Test #4, 8, 12
	(iv)	explain major operating system components; Narrative: Pg. 93–107 Section 3.2 System Software Activity: Pg. 104–105 Hands-on Example 3.2.3; Pg. 108 Check Your Understanding #1–5; Pg. 127 IC3 Certification Practice; Pg. 129 Chapter 3 Test #4, 8, 12
(C) (i)	explain the purpose of file types across software products;	Narrative: Pg. 138–139 File Name Extensions; Pg. 139 Figure 4-5 Activity: Pg. 145 Hands-on Example 4.1.2; Pg. 148 Check Your Understanding #1, 5; Pg. 174 Application and Extension of Knowledge #3
(D)	demonstrate use of computer numbering systems and internal data representation such as identifying the hexadecimal value of a color;	
	(i)	demonstrate use of computer numbering systems; Narrative: Pg. 83–89 Number Systems Activity: Pg. 86 Hands-on Example 3.1.1; Pg. 92 Check Your Understanding #1, 2, 3; Pg. 128–129 Chapter 3 Test #2, 6, 11; Pg. 129 Application and Extension of Knowledge #1
	(ii)	demonstrate use of internal data representation; Narrative: Pg. 83–89 Number Systems Activity: Pg. 86 Hands-on Example 3.1.1; Pg. 92 Check Your Understanding #1, 2, 3; Pg. 128–129 Chapter 3 Test #2, 6, 11; Pg. 129 Application and Extension of Knowledge #1
(E) (i)	compare and contrast open source and proprietary software;	Narrative: Pg. 110–111 Licenses Activity: Pg. 127 Check Your Understanding #1; Pg. 129 Chapter 3 Test #5, 9; Pg. 130 Application and Extension of Knowledge #4
(F) (i)	explain use of system management tools;	Narrative: Pg. 104 System Utility Programs Activity: Pg. 104–105 Hands-on Example 3.2.3; Pg. 108 Check Your Understanding #3; Pg. 129 Application and Extension of Knowledge #3; Pg. 130 Internet Research: Personal Information Management (PIM)
(G) (i)	apply proper file management techniques such as creating, naming, organizing, copying, moving, and deleting files;	Narrative: Pg. 157–162 Copying and Moving Files and Folders Activity: Pg. 160–161 Hands-On Example 4.3.1; Pg. 162 Check Your Understanding #3–5
(H)	use appropriate file protection and security; and	
	(i)	use appropriate file protection; Narrative: Pg. 166 Security Tab; Pg. 254 Protected Views Activity: Pg. 171 Check Your Understanding #3; Pg. 173 Chapter 4 Test #10; Pg. 259 Check Your Understanding #3; Pg. 261 Chapter 6 Test #12

	(ii)	use appropriate file security; and	Narrative: Pg. 166 Security Tab; Pg. 254 Protected Views Activity; Pg. 171 Check Your Understanding #3; Pg. 173 Chapter 4 Test #10; Pg. 259 Check Your Understanding #3; Pg. 261 Chapter 6 Test #12
(I)	explain the process for discovering, quarantining, and removing viruses from a computer system.		
	(i)	explain the process for discovering viruses.	Narrative: Pg. 648 Defending Against Cyber Attacks; Pg. 670 Keep Antivirus Software Updated, first paragraph, last sentence Activity: Pg. 648–649 Hands-On Example 16.1.2 #3–4
	(ii)	explain the process for quarantining viruses.	Narrative: Pg. 639–640 Malware; Pg. 648 Defending Against Cyber Attacks; Pg. 669–671 Combating Viruses and Other Malware Activity: Pg. 648–649 Hands-On Example 16.1.2; Pg. 649 Check Your Understanding #1; Pg. 677 Check Your Understanding #3
	(iii)	explain the process for removing viruses from a computer system.	Narrative: Pg. 648 Defending Against Cyber Attacks Activity: Pg. 649 Hands-On Check Your Understanding #5
Standard (6) The student analyzes network systems. The student is expected to:			
(A)	identify hardware associated with telecommunications and data networking such as servers, routers, switches, and network connectors;		
	(i)	identify hardware associated with telecommunications;	Narrative: Pg. 558–563 Network Connection Technologies Activity: Pg. 564 Hands-on Example 14.1.1; Pg. 565 Check Your Understanding #2, 3, 4, 5; Pg. 565 IC3 Certification Practice; Pg. 582–583 Chapter 14 Test #1, 2, 7, 12, 13
	(ii)	identify hardware associated with data networking;	Narrative: Pg. 558–563 Network Connection Technologies Activity: Pg. 564 Hands-on Example 14.1.1; Pg. 565 Check Your Understanding #2, 3, 4, 5; Pg. 565 IC3 Certification Practice; Pg. 582–583 Chapter 14 Test #1, 2, 7, 12, 13
(B)	identify and describe various types of networks such as peer-to-peer, local area networks, wide area networks, wireless and Ethernet;		
	(i)	identify various types of networks;	Narrative: Pg. 567–570 Network Types Activity: Pg. 570 Hands-on Example 14.2.1; Pg. 571 Check Your Understanding #1, 2, 3; Pg. 583 Chapter 14 Test #8, 15
	(ii)	describe various types of networks;	Narrative: Pg. 567–570 Network Types Activity: Pg. 570 Hands-on Example 14.2.1; Pg. 571 Check Your Understanding #1, 2, 3; Pg. 583 Chapter 14 Test #8, 15
(C) (i)	identify functions of network operating systems; and		Narrative: Pg. 562 Server Operating System Activity: Pg. 565 Check Your Understanding #5; Pg. 570 Hands-on Example 14.2.1; Pg. 582 Chapter 14 Test #2; Pg. 583 Application and Extension of Knowledge #1
(D) (i)	explain troubleshooting techniques for various network connection issues.		Narrative: Pg. 579–580 Network Troubleshooting Activity: Pg. 576 Hands-on Example 14.3.1; Pg. 580 Hands-on Example 14.3.3; Pg. 581 Check Your Understanding #5; Pg. 583 Chapter 14 Test #5
Standard (7) The student applies word-processing technology. The student is expected to:			
(A) (i)	identify the terminology associated with word-processing software;		Narrative: Pg. 264–296 Chapter 7 Word-Processing Software; Pg. 304–314 Section 8.1 Creating a Business Letter; Pg. 318–331 Creating a Report, Formatting a Report Activity: Pg. 288 Check Your Understanding #1–5; Pg. 297 Check Your Understanding #1–5; Pg. 299 Chapter 7 Test #11–15; Pg. 312 Hands-on Example 8.1.1; Pg. 314–316 Hands-on Example 8.1.2; Pg. 316 Check Your Understanding #1–5; Pg. 333 Check Your Understanding #1–5; Pg. 343 Chapter 8 Test #11–15
(B) (i)	edit a variety of text documents using functions such as pagination, appropriate white space, tab settings, and font		Narrative: Pg. 304–314 Section 8.1 Creating a Business Letter; Pg. 317–331 Section 8.2 Creating a Report

	style, size, and color; and	Activity: Pg. 268–269 Hands-on Example 7.1.1; Pg. 270–271 Hands-on Example 7.1.2; Pg. 273 Hands-on Example 7.1.3; Pg. 275 Hands-on Example 7.1.4; Pg. 277–278 Hands-on Example 7.1.5; Pg. 279 Hands-on Example 7.1.6; Pg. 312 Hands-on Example 8.1.1; Pg. 314–316 Hands-on Example 8.1.2; Pg. 316 Check Your Understanding #4, 5; Pg. 327 Hands-on Example 8.2.1; Pg. 328–329 Hands-on Example 8.2.2; Pg. 333 Check Your Understanding #1–5
(C) (i)	create professional documents using advanced word-processing features such as memorandums, technical manuals, or proposals.	Narrative: Pg. 304–314 Section 8.1 Creating a Business Letter; Pg. 317–331 Section 8.2 Creating a Report Activity: Pg. 268–269 Hands-on Example 7.1.1; Pg. 270–271 Hands-on Example 7.1.2; Pg. 273 Hands-on Example 7.1.3; Pg. 275 Hands-on Example 7.1.4; Pg. 277–278 Hands-on Example 7.1.5; Pg. 279 Hands-on Example 7.1.6; Pg. 312 Hands-on Example 8.1.1; Pg. 314–316 Hands-on Example 8.1.2; Pg. 316 Check Your Understanding #4, 5; Pg. 327 Hands-on Example 8.2.1; Pg. 328–329 Hands-on Example 8.2.2; Pg. 333 Check Your Understanding #1–5
Standard (8) The student applies spreadsheet technology. The student is expected to:		
(A) (i)	identify the terminology associated with spreadsheet software;	Narrative: Pg. 400–408 Section 10.1 Introduction to Spreadsheets; Pg. 409–429 Section 10.2 Managing Data in Spreadsheets Activity: Pg. 408 Check Your Understanding #1–5; Pg. 429 Check Your Understanding #1–5; Pg. 430–431 Chapter 10 Test #1–15
(B) (i)	use numerical content to perform mathematical calculations;	Narrative: Pg. 404–405 Using Formulas; Pg. 419–421 Rearranging Data; Pg. 436–445 Section 11.1 Calculating with Functions Activity: Pg. 405–406 Hands-on Example 10.1.1; Pg. 421–422 Hands-on Example 10.2.6; Pg. 429 Check Your Understanding #3; Pg. 431 Chapter 10 Test #4; Pg. 439–440 Hands-on Example 11.1.1
(C)	use student-created and preprogrammed functions to produce documents such as budget, payroll, statistical tables, and personal checkbook register;	
	(i) use student-created functions to produce documents;	Narrative: Pg. 444–445 Logical Functions Activity: Pg. 446 Hands-on Example 11.1.4; Pg. 446 Check Your Understanding #1–5; Pg. 458–459 Chapter 11 Test #1, 2, 3; Pg. 459 Chapter 11 Test #12, 13, 14
	(ii) use preprogrammed functions to produce documents;	Narrative: Pg. 437–443 Using Functions Activity: Pg. 439–440 Hands-on Example 11.1.1; Pg. 442 Hands-on Example 11.1.2; Pg. 443–444 Hands-on Example 11.1.3; Pg. 446 Check Your Understanding #1, 2, 3
(D)	identify, generate and describe the function of comma separated value files;	
	(i) identify comma separated value files;	Narrative: Pg. 456–457 Comma-Separated Values Files; Pg. 457 Figure 11-10 Activity: Pg. 457 Check Your Understanding #5; Pg. 459 Chapter 11 Test #5; Pg. 460 Application and Extension of Knowledge #5
	(ii) generate comma separated value files;	Narrative: Pg. 456–457 Comma-Separated Values Files; Pg. 457 Figure 11-10 Activity: Pg. 457 Check Your Understanding #5; Pg. 459 Chapter 11 Test #5; Pg. 460 Application and Extension of Knowledge #5
	(iii) describe the function of comma separated value files;	Narrative: Pg. 456–457 Comma-Separated Values Files; Pg. 457 Figure 11-10 Activity: Pg. 457 Check Your Understanding #5; Pg. 459 Chapter 11 Test #5; Pg. 460 Application and Extension of



			Knowledge #5
(E)	create and analyze spreadsheets incorporating advanced features such as lookup tables, nested IF statements, subtotals, cell protection conditional formatting, charts, and graphs; and		
	(i)	create spreadsheets incorporating advanced features;	Narrative: Pg. 444–445 Logical Functions; Pg. 448–449 Conditional Formatting; Pg. 450–451 Charts; Pg. 456 Tables Activity: Pg. 446 Hands-on Example 11.1.4; Pg. 446 Check Your Understanding #4, 5; Pg. 449–450 Hands-on Example 11.2.1; Pg. 452–453 Hands-on Example 11.2.2; Pg. 455 Hands-on Example 11.2.3; Pg. 457 Check Your Understanding #1, 2, 3, 4; Pg. 458–459 Chapter 11 Test #2, 3, 4
	(ii)	analyze spreadsheets incorporating advanced features; and	Narrative: Pg. 444–445 Logical Functions; Pg. 448–449 Conditional Formatting; Pg. 450–451 Charts; Pg. 456 Tables Activity: Pg. 446 Hands-on Example 11.1.4; Pg. 446 Check Your Understanding #4, 5; Pg. 449–450 Hands-on Example 11.2.1; Pg. 452–453 Hands-on Example 11.2.2; Pg. 455 Hands-on Example 11.2.3; Pg. 457 Check Your Understanding #1, 2, 3, 4; Pg. 458–459 Chapter 11 Test #2, 3, 4
(F)	perform sorting, searching, and data filtering in documents.		
	(i)	perform sorting in documents.	Narrative: Pg. 423 Sorting Data; Pg. 423 Figure 10-15 Activity: Pg. 425–426 Hands-on Example 10.2.7; Pg. 429 Check Your Understanding #4
	(ii)	perform searching in documents.	Narrative: Pg. 422–423 Finding Data; Pg. 423 Figure 10-14 Activity: Pg. 425–426 Hands-on Example 10.2.7; Pg. 429 Check Your Understanding #4; Pg. 431 Chapter 10 Test #10
	(iii)	perform data filtering in documents.	Narrative: Pg. 424 Filtering Data; Pg. 424 Figure 10-16 Activity: Pg. 425–426 Hands-on Example 10.2.7; Pg. 429 Check Your Understanding #4; Pg. 431 Chapter 10 Test #5
Standard (9) The student explores computer programming concepts. The student is expected to:			
(A)	identify the function of compilers and interpreters;		
	(i)	identify the function of compilers;	Narrative: Pg. 90 paragraph 1 Activity: Pg. 92 Check Your Understanding #3, 4; Pg. 128 Chapter 3 Test #1; Pg. 129 Application and Extension of Knowledge #2
	(ii)	identify the function of interpreters;	Narrative: Pg. 90 paragraph 2 Activity: Pg. 92 Check Your Understanding #3, 4; Pg. 128 Chapter 3 Test #1; Pg. 129 Application and Extension of Knowledge #2
(B) (i)	explain the difference between the operation of compilers and interpreters;		Narrative: Pg. 90 paragraphs 1–2 Activity: Pg. 92 Check Your Understanding #3, 4; Pg. 128 Chapter 3 Test #1; Pg. 129 Application and Extension of Knowledge #2
(C)	identify various computer languages and how the languages are used in software development;		
	(i)	identify various computer languages;	Narrative: Pg. 89–91 Computer-Programming Languages Activity: Pg. 92 Check Your Understanding #3, 4, 5; Pg. 128 Chapter 3 Test #1; Pg. 129 Chapter 3 Test #3, 7
	(ii)	identify how the [computer] languages are used in software development;	Narrative: Pg. 89–91 Computer-Programming Languages Activity: Pg. 92 Check Your Understanding #3, 4, 5; Pg. 128 Chapter 3 Test #1; Pg. 129 Chapter 3 Test #3, 7
(D) (i)	recognize data representation in software development such as string, numeric, character, integer, and date;		Narrative: Pg. 91 Data Types Used in Computer Programming; Pg. 403–404 Entering Data Activity: Pg. 128 Chapter 3 Test #2; Pg. 408 Check Your Understanding #3; Pg. 431 Chapter 10 Test #2
(E)	identify and explain the concept of algorithms; and		
	(i)	identify algorithms;	Narrative: Pg. 91 Algorithms; Pg. 575 Wireless Network Security Types

			Activity: Pg. 92 Check Your Understanding #5; Pg. 576 Hands-on Example 14.3.1; Pg. 581 Check Your Understanding #2; Pg. 583 Chapter 14 Test #4
	(ii)	explain the concept algorithms; and	Narrative: Pg. 91 Algorithms; Pg. 575 Wireless Network Security Types Activity: Pg. 92 Check Your Understanding #5; Pg. 576 Hands-on Example 14.3.1; Pg. 581 Check Your Understanding #2; Pg. 583 Chapter 14 Test #4
(F)	describe the flow of a structured algorithm, including linear and iterative instructions such as using a flow chart		
	(i)	describe the flow of a structured algorithm, including linear instructions.	Narrative: Pg. 91 Algorithms; Pg. 91 Figure 3-4 Activity: Pg. 92 Check Your Understanding #5; Pg. 129 Application and Extension of Knowledge #2; Pg. 130 Application and Extension of Knowledge #5
	(ii)	describe the flow of a structured algorithm, including iterative instructions.	Narrative: Pg. 91 Algorithms; Pg. 91 Figure 3-4 Activity: Pg. 92 Check Your Understanding #5; Pg. 129 Application and Extension of Knowledge #2; Pg. 130 Application and Extension of Knowledge #5
Standard (10) The student explores database technology. The student is expected to:			
(A)	identify the terminology associated with database software and database functions;		
	(i)	identify the terminology associated with database software;	Narrative: Pg. 462–500 Chapter 12 Database Software Activity: Pg. 476 Check Your Understanding #1–5; Pg. 491 Check Your Understanding #1–5; Pg. 501 Check Your Understanding #1–5; Pg. 502–503 Chapter 12 Test #1–15
	(ii)	identify the terminology associated with database functions;	Narrative: Pg. 462–500 Chapter 12 Database Software Activity: Pg. 476 Check Your Understanding #1–5; Pg. 491 Check Your Understanding #1–5; Pg. 501 Check Your Understanding #1–5; Pg. 502–503 Chapter 12 Test #1–15
(B) (i)	explore the application of databases;		Narrative: Pg. 468–474 Examining a Database Activity: Pg. 469 Hands-on Example 12.1.1; Pg. 469–470 Hands-on Example 12.1.2; Pg. 471 Hands-on Example 12.1.3; Pg. 474–475 Hands-on Example 12.1.4; Pg. 476 Check Your Understanding #1–5
(C)	identify and explain the purpose and elements of a query language;		
	(i)	identify the purpose of a query language;	Narrative: Pg. 493–498 Locating Data Activity: Pg. 494 Hands-on Example 12.3.1; Pg. 496–497 Hands-on Example 12.3.2; Pg. 498 Hands-on Example 12.3.3; Pg. 501 Check Your Understanding #1, 2, 3
	(ii)	identify the elements of a query language;	Narrative: Pg. 493–498 Locating Data Activity: Pg. 494 Hands-on Example 12.3.1; Pg. 496–497 Hands-on Example 12.3.2; Pg. 498 Hands-on Example 12.3.3; Pg. 501 Check Your Understanding #1, 2, 3
	(iii)	explain the purpose of a query language;	Narrative: Pg. 493–498 Locating Data Activity: Pg. 494 Hands-on Example 12.3.1; Pg. 496–497 Hands-on Example 12.3.2; Pg. 498 Hands-on Example 12.3.3; Pg. 501 Check Your Understanding #1, 2, 3
	(iv)	explain the elements of a query language;	Narrative: Pg. 493–498 Locating Data Activity: Pg. 494 Hands-on Example 12.3.1; Pg. 496–497 Hands-on Example 12.3.2; Pg. 498 Hands-on Example 12.3.3; Pg. 501 Check Your Understanding #1, 2, 3
(D)	identify and explain the purpose of fields and records; and		
	(i)	identify the purpose of fields;	Narrative: Pg. 467 Fields Activity: Pg. 469 Hands-on Example 12.1.1; Pg. 469–470 Hands-on Example 12.1.2; Pg. 471 Hands-on Example 12.1.3; Pg. 474–475 Hands-on Example 12.1.4; Pg. 476 Check Your Understanding #4, 5; Pg. 502 Chapter 12 Test #1
	(ii)	identify purpose of records;	Narrative: Pg. 466 Records

			Activity: Pg. 469 Hands-on Example 12.1.1; Pg. 469–470 Hands-on Example 12.1.2; Pg. 471 Hands-on Example 12.1.3; Pg. 474–475 Hands-on Example 12.1.4; Pg. 476 Check Your Understanding #3; Pg. 503 Chapter 12 Test #13
	(iii)	explain the purpose of fields;	Narrative: Pg. 467 Fields; Pg. 471–474 Creating a Database Structure Activity: Pg. 469 Hands-on Example 12.1.1; Pg. 469–470 Hands-on Example 12.1.2; Pg. 471 Hands-on Example 12.1.3; Pg. 474–475 Hands-on Example 12.1.4; Pg. 476 Check Your Understanding #4, 5
	(iv)	explain the purpose of records; and	Narrative: Pg. 466 Records; Pg. 471–474 Creating a Database Structure Activity: Pg. 469 Hands-on Example 12.1.1; Pg. 469–470 Hands-on Example 12.1.2; Pg. 471 Hands-on Example 12.1.3; Pg. 474–475 Hands-on Example 12.1.4; Pg. 476 Check Your Understanding #3; Pg. 503 Chapter 12 Test #13
(E) (i)		describe the process of constructing a query, including multiple search parameters.	Narrative: Pg. 494–496 Creating an Advanced Query; Pg. 495 Figure 12-18 Activity: Pg. 496–497 Hands-on Example 12.3.2; Pg. 501 Check Your Understanding #1, 2, 3; Pg. 504 Application and Extension of Knowledge #4
Standard (11) The student applies presentation management technology. The student is expected to:			
(A)		identify the terminology and functions of presentation software; and	
	(i)	identify the terminology of presentation software;	Narrative: Pg. 348–368 Section 9.1 Creating a Professional Presentation; Pg. 370–380 Section 9.2 Adding Transitions and Animations; Pg. 382–392 Section 9.3 Charts, Tables, and Handouts Activity: Pg. 369 Check Your Understanding #1–5; Pg. 381 Check Your Understanding #1–5; Pg. 393 Check Your Understanding #1–5; Pg. 395 Chapter 9 Test #11–15
	(ii)	identify the functions of presentation software; and	Narrative: Pg. 348–368 Section 9.1 Creating a Professional Presentation; Pg. 370–380 Section 9.2 Adding Transitions and Animations; Pg. 382–392 Section 9.3 Charts, Tables, and Handouts Activity: Pg. 369 Check Your Understanding #1–5; Pg. 381 Check Your Understanding #1–5; Pg. 393 Check Your Understanding #1–5; Pg. 395 Chapter 9 Test #11–15
(B)		create, save, edit, and produce presentations incorporating advanced features such as links, hyperlinks, audio and graphics.	
	(i)	create presentations incorporating advanced features.	Narrative: Pg. 370–380 Section 9.2 Adding Transitions and Animations Activity: Pg. 372–373 Hands-on Example 9.2.1; Pg. 374 Hands-on Example 9.2.2; Pg. 375–376 Hands-on Example 9.2.3; Pg. 377 Hands-on Example 9.2.4; Pg. 378–379 Hands-on Example 9.2.5; Pg. 380–381 Hands-on Example 9.2.6; Pg. 381 Check Your Understanding #1–5; Pg. 395 Chapter 9 Test #3–5, 8–10, 11–14
	(ii)	save presentations incorporating advanced features.	Narrative: Pg. 370–380 Section 9.2 Adding Transitions and Animations Activity: Pg. 372–373 Hands-on Example 9.2.1; Pg. 374 Hands-on Example 9.2.2; Pg. 375–376 Hands-on Example 9.2.3; Pg. 377 Hands-on Example 9.2.4; Pg. 378–379 Hands-on Example 9.2.5; Pg. 380–381 Hands-on Example 9.2.6; Pg. 381 Check Your Understanding #1–5; Pg. 395 Chapter 9 Test #3–5, 8–10, 11–14
	(iii)	edit presentations incorporating advanced features.	Narrative: Pg. 370–380 Section 9.2 Adding Transitions and Animations Activity: Pg. 372–373 Hands-on Example 9.2.1; Pg. 374

			Hands-on Example 9.2.2; Pg. 375–376 Hands-on Example 9.2.3; Pg. 377 Hands-on Example 9.2.4; Pg. 378–379 Hands-on Example 9.2.5; Pg. 380–381 Hands-on Example 9.2.6; Pg. 381 Check Your Understanding #1–5; Pg. 395 Chapter 9 Test #3–5, 8–10, 11–14
	(iv)	produce presentations incorporating advanced features.	Narrative: Pg. 370–380 Section 9.2 Adding Transitions and Animations Activity: Pg. 372–373 Hands-on Example 9.2.1; Pg. 374 Hands-on Example 9.2.2; Pg. 375–376 Hands-on Example 9.2.3; Pg. 377 Hands-on Example 9.2.4; Pg. 378–379 Hands-on Example 9.2.5; Pg. 380–381 Hands-on Example 9.2.6; Pg. 381 Check Your Understanding #1–5; Pg. 395 Chapter 9 Test #3–5, 8–10, 11–14
Standard (12) The student applies design and web publishing techniques. The student is expected to:			
(A)	identify the terminology associated with web page development and interactive media;		
	(i)	identify the terminology associated with web page development;	Narrative: Pg. 533–549 Section 13.2 Creating for the Web Activity: Pg. 540–541 Hands-on Example 13.2.2; Pg. 545 Hands-on Example 13.2.3; Pg. 548 Hands-on Example 13.2.4; Pg. 549 Check Your Understanding #1–5; Pg. 550–551 Chapter 13 Test #4, 5, 9, 10; Pg. 551–552 Application and Extension of Knowledge #3, 4, 5
	(ii)	identify the terminology associated with interactive media;	Narrative: Pg. 537–547 HTML Activity: Pg. 548 Hands-on Example 13.2.4; Pg. 549 Check Your Understanding #2, 3, 4
(B)	identify and explain design elements such as typeface, color, shape, texture, space and form;		
	(i)	identify design elements;	Narrative: Pg. 534–535 Designing for the Web Activity: Pg. 536–537 Hands-on Example 13.2.1; Pg. 549 Check Your Understanding #1; Pg. 551 Application and Extension of Knowledge #3; Pg. 553 Teamwork
	(ii)	explain design elements;	Narrative: Pg. 534–535 Designing for the Web Activity: Pg. 536–537 Hands-on Example 13.2.1; Pg. 549 Check Your Understanding #1; Pg. 551 Application and Extension of Knowledge #3; Pg. 553 Teamwork
(C)	identify and explain design principles such as unity, harmony, balance, scale and contrast;		
	(i)	identify design principles;	Narrative: Pg. 534–535 Designing for the Web Activity: Pg. 536–537 Hands-on Example 13.2.1; Pg. 549 Check Your Understanding #1; Pg. 551 Application and Extension of Knowledge #3; Pg. 553 Teamwork
	(ii)	explain design principles;	Narrative: Pg. 534–535 Designing for the Web Activity: Pg. 536–537 Hands-on Example 13.2.1; Pg. 549 Check Your Understanding #1; Pg. 551 Application and Extension of Knowledge #3; Pg. 553 Teamwork
(D)	identify and explain common elements of Hyper Text Markup Language (HTML) such as tags, style sheets, and hyperlinks; and		
	(i)	identify common elements of HTML;	Narrative: Pg. 537–549 HTML Activity: Pg. 540–541 Hands-on Example 13.2.2; Pg. 545 Hands-on Example 13.2.3; Pg. 548 Hands-on Example 13.2.4; Pg. 549 Check Your Understanding #1–5; Pg. 550–551 Chapter 13 Test #4, 5, 9, 10; Pg. 551–552 Application and Extension of Knowledge #3, 4, 5
	(ii)	explain common elements of HTML; and	Narrative: Pg. 537–549 HTML Activity: Pg. 540–541 Hands-on Example 13.2.2; Pg. 545 Hands-on Example 13.2.3; Pg. 548 Hands-on Example 13.2.4; Pg. 549 Check Your Understanding #1–5; Pg. 550–551 Chapter 13 Test #4, 5, 9, 10; Pg. 551–552 Application and Extension of Knowledge #3, 4, 5
(E) (i)	create a web page containing links, graphics, and text using		Narrative: Pg. 537–549 HTML

	appropriate design principles.	Activity: Pg. 540–541 Hands-on Example 13.2.2; Pg. 545 Hands-on Example 13.2.3; Pg. 548 Hands-on Example 13.2.4; Pg. 549 Check Your Understanding #1–5; Pg. 550–551 Chapter 13 Test #4, 5, 9, 10; Pg. 551–552 Application and Extension of Knowledge #3, 4, 5
Standard (13) The student understands and demonstrates legal and ethical procedures as they apply to the use of information technology. The student is expected to:		
(A)	explain and demonstrate ethical use of technology and online resources;	
	(i) explain ethical use of technology;	Narrative: Pg. 336–340 Software Piracy; Pg. 531–532 Ethical Use of the Internet; Pg. 659–660 Ethical Behavior in Cyberspace Activity: Pg. 339 Hands-on Example 8.3.1; Pg. 341 Check Your Understanding #3, 4; Pg. 343 Chapter 8 Test #5, 9, 10; Pg. 532 Hands-on Example 13.1.3; Pg. 532 Check Your Understanding #5; Pg. 661 Check Your Understanding #4, 5; Pg. 679 Chapter 16 Test #8
	(ii) explain ethical use of online resources;	Narrative: Pg. 336–340 Software Piracy; Pg. 531–532 Ethical Use of the Internet; Pg. 659–660 Ethical Behavior in Cyberspace Activity: Pg. 339 Hands-on Example 8.3.1; Pg. 341 Check Your Understanding #3, 4; Pg. 343 Chapter 8 Test #5, 9, 10; Pg. 532 Hands-on Example 13.1.3; Pg. 532 Check Your Understanding #5; Pg. 661 Check Your Understanding #4, 5; Pg. 679 Chapter 16 Test #8
	(iii) demonstrate ethical use of technology;	Narrative: Pg. 336–340 Software Piracy Activity: Pg. 339 Hands-on Example 8.3.1; Pg. 341 Check Your Understanding #3, 4; Pg. 343 Chapter 8 Test #9, 10
	(iv) demonstrate ethical use of online resources;	Narrative: Pg. 336–340 Software Piracy; Pg. 531–532 Ethical Use of the Internet; Pg. 659–660 Ethical Behavior in Cyberspace Activity: Pg. 339 Hands-on Example 8.3.1; Pg. 341 Check Your Understanding #3, 4; Pg. 343 Chapter 8 Test #5, 9, 10; Pg. 532 Hands-on Example 13.1.3; Pg. 551 Application and Extension of Knowledge #3; Pg. 681 Internet Research: Internet Security and Ethical Use
(B) (i)	adhere to intellectual property laws;	Narrative: Pg. 335–336 Intellectual Property Activity: Pg. 341 Check Your Understanding #1, 2; Pg. 343 Chapter 8 Test #5, 9
(C)	explain the concept of intellectual property laws, including copyright, trademarks and patents and consequences of violating each type of law;	
	(i) explain the concept of intellectual property laws, including copyright;	Narrative: Pg. 335–336 Copyright Activity: Pg. 341 Check Your Understanding #1, 2; Pg. 343 Chapter 8 Test #5, 15
	(ii) explain the concept of intellectual property laws, including trademarks;	Narrative: Pg. 336 Trademark Activity: Pg. 341 Check Your Understanding #1; Pg. 343 Chapter 8 Test #5, 9; Pg. 344 Application and Extension of Knowledge #4
	(iii) explain the concept of intellectual property laws, including patents;	Narrative: Pg. 336 Patents Activity: Pg. 341 Check Your Understanding #1; Pg. 343 Chapter 8 Test #5, 9; Pg. 344 Application and Extension of Knowledge #4
	(iv) explain the consequences of violating [copyright] law;	Narrative: Pg. 335–336 Copyright Activity: Pg. 341 Check Your Understanding #1, 2; Pg. 343 Chapter 8 Test #5, 15; Pg. 344 Application and Extension of Knowledge #4
	(v) explain the consequences of violating [trademark] law;	Narrative: Pg. 336 Trademark Activity: Pg. 341 Check Your Understanding #1; Pg. 343

			Chapter 8 Test #5, 9; Pg. 344 Application and Extension of Knowledge #4
	(vi)	explain the consequences of violating [patent] law;	Narrative: Pg. 336 Patents Activity: Pg. 341 Check Your Understanding #1; Pg. 343 Chapter 8 Test #5, 9; Pg. 344 Application and Extension of Knowledge #4
(D) (i)		examine the consequences of plagiarism;	Narrative: Pg. 338 Plagiarism Activity: Pg. 341 Check Your Understanding #4; Pg. 343 Chapter 8 Test #5, 9, 15
(E)	identify and explain unethical practices such as hacking, online piracy, and data vandalism; and		
	(i)	identify unethical practices;	Narrative: Pg. 639–644 Computer Threats; Pg. 648 Defending Against Cyber Attacks; Pg. 650–660 Section 16.2 Identity Protection and Ethical Behavior Activity: Pg. 644 Hands-on Example 16.1.1; Pg. 648–649 Hands-on Example 16.1.2; Pg. 649 Check Your Understanding #1, 2; Pg. 652 Hands-on Example 16.2.1; Pg. 661 Hands-on Example 16.2.2; Pg. 661 Check Your Understanding #1; Pg. 679–680 Chapter 16 Test #1, 2, 3, 12, 13, 15
	(ii)	explain unethical practices; and	Narrative: Pg. 639–644 Computer Threats; Pg. 648 Defending Against Cyber Attacks; Pg. 650–660 Section 16.2 Identity Protection and Ethical Behavior Activity: Pg. 644 Hands-on Example 16.1.1; Pg. 648–649 Hands-on Example 16.1.2; Pg. 649 Check Your Understanding #1, 2; Pg. 652 Hands-on Example 16.2.1; Pg. 661 Hands-on Example 16.2.2; Pg. 661 Check Your Understanding #1; Pg. 679–680 Chapter 16 Test #1, 2, 3, 12, 13, 15
(F) (i)		demonstrate ethical use of online resources, including citation of source.	Narrative: Pg. 531–532 Ethical Use of the Internet; Pg. 659–660 Ethical Behavior in Cyberspace Activity: Pg. 532 Hands-on Example 13.1.3; Pg. 532 Check Your Understanding #5; Pg. 661 Check Your Understanding #4, 5; Pg. 679 Chapter 16 Test #8