

# Computer Applications Correlation to: *Virginia – Computer Information Systems - 6612*

## Foundation Units

Intro to ITcenter21: Computer Applications  
Using Computers  
Ethics  
Web Research  
Computer Basics I  
Computer Basics II  
IT History  
IT In Our Lives  
IT Careers  
Applications, Resumes, and Interviews  
Troubleshooting and Maintenance I  
Troubleshooting and Maintenance II

## Skills Units

Database Skills  
Desktop Publishing Skills  
Presentation Skills  
Spreadsheet Skills  
Web Publishing Skills  
Word Processing Skills  
Merge Skills  
Integration Skills

## Project Units

Database Project  
Desktop Publishing Project  
Presentation Project  
Spreadsheet Project  
Web Publishing Project  
Word Processing Project

## Integration Projects

Integration Project 1: Spreadsheet, Word Processing and Presentation  
Integration Project 2: Spreadsheet, Word Processing and Presentation  
Integration Project 3: Spreadsheet, Word Processing and Database  
Integration Project 4: Open-Ended



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## Overview

This document demonstrates the correlation between the ITcenter21: Computer Applications curriculum supplied by Applied Educational Systems and the *Computer Information Systems 6612*, published by the Virginia Department of Education. The units are listed by unit type across the top row of the chart. The checkmarks in the second column indicate that the standard is covered as part of the ITcenter21: Computer Applications course. The X's marked in the remaining columns show which standards are covered by specific units.

Source for standards listed on the following pages:

Virginia Department of Education. Computer Information Systems 6612. 2005.  
<[http://www.cteresource.org/VERSO/Computer%20Information%20Systems%2006-04/tasklist\\_html/index\\_html#6612](http://www.cteresource.org/VERSO/Computer%20Information%20Systems%2006-04/tasklist_html/index_html#6612)>.

## Recommended Course Sequence

Computer Applications First Semester	Curriculum Hours
<b>Computer Applications Core Units</b>	
Intro to ITcenter21: Computer Applications	2.0
Using Computers	2.0
Ethics	6.0
Computer Basics I	3.0
Web Research	10.0
Word Processing Skills	10.0
Word Processing Project	5.0
Computer Basics II	3.0
Spreadsheet Skills	10.0
Spreadsheet Project	5.0
IT History*	3.0
Presentation Skills	10.0
Presentation Project	5.0
IT In Our Lives*	3.0
Desktop Publishing Skills	10.0
Desktop Publishing Project	5.0
IT Careers*	3.0
<b>Resource Units</b>	
Digital Scanner Resource	0.0
Digital Camera Resource	0.0
<b>Exam Units</b>	
Ethics Exam	0.5
Web Research Exam	0.5
Word Processing Exam	0.5
Presentation Exam	0.5
Desktop Publishing Exam	0.5
<b>Curriculum Hours, First Semester</b>	<b>98.0</b>

Computer Applications Second Semester	Curriculum Hours
<b>Computer Applications Core Units</b>	
Integration Skills	5.0
Integration Project 1: Spreadsheet, Word Processing and Presentation	15.0
Database Skills	10.0
Database Project	5.0
Applications, Resumes, and Interviews*	3.0
Web Publishing Skills	10.0
Web Publishing Project	5.0
Troubleshooting and Maintenance I	3.0
Integration Project 2: Spreadsheet, Word Processing and Presentation	15.0
Merge Skills	2.0
Integration Project 3: Spreadsheet, Word Processing and Presentation	15.0
Troubleshooting and Maintenance II	2.0
Integration Project 4: Open-Ended ( <i>teacher sets problem context</i> )	15.0
<b>Resource Units</b>	
Digital Scanner Resource	0.0
Digital Camera Resource	0.0
<b>Exam Units</b>	
Database Exam	0.5
Web Publishing Exam	0.5
<b>Curriculum Hours, Second Semester</b>	<b>107.00</b>
<p>* Based on curriculum options, these units may range from one to three curriculum hours.                      NOTE: A "curriculum hour" is equal to approximately 45 minutes of instruction.</p>	



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		Intro to IT21 Comp Applications	Using Computers	Ethics	Web Research	Computer Basics I	Computer Basics II	IT History	IT In Our Lives	IT Careers	Applications, Resumes & Interviews	Troubleshooting & Maintenance I	Troubleshooting & Maintenance II	Database Skills	Desktop Publishing Skills	Presentation Skills	Spreadsheet Skills	Web Publishing Skills	Word Processing Skills	Integration Skills	Merge Skills	Database Project	Desktop Publishing Project	Presentation Project	Spreadsheet Project	Web Publishing Project	Word Processing Project	1: Spread., Word Proc., & Present.	2: Spread., Word Proc., & Present.	3: Spread., Word Proc. & Database	4: Open-Ended						
BUS6612.012 Investigate physical and logical security issues related to Internet technology (e.g., viruses, firewalls, spam, system backup, passwords).	✓			X								X																									
BUS6612.013 Investigate computer crimes and privacy issues related to Internet use.	✓			X																																	
<b>Managing Computer Systems</b>																																					
BUS6612.014 Maintain workstation, equipment, software, and supplies.	✓											X																									
BUS6612.015 Obtain assistance via electronic and hard-copy references and documentation.	✓												X																								
BUS6612.016 Troubleshoot hardware problems (e.g., power supply, network and peripheral connections, printer malfunctions).	✓												X																								
BUS6612.017 Identify components of the user interface (e.g., menus, toolbars, icons).	✓	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
BUS6612.018 Manage the desktop environment (e.g., creating shortcuts/aliases).	✓		X									X																									
BUS6612.019 Manage files and directories (in networked and stand-alone environments).	✓	X	X	X			X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
BUS6612.020 Backup/restore programs and data files.	✓		X										X																								
BUS6612.021 Scan disks for virus detection, and disinfect as needed.	✓												X																								
BUS6612.022 Describe the steps to install and delete software.	✓											X	X																								

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BUS6612.023 Operate peripherals (e.g., zip drive, scanner, digital camera, fax machine, modem, CD/DVD burner, USB devices, LCD projector).	✓	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
BUS6612.024 Identify safety precautions and devices (e.g., surge protectors, anti-static mats and pads, power plugs, and UPS systems) associated with computer use.	✓										X																				
<b>Producing Word Processing Documents</b>																															
BUS6612.025 Differentiate among a variety of word processing programs.																															
BUS6612.026 Compose a variety of documents (e.g., letters, memoranda, reports, newsletters, tables, and brochures).	✓		X														X								X	X	X	X	X		
BUS6612.027 Use word processing programs to perform desktop publishing functions (e.g., to create brochures, pamphlets, flyers, newsletters).	✓																X														
BUS6612.028 Proofread and edit documents.	✓		X														X							X	X	X	X	X			
BUS6612.029 Enhance layout of documents by using formatting features.	✓																X								X	X	X	X	X		
BUS6612.030 Import graphics, using a variety of tools (e.g., from file, scanner, digital camera) and sources.	✓																X								X	X	X	X	X		
BUS6612.031 Analyze and use writing tools (e.g., speller, thesaurus, grammar check, comparison tools).	✓		X				X	X									X							X	X	X	X	X			
BUS6612.032 Utilize intermediate word processing operations (e.g., merge, macros, template wizards).	✓																X								X	X	X	X	X		
BUS6612.033 Integrate databases, graphics, and spreadsheets into a word-processed document.	✓																X										X	X	X	X	



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BUS6612.045 Edit a database file.	✓												X								X								X	X	
BUS6612.046 Sort and index databases.	✓												X								X								X	X	
BUS6612.047 Create and run queries to access information.	✓												X								X								X	X	
BUS6612.048 Generate reports and forms.	✓												X								X								X	X	
BUS6612.049 Enhance reports using formatting features and graphics.	✓												X								X								X	X	
BUS6612.050 Integrate information into word processing and spreadsheet applications.	✓												X						X								X	X	X	X	
<b>Developing Multimedia Presentations</b>																															
BUS6612.051 Identify the components of an effective presentation.	✓														X							X						X	X		X
BUS6612.052 Describe various output options from presentation software (e.g., slide show, transparencies, slide handout, streaming, smartboards).	✓							X							X							X					X	X		X	
BUS6612.053 Research and organize information for a multimedia presentation.	✓														X							X					X	X		X	
BUS6612.054 Plan and build a multimedia presentation.	✓														X							X					X	X		X	
BUS6612.055 Proofread and edit a multimedia presentation.	✓														X							X					X	X		X	
BUS6612.056 Access the drawing toolbar to create and edit objects (e.g., fills, borders, lines).	✓														X							X					X	X		X	

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BUS6612.057 Enhance a multimedia presentation with specialized features (e.g., color, transitions, backgrounds, graphics, charts, graphs).	✓														X													X	X		X
BUS6612.058 Integrate a variety of software applications into a multimedia presentation.	✓														X				X									X	X		X
BUS6612.059 Deliver a multimedia presentation according to the principles of effective communication.	✓							X																				X	X		X
BUS6612.060 Critique the clarity and effectiveness of multimedia presentations.	✓														X													X	X		X
<b>Communicating through Technology</b>																															
BUS6612.061 Identify various telecommunication devices/methods (e.g., modems, answering machines, voice mail, fax machines, Web cams, e-mail, wireless, Voice Over IP).	✓			X																											
BUS6612.062 Describe features of local area networks and wide area networks.	✓			X																											
BUS6612.063 Describe how the Internet works (e.g., network structures, devices and components, protocols, ISPs, online services).	✓			X	X																										
BUS6612.064 Explore uses of the Internet in business applications.	✓	X		X				X									X														
BUS6612.065 Incorporate information from the World Wide Web into a business project.	✓																											X	X	X	X
BUS6612.066 Create a Web site using Web page design software.	✓															X												X	X	X	X

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BUS6612.067 Describe Internet services (e.g., e-mail, FTP, newsgroups).	✓			X													X																	
BUS6612.068 Describe the uses of electronic commerce (e-commerce).	✓	X			X			X									X																	
BUS6612.069 Explore trends in emerging communications technology and information processing.	✓			X				X			X	X																						
<b>Preparing for Industry Certification</b>																																		
BUS6612.070 Describe the process and requirements for obtaining industry certifications related to the Computer Information Systems course.																																		
BUS6612.071 Identify testing skills/strategies for certification examination.																																		
BUS6612.072 Demonstrate ability to successfully complete selected practice examinations (e.g., practice questions similar to those on certification exams).																																		
<b>Developing Employability Skills</b>																																		
BUS6612.073 Identify the purposes and goals of the student organization.	✓																																X	
BUS6612.074 Participate in course activities sponsored by the student organization (e.g., meetings, programs, projects).	✓																															X		
BUS6612.075 Research career opportunities.	✓								X	X																								
BUS6612.076 Develop/update résumé.	✓									X								X																
BUS6612.077 Compose letter of application.	✓									X																								

