

Introduction to Computers and IT Correlation to: ***California: Challenge Standards for Student Success; Career Preparation – Business Education***

Instructional Content Areas (Units)

IT Introduction Unit

Computer Research

Multimedia Presentations

Telecommunications and Ethics

IT In Our Lives

Information Management and Evaluation

Desktop Publishing

IT History

Word Processing

Basic Computer Functions

Computer Graphics

IT Careers

Spreadsheets

Troubleshooting and Maintenance

Databases

Web Publishing



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Overview

This document demonstrates the correlation between the ITcenter21 curriculum supplied by Applied Educational Systems and the *Challenge Standards for Student Success; Career Preparation – Business Education* published by the California Department of Education. The ITcenter21 (IT21) units are listed across the top row. A partial list of the Challenge Standards are shown in the first column. The checkmarks in the second column indicate that the standard is covered as part of the IT21 course. The X's marked in the remaining columns show where the standard is covered in the IT21 curriculum.

Source for standards listed on the following pages:

Challenge Standards for Student Success; Career Preparation – Business Education
California Department of Education
721 Capitol Mall, Sacramento, CA

Challenge Standards for Student Success; Career Preparation – Business Education	ITcenter21 Course	IT Introduction Unit	Computer Research	Multimedia Presentations	Telecommun. & Ethics	IT In Our Lives	Info. Mgmt & Evaluation	Desktop Publishing	IT History	Word processing	Basic Comp. Func.	Computer Graphics	IT Careers	Spreadsheets	Troubleshooting	Databases	Web Publishing
1.1 Business Communications (C): Students will understand communications as applied to personal and professional situations. They will demonstrate competency by selecting and using appropriate forms of communications in a variety of situations.																	
1.1.1 Diversity—demonstrate the ability to work and communicate effectively with persons of different ethnicities and culturally diverse backgrounds.	✓	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
1.1.2 Effectiveness—compose oral and written business communications that demonstrate the use of critical thinking, decision making and problem solving skills.	✓			X	X	X		X	X				X				
1.1.3 Ethics—discuss ethics and the need for confidentiality, loyalty, integrity and honesty in communicating with business associates.	✓				X												
1.1.4 Methods of Communication—demonstrate the use of various methods of communications; research, compose and orally present information using appropriate technology.	✓			X	X	X	X	X	X	X		X		X			X
1.1.5 Nonverbal Communications—identify and use nonverbal communications in a group activity.																	
1.1.6 Oral Communications—orally present information using appropriate language, style and format; utilize different communication techniques to address the intended audience appropriately.	✓					X											
1.1.7 Systems—use systems thinking to discuss the impact of cultural, organizational, technological and behavioral characteristics on the selection of communication strategies and method.	✓			X	X												
1.2 Business Environment (C): Students will understand the development and structure of business environments. They will demonstrate competency by identifying the dynamic components of business structure and its relationship to the global business environment.																	

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1.3 Career Preparation, Job Acquisition and Retention (C): Students will understand the career preparation and job acquisition skills required for employment, professional growth, and employment transitions in the field of business occupations. They will demonstrate competency by researching career options, applying job acquisition skills, preparing job search documentation, and modeling appropriate workplace demeanor.																	
1.3.1 Career Exploration—explore career opportunities and projected trends; investigate required education, training and experience; and develop an individual education plan for life long learning.	✓												X				
1.3.2 Employment Transitions—analyze the effects of job changes, including the impact of unemployment.	✓																
1.3.3 Goal Setting—identify steps for setting goals and write personal goals and objectives.																	
1.3.4 Interest Assessment—examine aptitudes related to career options; relate personal characteristics and interests to educational and occupational opportunities.	✓												X				
1.3.5 Job Acquisition—develop job acquisition documents and interview skills.																	
1.3.6 Job Retention—identify appropriate work attitudes and behaviors.																	
1.4 Economics and Financial Concepts (C): Students will understand the impact of global and domestic businesses, financial concepts, and integrated business models. They will demonstrate competency by using appropriate technology and other resources to solve business problems.																	
1.5 Employability Skills (C): Students will understand the factors essential to a productive workforce in a culturally diverse global environment. They will demonstrate competency by identifying the skills which positively affect productivity.																	
1.5.1 Adapting to Change—provide a workplace example of a constantly changing environment and discuss how employees should incorporate lifelong learning as a career goal.	✓					X							X				

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1.5.2 Conflict Resolution-demonstrate skills necessary to resolve disagreements in a professional manner.																	
1.5.3 Diversity-describe and compare cultural differences as related to work styles.																	
1.5.4 Occupational Safety-discuss safety practices and develop a plan to maintain a work environment in a safe and secure manner.	✓				X												
1.5.5 Positive Attitude-role play a work situation to demonstrate positive working relationships with customers, employers and employees.	✓				X							X		X			
1.5.6 Teamwork-develop the ability to work in teams by participating in group activities.	✓					X			X				X				
1.5.7 Time Management-prioritize work to fulfill responsibilities, meet deadlines, and achieve personal satisfaction.	✓			X				X		X		X		X			X
1.5.8 Work Ethics-define ethics and explain how standards and scruples affect human relations.	✓				X												
1.6 Information Technologies (C): Students will understand technology used in business. They will demonstrate competency by utilizing technology to access, manipulate, and produce information.																	
1.6.1 Applications-utilize a variety of software programs to manipulate, analyze and produce data.	✓		X											X		X	
1.6.2 Computer Operations-demonstrate proper use and care of equipment.	✓	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
1.6.3 Document Processing-create, format and produce documents.	✓				X			X	X	X		X	X				X
1.6.4 Global Communications-discuss the skills necessary for communicating in an international, pluralistic business environment.	✓		X														X
1.6.5 Information Resources-use electronic media, manuals, and tutorials as resources to access information.	✓	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
1.6.6 Presentation-develop and produce presentations utilizing electronic media.	✓			X		X											
1.6.7 Problem Solving-solve problems effectively by utilizing appropriate technology.	✓		X	X	X		X	X		X	X	X		X	X	X	X
1.6.8 Social Issues-discuss the technological issues of ethics and etiquette as they relate to emerging technologies and the impact on society.	✓				X												

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1.6.9 Technology Innovations—examine the role of technology in future business applications.	✓					X							X				
1.6.10 Telecommunications—use technology to transmit and receive information.	✓		X		X	X			X	X			X				X
1.7 Leadership Development (C): Students will understand the personal qualities that are the basis for developing leadership skills. They will demonstrate competency by identifying and using leadership skills in a variety of individual and group work situations.																	
1.7.1 Communications—select and use modes of communications appropriate to various employee/employer situations.	✓			X	X	X		X	X	X		X	X	X			X
1.7.2 Decision Making—apply a rational decision-making process to solve common business problems in a dynamic environment.	✓													X	X	X	
1.7.3 Ethics—identify ethical considerations in the workplace and demonstrate appropriate behavior in a business setting.	✓				X												
1.7.4 Motivation—demonstrate self-motivation and use motivation techniques in classroom and small group situations.	✓	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
1.7.5 Personal Qualities—describe personal qualities such as integrity, loyalty, honesty and self esteem; discuss their importance in being an effective leader and team member.																	
1.7.6 Planning—identify the steps necessary to produce desired results and effect change.																	