

Introduction to Computers and IT Correlation to: *Georgia – Middle School Business and Information Technology*

Instructional Content Areas

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
Resource Unit



APPLIED EDUCATIONAL SYSTEMS, Inc.

(800) 220-2175

www.aeseducation.com

Overview

This document demonstrates the correlation between the *ITcenter21: Introduction to Computers and IT* curriculum supplied by Applied Educational Systems and the *Middle School Business and Information Technology Standards* published by the Georgia Department of Education. The document includes four sections, one for each of the middle school courses.

07.08200 Middle School Keyboarding	Page 3
07.08300 Sixth Grade Computer Applications	Page 6
07.08300 Seventh Grade Computer Applications	Page 9
07.08400 Eight Grade Essential Skills For Business	Page 12

The *ITcenter21: Introduction to Computers and IT* (IT21: Intro) units are listed across the top row. The checkmarks in the second column indicate that the standard is covered as part of the IT21: Intro course. The X's marked in the remaining columns show where the standard is covered in the IT21: Intro curriculum.

Source for standards listed on the following pages:

Georgia Department of Education. 2004. Business and Information Technology. *Proposed Course Changes for Middle School Business and Information Technology*. Atlanta.

<p style="text-align: center;">07.08200 Middle School Keyboarding</p>	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	Resource Unit
FUNDAMENTAL OPERATIONS AND CONCEPTS																		
1. Identify computer system components.	✓										X							
2. Analyze the relationships among input, processing, output and storage components.	✓										X							
3. Discuss the relationships between hardware and software.	✓										X							
4. Perform basic file management procedures.	✓	X							X									X
KEYBOARDING																		
5. Develop and refine touch-keyboarding skills for acceptable speed and accuracy levels that adhere to principles of repetitive strain avoidance using an alphanumeric keyboard and ten-key numeric pad.	✓	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
6. Demonstrate the safe and appropriate use of the keyboard and keyboarding techniques.	✓	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
WORD PROCESSING																		
7. Identify and define word processing software features and terminology.	✓									X								
8. Perform basic functions and commands of word processing.	✓					X		X	X		X	X						
9. Key and format simple documents using word processing software.	✓					X		X	X		X	X						
COMMUNICATION SKILLS																		
10. Review and apply grammatical rules.	✓			X		X		X	X	X		X	X				X	
11. Identify errors using proofreader's marks.																		
12. Proofread and edit documents for spelling, punctuation, capitalization, and grammar errors.	✓			X		X	X	X	X	X		X	X				X	

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13. Compose in appropriate formats coherent business messages, instructions, descriptions, summaries, and reports using word processing software.	✓			X	X	X	X	X	X	X		X	X				X	
IMPACT ON SOCIETY																		
14. Identify the potential societal effect of widespread reliance on information technology.	✓					X	X		X				X					
15. Evaluate the impact and consequences of technological solutions.	✓			X	X	X	X	X	X	X			X	X		X	X	
INTERNET SAFETY																		
16. Explain the strategies for Internet safety and the importance of not releasing personal information to strangers/Internet friends.	✓			X														
17. Evaluate web sites to determine the accuracy of information and images.	✓					X	X	X					X					
CORE CONNECTIONS																		
18. Apply word processing features to real world applications.	✓						X		X	X		X	X					
19. Demonstrate an understanding of copyright by citing sources of copyrighted materials for all types of data.	✓		X			X			X	X			X					
20. Explore the historical impact of technology on society.	✓								X									
21. Research, create, publish, and present projects related to content areas using a variety of technological tools.	✓			X		X		X	X	X		X	X	X		X	X	X
LEADERSHIP SKILLS																		
22. Explain the value of leadership skills.																		
23. Demonstrate effective teamwork.	✓									X								
24. Identify the goals and principles of student organizations.																		

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KEYBOARDING																		
1. Develop proper input techniques (e.g. keyboarding, scanning, speech recognition, handwriting recognition, and the use of a touch screen or mouse), including safety methods to avoid repetitive strain injury.	✓	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
WORD PROCESSING																		
2. Identify word processing features and commands.	✓									X								
3. Apply basic features and commands of word processing software to business documents.	✓									X								
4. Key documents using word processing software and features.	✓					X		X	X	X		X	X					
5. Format, save, open, and print business documents.	✓									X								
DESKTOP PUBLISHING																		
6. Identify desktop publishing features and commands.	✓							X										
7. Apply design and layout principles to publications.	✓							X				X						
8. Import and modify text, charts, and graphics.	✓							X				X						
9. Design and publish customized publications.	✓							X										
COMMUNICATION SKILLS																		
10. Review and apply grammatical rules.	✓			X		X		X	X	X		X	X				X	
11. Identify errors using proofreader's marks.																		
12. Proofread and edit documents for spelling, punctuation, capitalization, and grammar errors.	✓			X		X	X	X	X	X		X	X				X	

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13. Compose in appropriate formats coherent business messages, instructions, descriptions, summaries, and reports using word processing software.	✓			X		X	X	X	X	X		X	X				X	
PRESENTATIONS																		
14. Identify and define presentation features and terminology	✓			X		X												
15. Apply design and layout principles to presentations.	✓			X		X												
16. Enhance presentations using advanced features.	✓			X		X												
17. Develop effective communication skills using written and oral presentation methods.	✓			X		X												
IMPACT ON SOCIETY																		
18. Explain appropriate and ethical behavior relating to information and information technology.	✓				X													
19. Identify the potential societal effect of widespread reliance on information technology.	✓					X	X		X				X					
20. Evaluate the impact and consequences of technological solutions.	✓			X	X	X	X	X	X	X			X	X		X	X	
21. Identify and explain property, privacy, access, and accuracy issues pertaining to information technology, including the impact of these issues on individuals and organizations.	✓				X	X												
INTERNET SAFETY																		
22. Explain the strategies for Internet safety and the importance of not releasing personal information to strangers/Internet friends.	✓				X													
23. Evaluate web sites to determine the accuracy of information and images.	✓					X	X		X				X					
24. Demonstrate an understanding and application of federal and state laws that apply to safety and security, including laws pertaining to computer crime, fraud and abuse.																		

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CORE CONNECTIONS																		
25. Apply word processing features to real world applications.	✓						X		X	X		X	X					
26. Demonstrate an understanding of copyright by citing sources of copyrighted materials for all types of data.	✓		X			X			X	X			X					
27. Explore the historical impact of technology on society.	✓								X									
28. Research, create, publish, and present projects related to content areas using a variety of technological tools.	✓			X		X		X	X	X		X	X	X		X	X	X
LEADERSHIP SKILLS																		
29. Explain the value of leadership skills.																		
30. Demonstrate effective teamwork.	✓									X								
31. Identify the goals and principles of student organizations.																		

<p style="text-align: center;">07.08400 Seventh Grade Computer Applications</p>	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	Resource Unit
KEYBOARDING																		
1. Develop proper input techniques (e.g. keyboarding, scanning, speech recognition, handwriting recognition, and the use of a touch screen or mouse), including safety methods to avoid repetitive strain injury.	✓	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2. Refine word processing skills.	✓						X		X	X		X	X					
DATABASE MANAGEMENT SYSTEMS																		
3. Identify and define database software components and terminology.	✓															X		
4. Identify the variety of data types that are stored in database management systems.	✓															X		
5. Enter data and edit fields and records.	✓															X		
6. Sort and retrieve data from databases.	✓															X		
7. Organize and present the results of data retrieval through reports.	✓															X		
SPREADSHEETS																		
8. Identify and define spreadsheet software components and terminology.	✓													X				
9. Create and navigate through a worksheet.	✓													X				
10. Format spreadsheets using basic formatting features.	✓													X				
11. Save, open, and print a spreadsheet document.	✓													X				
12. Uses formulas and functions to solve mathematical problems.	✓													X				
13. Create graphical representation (chart/graph) of numerical/scientific data.	✓													X				

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IMPACT ON SOCIETY																		
14. Explain appropriate and ethical behavior relating to information and information technology.	✓				X													
15. Identify the potential societal effect of widespread reliance on information technology.	✓					X	X		X				X					
16. Evaluate the impact and consequences of technological solutions.	✓			X	X	X	X	X	X	X			X	X		X	X	
17. Identify and explain property, privacy, access, and accuracy issues pertaining to information technology, including the impact of these issues on individuals and organizations.	✓				X													
INTERNET SAFETY																		
18. Explain the strategies for Internet safety and the important of not releasing personal information to strangers/Internet friends.	✓				X													
19. Evaluate web sites to determine the accuracy of information and images.	✓					X	X		X				X					
20. Demonstrate and explain the legal and ethical behaviors and consequences of illegal and unethical use of information technology.	✓			X														
21. Demonstrate an understanding and application of federal and state laws that apply to safety and security, including laws pertaining to computer crime, fraud and abuse.																		
CORE CONNECTIONS																		
22. Research, create, publish, and present projects related to content areas using a variety of technological tools.	✓			X		X		X	X	X		X	X	X		X	X	X
23. Demonstrate an understanding of copyright by citing sources of copyrighted materials for all types of data.	✓		X			X			X	X			X					
24. Explore the historical impact of technology on society.	✓								X									
25. Solve mathematical problems using productivity software.	✓													X				
26. Analyze scientific data using productivity software.																		

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LEADERSHIP SKILLS																		
27. Explain the value of leadership skills.																		
28. Demonstrate effective teamwork.	✓									X								
29. Identify the goals and principles of student organizations.																		

<p align="center">07.08500 Eight Grade - Essential Skills for Business</p>	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	Resource Unit
KEYBOARDING																		
1. Develop proper input techniques (e.g. keyboarding, scanning, speech recognition, handwriting recognition, and the use of a touch screen or mouse), including safety methods to avoid repetitive strain injury.	✓	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
CAREER DEVELOPMENT																		
2. Develop basic personal finance skills and apply to real world simulations.																		
3. Research consumer and employee issues and discuss financial and economic indicators for the individual and the workplace.	✓											X						
4. Explore career opportunities, including emerging workplace trends and issues, and international trends.	✓											X						
5. Assess personal strengths as they relate to career exploration and develop an individual career plan.																		
6. Model employability skills for obtaining a job.																		
ENTREPRENEURSHIP																		
7. Identify one's own personal traits that are typical characteristics of an entrepreneur.																		
8. Compare the costs and benefits of choosing to become an entrepreneur.																		
9. Differentiate between a manager and an entrepreneur.																		
10. Describe opportunities that led to the development of successful entrepreneurial endeavors.																		
11. Identify businesses that could be operated from an individual's home or on the Internet.																		
12. Utilize the problem-solving process to resolve a business problem.																		
ECONOMICS																		

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13. Analyze a decision in terms of marginal costs and marginal benefits.																		
14. Describe how a market economy resolves the problems of what, how and for whom to produce a product or service.																		
15. Explain the determinants of supply and demand.																		
16. Explain how supply and demand markets interact to determine price.																		
17. Describe the difference between fixed costs and variable costs.																		
18. Describe the impact of variable costs on pricing.																		
19. Evaluate short-term alternatives for a business to reach profitability																		
20. Explain why government plays a role in the market economy.																		
IMPACT ON SOCIETY																		
21. Explain appropriate and ethical behavior relating to information and information technology.	✓				X													
22. Identify the potential societal effect of widespread reliance on information technology.	✓					X	X		X				X					
23. Evaluate the impact and consequences of technological solutions.	✓			X	X	X	X	X	X	X			X	X		X	X	
24. Identify and explain property, privacy, access, and accuracy issues pertaining to information technology, including the impact of these issues on individuals and organizations.	✓				X	X												
INTERNET SAFETY																		
25. Explain the strategies for Internet safety and the importance of not releasing personal information to strangers/Internet friends.	✓				X													
26. Evaluate web sites to determine the accuracy of information and images.	✓					X	X		X				X					
27. Demonstrate and explain the legal and ethical behaviors and consequences of illegal and unethical use of information technology.	✓				X													

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28. Demonstrate an understanding and application of federal and state laws that apply to safety and security, including laws pertaining to computer crime, fraud and abuse.																		
CORE CONNECTIONS																		
29. Apply word processing, spreadsheet, presentation, database, and desktop publishing software to real world applications.	✓			X		X		X	X	X		X	X	X		X	X	
30. Research, create, publish, and present projects related to content areas using a variety of technological tools.	✓			X		X		X	X	X		X	X	X		X	X	X
31. Demonstrate an understanding of copyright by citing sources of copyrighted materials for all types of data.	✓		X			X			X	X			X					
32. Explore the historical impact of technology on society.	✓								X									
33. Solve mathematical problems using productivity software.	✓													X				
34. Analyze scientific data using productivity software.																		
LEADERSHIP SKILLS																		
35. Explain the value of leadership skills.																		
36. Demonstrate effective teamwork.	✓									X								
37. Identify the goals and principles of student organizations.																		