

# **ITcenter21: Introduction to Computers and IT Correlation to: *Kentucky – Computer Applications Skills Continuum for Jefferson County Middle Schools***

## **Instructional Content Areas (Modules)**

**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 *Computer Applications Skills Continuum* published by the Jefferson County Public Schools. The ITcenter21 (IT21) units are listed across the top row. 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:

<http://www.jefferson.k12.ky.us/continuum/mcontinuum.html>

Computer Applications Skills Continuum for Jefferson County Middle Schools	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
<b>KEYBOARDING</b>																	
KB-M-01 Keyboard accurately with a speed of 25 wpm																	
KB-M-02 Use correct finger positioning																	
<b>OPERATIONS AND CONCEPTS</b>																	
OC-M-01 Demonstrate knowledge of components and functions of a computer system	✓	X									X				X		
OC-M-02 Understand the uses of productivity tools	✓	X		X	X	X		X		X		X		X		X	X
OC-M-04 Save documents as a variety of file types	✓																X
OC-M-05 Navigate to save a file to different locations																	
OC-M-06 Navigate to open a file from different locations																	
OC-M-07 Use find/search to locate files																	
OC-M-08 Use software embedded help menus	✓							X		X			X			X	X
OC-M-09 Introduce wizards, assistants, and templates	✓													X		X	
OC-M-10 Utilize and Modify toolbars	✓			X				X		X		X		X		X	X
OC-M-11 Use spell check	✓			X		X	X	X	X	X		X	X				X
OC-M-12 Align clip art and graphics	✓			X				X		X		X					X
OC-M-13 Align text	✓							X		X		X					X
OC-M-14 Create headers and footers	✓							X		X							

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OC-M-15 Change page orientation	✓							X									
OC-M-16 Use basic troubleshooting techniques	✓													X			
<b>WORD PROCESSING</b>																	
WP-M-01 Set page margins	✓							X		X							
WP-M-02 Insert a changing date, time, or page number	✓									X							
WP-M-03 Format document with two or more columns	✓							X									
WP-M-04 Insert column breaks	✓							X									
WP-M-05 Use thesaurus	✓									X							
WP-M-06 Insert graphics/clip art as text or an object	✓							X		X	X					X	
WP-M-07 Format/align objects, graphics, clip art, and text	✓							X		X	X	X	X			X	
WP-M-08 Text Wrap/Wrapping	✓							X		X						X	
<b>DATABASES</b>																	
DB-M-01 Use different field/data types	✓															X	
DB-M-02 Automatically fill in data																	
DB-M-03 Create a simple find/query with one criteria	✓															X	
DB-M-04 Create a new columnar layout or report	✓															X	
DB-M-05 Modify database fields	✓															X	
DB-M-06 Use automatic features: wizards, templates, or assistants	✓															X	

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DB-M-07 Use logical search operators in a find	✓															X	
<b>SPREADSHEETS</b>																	
SS-M-01 Format cell attributes	✓													X			
SS-M-02 Format columns and row	✓													X			
SS-M-03 Insert, delete, and move cells, rows, or columns	✓													X			
SS-M-04 Use fill commands																	
SS-M-05 Copy and paste specific data	✓													X			
SS-M-06 Change display settings																	
SS-M-07 Sort data	✓													X			
SS-M-08 Use paste functions	✓													X			
SS-M-09 Create formulas	✓													X			
SS-M-10 Use chart options	✓													X			
SS-M-11 Resize charts	✓													X			
<b>ETHICAL AND LEGAL ISSUES</b>																	
EL-M-01 Recognize and practice safety procedures for virus protection	✓														X		
EL-M-02 Recognize the social and legal implications of viruses, hacking, offensive material, and vandalism	✓				X												
EL-M-03 Demonstrate knowledge of Freeware, Shareware, and Public Domain software																	
EL-M-04 Exhibit legal/ethical behaviors when using informational technology	✓	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

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EL-M-05 Demonstrate knowledge of Copyrighted Materials ©	✓		X														
EL-M-06 Demonstrate knowledge of software licensing																	
<b>TELECOMMUNICATIONS/INFORMATION RETRIEVAL</b>																	
TI-M-01 Sign and discuss the JCPSNet User Agreement Form																	
TI-M-02 Demonstrate knowledge of appropriate use of the Internet	✓		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
TI-M-03 Recognize parts of a URL	✓		X														
TI-M-04 Recognize the function of a proxy server to block or filter objectionable material																	
TI-M-05 Use keywords when searching	✓		X			X			X				X				
TI-M-06 Use Boolean Operators when searching	✓		X			X			X				X				
TI-M-07 Demonstrate knowledge of citing electronic resources	✓		X	X						X							
TI-M-08 Introduction to critiquing web resources for validity of information	✓						X										
TI-M-09 Able to read and send email	✓				X												