

ITcenter21: Introduction to Computers and IT Correlation to: *Mississippi Curriculum Framework for Computer Discovery (8th Grade)*

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



APPLIED EDUCATIONAL SYSTEMS, Inc.

(800) 220-2175

www.aeseducation.com

Computer Discovery (8th Grade) CIP: 00.0252	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
UNIT 1: INTRODUCTION TO COMPUTER DISCOVERY																	
1.1. Understand basic computer usage.	✓	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
1.1.1. Identify and describe the use or function of the basic components of a computer system using the IPO Cycle (monitor, CPU, mouse, printer, keyboard, disk drive).	✓										X						
1.1.2. Identify current terminology associated with computers such as hardware, software, data, ROM, RAM, file, bit, byte, and graphical user interface environment.	✓	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
1.1.3. Describe the uses and benefits of the computer to related academic skills in math, science, and communications.	✓																
1.1.4. Discuss ethics in relation to computer applications such as copyright laws, piracy, and privacy.	✓		X		X												
1.2 Perform basic computer operations related to computer usage.	✓																
1.2.1. Demonstrate precautions and care when working with computers, printers, storage devices, and other accessories.	✓	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
1.2.2. Discuss and/or illustrate setting up and adjusting a simple computer system.	✓	X															
1.2.3. Discuss and/or demonstrate the ability to adjust monitor controls and load paper into the printer (adjust top of form and margins if applicable).	✓																
1.3 Explore the philosophy of “quality assurance in the workplace.” (ongoing)	✓																
1.3.1. Discuss the philosophy of “quality assurance in the workplace” to include quality concepts and procedures for measurement.	✓																
1.3.2. Demonstrate the measurement of “quality.”	✓																
1.3.3. Apply “quality assurance” practices to computer applications.																	

<p align="center">Computer Discovery (8th Grade) CIP: 00.0252</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
1.4. Introduce and describe career interests and opportunities available with emphasis on the five cluster areas.																	
1.4.1. Describe the uses and the benefits of the computer in the five cluster areas (Agriculture/Natural Resources Technology, Business/Marketing Technology, Engineering/Industrial Technology, Health/Human Services Technology, and Arts/Humanities).																	
1.4.2. Interpret current trends and changes as related to one of the five clusters using computers and technology.																	
UNIT 2: INTRODUCTION TO WINDOWS AND OPERATING SYSTEMS																	
2.1. Understand basic Windows applications.	✓	X		X	X	X	X	X	X	X		X	X	X		X	X
2.1.1. Identify terminology related to Windows.	✓	X		X	X	X	X	X	X	X		X	X	X		X	X
2.2. Perform basic Windows applications.	✓	X		X	X	X	X	X	X	X		X	X	X		X	X
2.2.1. Use menus, icons, and windows to open and close a window, switch windows, and move between applications.	✓	X	X	X	X	X	X	X	X	X		X	X	X		X	X
2.3. Utilize proper commands for basic operating systems applications in Windows.																	
2.3.1. Explain how the operating system software controls input, processing, and output.	✓										X						
2.3.2. Load and reset a disk operating system (cold boot and warm boot).	✓														X		
2.3.3. Name files following guidelines set by the operating system documentation.	✓	X		X	X	X	X	X	X	X		X	X	X	X	X	X
2.3.4. Access different disk drives in a computer system.																	
2.3.5. Perform fundamental disk operating system commands using graphical interface (Windows).	✓										X						

Computer Discovery (8th Grade) CIP: 00.0252	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
Unit 3: KEYBOARDING (ongoing)																	
3.1. Perform basic keyboarding applications.	✓	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3.1.1. Demonstrate proper use of the keyboard by touch. (ongoing)	✓	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3.1.2. Identify and use the operation/function and numeric keys on a computer keyboard.	✓	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Unit 4: WORD PROCESSING APPLICATIONS																	
4.1. Perform basic word processing applications.	✓	X			X		X		X	X		X	X	X			
4.1.1. Use basic word processing commands.	✓	X			X		X		X	X		X	X	X			
4.1.2. Use basic text formatting procedures.	✓				X		X		X	X		X	X	X			
4.1.3. Use basic editing/proofing procedures.	✓				X		X		X	X		X	X	X			
4.1.4. Store a file to disk, exit and re-enter the program, and retrieve the file.	✓				X		X			X		X					
4.1.5. Produce, in hard copy, a memo and business letter following an accepted business format.	✓													X			
4.1.6. Produce, in hard copy, a letter of application following an accepted business format.																	
4.1.7. Produce, in hard copy, a multi-page report (minimum of 2 pages) following an accepted business format.	✓									X							
4.1.8. Demonstrate composition skills by composing and keying answers to sample job interview questions.																	
4.1.9. Create a personal data sheet.																	
4.1.10. Apply word processing applications to related academic skills in math, science, and communications.	✓																

<p align="center">Computer Discovery (8th Grade) CIP: 00.0252</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
4.1.11. Apply the uses and the benefits of word processing applications in the five cluster areas (Agriculture/Natural Resources Technology, Business/Marketing Technology, Engineering/Industrial Technology, Health/Human Services Technology, and Arts/Humanities).																	
Unit 5: DESKTOP PUBLISHING																	
5.1. Understand basic desktop publishing applications.	✓							X									X
5.1.1. Identify terminology associated with desktop publishing.	✓							X									
5.1.2. Perform basic desktop applications.	✓							X									X
5.1.3. Open, save, close, and print a document.	✓							X									X
5.1.4. Create a page layout.	✓							X									
5.1.5. Use text tools to create, insert, delete, replace, and move text.	✓							X									X
5.1.6. Manipulate graphics by moving, sizing, and deleting.	✓							X									X
5.1.7. Import graphics and text.	✓							X									X
5.1.8. Use drawing tools to create lines, circles, ovals, and rectangles.	✓										X						
5.1.9. Create a desktop publishing document.	✓							X									
5.1.10. Apply desktop publishing applications to related academic skills in math, science, and communications.																	
5.1.11. Apply the uses and the benefits of desktop publishing applications in the five cluster areas (Agriculture/Natural Resources Technology, Business/Marketing Technology, Engineering/Industrial Technology, Health/Human Services Technology, and Arts/Humanities).																	

Computer Discovery (8th Grade) CIP: 00.0252	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
Unit 6: SPREADSHEET APPLICATIONS																	
6.1. Understand basic spreadsheet applications.	✓													X			
6.1.1. Identify terminology used with spreadsheet applications.	✓													X			
6.2. Perform basic spreadsheet applications.	✓													X			
6.2.1. Demonstrate the use of basic spreadsheet format commands.	✓													X			
6.2.2. Write formulas using basic arithmetic operations.	✓													X			
6.2.3. Demonstrate the use of basic spreadsheet functions to include totaling rows or columns, and averaging a range of cells.	✓													X			
6.2.4. Develop, enter and modify data; save, exit, and retrieve; and print a hard copy of a simple spreadsheet file.	✓													X			
6.2.5. Graph spreadsheet data.	✓													X			
6.2.6. Apply spreadsheet applications to related academic skills in math, science, and communications.																	
6.2.7. Apply the uses and the benefits of spreadsheet applications in the five cluster areas (Agriculture/Natural Resources Technology, Business/Marketing Technology, Engineering/Industrial Technology, Health/Human Services Technology, and Arts/Humanities).																	
Unit 7: DATA MANAGEMENT APPLICATIONS																	
7.1. Understand basic data management applications.	✓															X	
7.1.1. Identify terminology used with data management applications.	✓															X	
7.2. Perform basic data management applications.	✓															X	
7.2.1. Create and save a database file.	✓															X	

<p align="center">Computer Discovery (8th Grade) CIP: 00.0252</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
7.2.2. Retrieve and manipulate data within a database file.	✓															X	
7.2.3. Generate a report from a database file.	✓															X	
7.2.4. Design, create, and save a database file.	✓															X	
7.2.5. Apply data management applications to related academic skills in math, science, and communications.																	
7.2.6. Apply the uses and the benefits of data management in the five cluster areas (Agriculture/Natural Resources Technology, Business/Marketing Technology, Engineering/Industrial Technology, Health/Human Services Technology, and Arts/Humanities).																	
<p>Unit 8: TELECOMMUNICATIONS (To be used in labs that do not have access to the internet)</p>																	
<p>8.1. Understand basic telecommunication applications.</p>	✓		X		X		X										
8.1.1. Define current terminology associated with telecommunications.	✓		X		X		X										
<p>8.2. Utilize proper commands to access online information.</p>	✓		X														
8.2.1. Perform telecommunication activities related to accessing online information on a BBS or SIG, sending and receiving e-mail, and uploading and downloading files.	✓				X		X										
8.2.2. Research periodicals, newspapers, books, and electronic media (BBS and CD-ROM); interpret data; and give an oral presentation.																	
8.2.3. Apply telecommunication applications to related academic skills in math, science, and communications.																	
8.2.4. Apply the uses and the benefits of telecommunication applications in the five cluster areas (Agriculture/Natural Resources Technology, Business/Marketing Technology, Engineering/Industrial Technology, Health/Human Services Technology, and Arts/Humanities).																	

<p align="center">Computer Discovery (8th Grade) CIP: 00.0252</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
8.2.5. Utilize online research software to investigate global issues as related to one of the five career cluster areas (Agriculture/Natural Resources Technology, Business/Marketing Technology, Engineering/Industrial Technology, Health/Human Services Technology, and Arts/Humanities).																	
<p>Unit 8A: TELECOMMUNICATIONS (Labs with Internet access)</p>																	
<p>8A.1. Understand telecommunication networks and applications.</p>	✓				X												
8A.1.1. Define terminology associated with telecommunication networks.	✓		X		X												
8A.1.2. Describe the different components of the Internet.	✓		X		X	X	X		X	X			X				X
8A.1.3. Certify understanding of "appropriate use" policies related to telecommunication networks.	✓	X			X												
8A.1.4. Apply telecommunication applications to related academic skills in math, science, and communications.																	
8A.1.5. Apply the uses and the benefits of telecommunication applications in the five cluster areas (Agriculture/Natural Resources Technology, Business/Marketing Technology, Engineering/Industrial Technology, Health/Human Services Technology, and Arts/Humanities).																	
<p>8A.2. Utilize applications of a telecommunication network.</p>	✓	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
8A.2.1. Log-in and log-out of a telecommunication network.	✓	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
8A.2.2. Send and receive messages via e-mail.	✓				X			X									
8A.2.3. Search, retrieve, and download information via the World Wide Web.	✓		X			X	X		X	X			X				
8A.2.4. Utilize online research to investigate global issues as related to one of the five career cluster areas (Agriculture/Natural Resources Technology, Business/Marketing Technology, Engineering/Industrial Technology, Health/Human Services Technology, and Arts/Humanities).	✓					X			X				X				

<p align="center">Computer Discovery (8th Grade) CIP: 00.0252</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
8A.3. Explore the design and/or development of a web page.	✓																X
8A.3.1. Define terms associated with web page design and development such as HTML, Java, applets, frames, links, buttons, hypertext, http, URL, etc.	✓		X			X			X				X				X
8A.3.2. Identify tools associated with web page design and development such as authoring and design packages, etc.	✓																X
Unit 9: COMPUTERS IN EDUCATION																	
9.1 Investigate education as a career.																	
9.1.1. Define education.																	
9.1.2. Identify the various fields related to education, e.g., teacher, counselor, librarian.																	
9.1.3. Explore the use of computer technology in the education profession, e.g., reports, computer assisted instruction, and research.	✓										X		X				
9.2. Utilize computer skills to demonstrate activities related to the education field.																	
9.2.1. Investigate education systems in other countries.																	
9.2.2. Prepare and present a lesson/presentation.																	
Unit 10: COMPUTERS IN CAREERS																	
10.1. Recognize the importance of computer literacy and work maturity skills in today's job market.	✓												X				
10.1.1. Assemble a Computer Discovery portfolio to demonstrate competence in computer-related skills.	✓	X		X	X		X	X		X		X		X		X	X
10.1.2. Working as part of a team, produce an integrated project.	✓												X				

<p style="text-align: center;">Computer Discovery (8th Grade) CIP: 00.0252</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
<p>10.2. Explore the philosophy of the school-to-careers initiative.</p>																	
<p>10.2.1. Discuss the philosophy of school-to-careers.</p>																	
<p>10.2.2. Apply the principles of school-to-careers through a school-to-careers experience.</p>																	
<p>10.3. Explore interests in various careers using career software.</p>																	
<p>10.3.1. Complete and review interest surveys produced from the career software to be included in the Career/Educational Plan.</p>																	