

ITcenter21: Introduction to Computers and IT Correlation to: New York – K-12 Technology Guidelines

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 *K-12 Technology Guidelines published* by the Nassau County, NY, Technology Committee. 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:

Nassau County, NY, Technology Committee

K-12 Technology Guidelines	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
BASIC COMPUTER OPERATIONS AND CONCEPTS																	
Identify basic computer hardware	✓										X						
Turn computer on and off properly	✓	X									X						
Use a mouse	✓	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Open and close computer programs	✓	X	X	X	X	X	X	X	X	X		X	X	X		X	X
Use basic computer vocabulary	✓	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Identify basic computer functions	✓										X						
Insert and remove disks and CDs																	
Use right mouse button																	
Use Save and Save As commands	✓	X		X	X	X	X	X	X	X		X	X	X		X	X
Print	✓	X		X	X	X	X	X	X	X		X	X	X		X	X
Demonstrate proper handling of disks and CDs	✓										X						
Log in and out of network	✓	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Toggle between two open programs																	
Skilled in using scanners	✓											X					
Skilled in using digital cameras																	
Understand Operating System basics	✓										X						

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Understand Directory folder structure	✓	X								X		X					X
Understand file attributes																	
Understand advanced hardware components	✓										X						
Understand networking concepts	✓	X			X												
SOCIAL, ETHICAL, AND HUMAN ISSUES																	
Demonstrate appropriate use of computers; (refer to AUP policy for details)	✓	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Demonstrate appropriate computer etiquette (refer to AUP policy for details)	✓				X												
Respecting the privacy of all users	✓				X												
Obey copyright laws regarding student generated material	✓		X	X		X			X				X				
Appropriately cites resources using prescribed formats	✓		X	X		X			X	X			X				
Use appropriate judgment upon entering Internet sites	✓		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Citing material taken from another source, under issues of plagiarism as they apply to information technology	✓		X	X		X			X				X				
Understand and observe information technology licensing restrictions																	
Understand that appropriate school speech extends to electronic publication and communication	✓				X												
Accurately identify sender of transmitted materials and understand that appropriate school speech extends to electronic publication and communication	✓				X												
Demonstrate proper use of transferring files from home to school																	

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TECHNOLOGY PRODUCTIVITY TOOLS																	
Keyboarding																	
Become familiar with common keyboard keys	✓	X	X	X	X	X	X	X	X	X		X	X	X		X	X
Use alpha keyboard keys	✓	X	X	X	X	X	X	X	X	X		X	X	X		X	X
Use special keys such as, enter, spacebar, caps lock, shift keys	✓	X		X	X	X	X	X	X	X		X	X	X		X	X
Use special keys such as, arrows, delete, backspace, escape, num lock, numeric pad	✓	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Use left/right hand zones and basic home row finger placements	✓	X		X	X	X	X	X	X	X		X	X	X		X	X
Use proper typing technique with efficiency and accuracy without looking at the keyboard	✓	X		X	X	X	X	X	X	X		X	X	X		X	X
Word Processing																	
Open, view, name, save, save as, close, reopen files	✓								X	X			X				
Print document, use print preview, print selected, # of copies	✓								X	X			X				
Use simple text editing skills	✓								X	X			X				
Perform basic formatting tasks including font style, color, bold, italic, underline, alignment	✓								X	X			X				
Use the delete and backspace appropriately	✓								X	X			X				
Insert graphics from Clip Art	✓									X							
Rename, move files	✓									X							
Select and unselect text	✓								X	X			X				
Use embedded tools; spell check & thesaurus	✓									X							

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Cut, copy, paste within a document	✓									X							
Use page setup options	✓								X	X			X				
Compose and edit a document with appropriate formatting	✓									X							
Use formatting functions and numbering, indents, page breaks, margins and columns	✓									X							
Use borders/drawing tools/graphics	✓									X							
Insert graphics from outside source	✓									X							
Use a word processor in real world context to: write a poem, type reports, create bibliography, create outlines, letters, newspapers, footnotes.	✓	X			X				X	X		X	X	X			
Change line spacing	✓									X							
Change other pagination features (paper size, page orientation)	✓									X							
Create and insert tables																	
Spreadsheet																	
Identify intended use	✓													X			
Create simple spreadsheets with rows and columns	✓													X			
Specify data organization																	
Enter values and labels on spreadsheet	✓													X			
Change size of cell, font attributes, and align cell contents																	
Open a save spreadsheet file and exit an application	✓													X			
Enter data in a cell, move from cell to cell	✓													X			

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Select and edit data, cut, copy, paste within cells	✓													X			
Insert and delete rows and columns	✓													X			
Perform simple calculations within a spreadsheet	✓													X			
Sort data, manipulate print attributes, remove gridlines	✓													X			
Explain the rationale for choosing charts/tables or graphs to best represent data	✓													X			
Determine and create appropriate types of graph to best represent data	✓													X			
Incorporate graphs in word processing																	
Use spreadsheets to explore various formulas/functions and relationships	✓													X			
Presentation Software																	
Open and exit presentation application	✓			X		X											
Create a new slide or presentation and open a saved slide or presentation	✓			X		X											
Create a background or layout and change order of slides	✓			X		X											
Cut, copy, paste within a presentation																	
Insert or delete slides	✓			X		X											
Arrange objects on the slide	✓			X													
Save a presentation	✓			X		X											
Print a presentation as handouts	✓			X		X											
Add slide transitions to the slide show	✓			X		X											

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Present presentation to an audience	✓			X		X											
Use text special effects such as Word Art																	
Insert graphics, clip art and/or digital pictures	✓			X													
Add animation to text and graphics																	
Edit color schemes and layout arrangement																	
Insert movie clips and recorded sound	✓			X													
Edit clip art																	
Use presentation in a real world context to create outlines, slide shows, handouts	✓			X		X											
Desktop Publishing																	
Open and exit desktop publishing application	✓							X									
Save a desktop publishing file	✓							X									
Use drawing tools such as lines, boxes, and ellipses	✓											X					
Use color to fill or outline	✓											X					
Use text boxes	✓							X				X					
Arrange objects on the layout	✓							X				X					
Use graphics to enhance layout	✓							X				X					
Print a desktop publishing project	✓							X									
Cut, copy and paste objects	✓							X				X					

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Use text special effects such as Word Art	✓											X					
Group objects together																	
Layer objects																	
Insert a border																	
Use column guides	✓							X									
Create a background																	
Utilize good layout techniques	✓							X				X					
Rotate objects	✓											X					
Database																	
Identify intended use	✓															X	
Access information from simple electronic database	✓															X	
Create a personal database, save and print a database	✓															X	
Name fields	✓															X	
Set field attributes	✓															X	
Enter and edit data	✓															X	
Create a database using student-collected data and generate a document to display the information	✓															X	
Customize a database	✓															X	
Sort data	✓															X	

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Search for specific data by field	✓															X	
Create and print reports	✓															X	
Add and delete records to a file	✓															X	
Add and delete fields to a record	✓															X	
Communicate and access information using a database	✓															X	
Web Page Design																	
Create a basic web page using a template design	✓																X
Create a background for a web page																	
Add text to a web page	✓																X
Add graphics (still and animated) to a web page	✓																X
Change font attributes	✓																X
Create hyperlinks	✓																X
Understand concepts of FTP																	
COMPUTER NETWORKING and TELECOMMUNICATION SKILLS																	
Demonstrate appropriate log-in	✓	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Demonstrate appropriate use of network printing	✓	X			X	X		X	X	X		X	X	X		X	X
Saving files to individual home directories	✓			X	X	X		X	X	X		X	X	X		X	X

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Accessing information for a directory	✓		X														
Access the Internet browser and maneuver around the www	✓		X	X	X	X			X				X				
Use toolbar in the browser	✓		X	X	X	X			X				X				
Refer to and utilize Acceptable Use Guidelines	✓	X			X												
Enter an address to locate information	✓		X														
Add sites to the favorites and manipulate folders	✓		X														
Log on to the electronic mail system	✓				X												
Send and receive electronic mail	✓				X												
TECHNOLOGY PROBLEM-SOLVING, RESEARCH, DECISION-MAKING SKILLS																	
Access and retrieve information from a variety of sources	✓		X	X		X	X		X				X				
Locate information on a subject using electronic encyclopedias	✓		X														
Locate information outside the library media center using online database	✓		X														
Identify and differentiate between primary and secondary sources	✓		X														
Identify a variety of potential sources of information	✓		X														
Search the Internet by utilizing search strategies: keywords, concepts, subjects headings	✓		X	X		X			X				X				
Determine the reliability of information found on an internet site	✓					X	X		X				X				
Demonstrate information organization skills; use cut/copy/paste and downloading features to take notes from Internet sites on information in various subjects	✓			X		X			X				X				

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Differentiate among fact, opinion, propaganda, point of view, and bias of an internet site	✓					X	X		X				X				
Utilize multiple search engines to locate information for research	✓		X														
Produce research project incorporating information retrieved from three or more different types of sources																	
Demonstrate information analysis skills by comparing two or more sources and identifying trends in data																	
Research and evaluate the accuracy and appropriateness of electronic information sources concerning real-world problems	✓						X										
Select and use appropriate tools and technology resources to accomplish a variety of tasks and solve problems	✓		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X