

Introduction to Computers and IT Correlation to: North Carolina – *6400 Business Computer Technology*

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: Introduction to Computers and IT curriculum supplied by Applied Educational Systems and the *6400 Business Computer Technology*, published by the North Carolina Department of Education. The content areas are listed across the top row of the chart. The marks in the columns indicate that the standard is supported as part of the ITcenter21: Introduction to Computers and IT course.

Source for standards listed on the following pages:

North Carolina Department of Education. *6400 Business Computer Technology*. 2003.
<http://www.ncpublicschools.org/cte/vocats/blueprints/blueprints/business_education/2003_bp_6400_Business_Computer_Technology.pdf>.

6400 Business Computer Technology	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
A COMPUTER BASICS																	
CT001. Examine the role of hardware and software.																	
CT01.01 Identify the parts and uses of a computer hardware system.	✓				X						X						
CT01.02 Analyze the information processing cycle including various storage methods.	✓										X						
CT01.03 Explain the advantages and uses of operating system and application software.	✓	X	X	X	X		X	X		X	X	X		X		X	X
CT01.04 Define and demonstrate computer maintenance and care.	✓		X	X	X		X	X		X	X	X		X	X	X	X
CT002. Analyze technology issues																	
CT02.01 Evaluate the changing role of technology and its effect on society.	✓	X	X	X	X	X	X	X	X	X		X		X		X	X
CT02.02 Discuss security, confidentiality and ethical issues as related to computer usage.	✓	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
CT02.03 Identify and explain terminology, advantages, and uses of telecommunications.	✓				X												
CT02.04 Demonstrate telecommunications services and functions.	✓		X	X	X		X	X		X		X		X		X	X
CT003. Reinforce keyboarding technique and document processing skills.																	
CT03.01 Identify and demonstrate appropriate techniques and identify ergonomic related issues.	✓	X			X					X							
CT03.02 Identify and demonstrate fundamental document processing skills, including: business letters, memorandums, reports, and supporting documents.	✓				X			X		X							

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CT03.03 Identify and demonstrate appropriate proofreading skills.	✓	X			X			X		X							
CT03.04 Refine touch method keyboarding speed and accuracy skills.																	
B APPLICATIONS SOFTWARE																	
CT004. Utilize word processing and desktop publishing software.																	
CT04.01 Identify advantages and uses of word processing and desktop publishing software.	✓									X							
CT04.02 Identify and explain word processing and desktop publishing terminology.	✓	X								X							
CT04.03 Create basic word processing and desktop publishing documents.	✓			X			X			X							
CT04.04 Retrieve, format, and edit various word processing and desktop publishing documents.	✓			X			X			X							
CT04.05 Create advanced word processing and desktop publishing documents.	✓						X			X							
CT005. Utilize spreadsheet software.																	
CT05.01 Identify advantages and uses of spreadsheet software and charts/graphs.	✓													X			
CT05.02 Identify and explain spreadsheet terminology.	✓													X			
CT05.03 Create and save basic spreadsheets and apply formulas.	✓													X			
CT05.04 Retrieve, edit, manipulate, and print various spreadsheets.	✓													X			
CT05.05 Create various charts/graphs from spreadsheets.	✓													X			

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CT006. Utilize database software.																	
CT06.01 Identify advantages and uses of database software.	✓															X	
CT06.02 Identify and explain database terminology.	✓															X	
CT06.03 Create and save basic databases.	✓															X	
CT06.04 Retrieve, manipulate, and print various databases.	✓		X													X	
CT007. Utilize multimedia/presentation graphics software.																	
CT07.01 Identify advantages and uses of multimedia/presentation graphics software.	✓			X													
CT07.02 Identify and explain multimedia/presentation graphics terminology.	✓			X													
CT07.03 Plan and design basic presentations.	✓			X						X							X
CT07.04 Create, save, print, and present basic presentations.	✓			X						X							X