

Introduction to Computers and IT Correlation to: ***South Carolina - Introduction to Computer Technology 5060***

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 a correlation between the ITcenter21: Introduction to Computers and IT (IT21: Intro) curriculum and the South Carolina – *Introduction to Computer Technology*. The IT21: Intro curriculum provides a hands-on learning experience using real-world problems to assist certification candidates in preparing for the exam. The IT21: Intro units are listed across the top row of the correlation chart. The checkmarks in the second column indicate that the standard is supported the course. The X's marked in the remaining columns provide information on specific curriculum units and the standards they support.

Source for standards listed on the following pages:

South Caroliana Department of Education. *Introduction to Computer Technology*. 2003.
< <http://www.myscschools.com/offices/cate/standards/IntroToCompuTechStandards.doc> >.

Introduction to Computer Technology 5060	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. SAFETY																	
1. Identify good work attitudes that affect safety on the job.																	
2. Identify major causes of work-related accidents in offices.																	
3. Demonstrate knowledge of an emergency plan.																	
4. Describe the threat of viruses to a computer network, methods of avoiding attacks, and options in dealing with a virus attack.	✓				X										X		
5. Identify potential abuse and unethical uses of computers and networks.	✓	X	X		X		X								X		
B. COMPUTER FUNDAMENTALS																	
1. Define basic computer terminology (RAM, ROM, hardware, software, processors, etc.).	✓		X	X	X		X	X		X	X	X		X	X	X	X
2. Demonstrate knowledge of computer processing, storing, and retrieving data (file, edit, and save).	✓	X	X	X	X		X	X		X	X	X		X		X	X
3. Identify advantages and disadvantages of various processing, storage, retrieval, and transmission technologies.	✓				X						X						X
C. APPLICATION SOFTWARE																	
1. Format, key, and edit business letters, memoranda, and multipage reports.	✓				X					X							
2. Create spreadsheets by entering data and setting up formulas, analyzing data, and creating graphs and charts to visually represent data.	✓													X			
3. Create databases by defining fields and entering data, sorting, and producing reports in various forms.	✓															X	

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4. Use publishing software, graphics programs, and scanners to produce page layouts.	✓							X		X		X					X
5. Integrate databases, graphics, and spreadsheets into word-processed documents.	✓									X		X					
D. TELECOMMUNICATIONS																	
1. Identify components of bookmarks, browsers, and commonly used search engines.	✓		X		X		X										X
2. Identify and use search strategies to retrieve electronic information.	✓		X							X						X	X
3. Use electronic encyclopedias, almanacs, indexes, and catalogs to retrieve and select relevant information.	✓		X							X							
4. Use local and wide-area networks and modem-delivered services to access and retrieve information from electronic databases.	✓		X		X					X							X
5. Use databases to perform search.	✓															X	
6. Develop hypermedia home page documents.	✓																X