

Introduction to Computers and IT Correlation to: *Virginia – Computer Applications 6617*

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 *Computer Solutions 6617*, published by the Virginia Department of Education. The units are listed by unit type across the top row of the chart. The checkmarks in the second column indicate that the standard is covered as part of the ITcenter21: Introduction to Computers and IT course. The X's marked in the remaining columns show which standards are covered by specific units.

Source for standards listed on the following pages:

Virginia Department of Education. *Computer Solutions 6617*. 2005.
<http://www.cteresource.org/VERSO/Computer%20Applications%2001-03/tasklist_html/index_html#6617>.

Computer Applications 6617	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
Mastering Keyboarding Skills																	
Duty Area 1 may be waived for students who have demonstrated documented keyboarding competencies.																	
BUS6617.001 Key alphabetic, numeric, and symbol information using a touch system and correct techniques.	✓	X	X	X	X	X	X	X	X	X		X	X	X		X	X
BUS6617.002 Manipulate data/software/operating system using function keys, icons, touch screens, bars, and pull-down menus.	✓	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
BUS6617.003 Improve keyboarding techniques.	✓	X	X	X	X	X	X	X	X	X		X	X	X		X	X
BUS6617.004 Increase keyboarding speed and accuracy.	✓	X	X	X	X	X	X	X	X	X		X	X	X		X	X
BUS6617.005 Proofread copy.	✓	X		X	X	X	X	X	X	X		X	X				X
BUS6617.006 Edit copy.	✓	X		X	X		X	X		X		X					X
BUS6617.007 Describe ergonomic guidelines related to safe computer use.																	
Mastering Basic Computer Operations																	
BUS6617.008 Explain the functions of computer system components.	✓	X			X						X						X
BUS6617.009 Boot, access, and exit operating system and software.	✓														X		
BUS6617.010 Input data and commands using peripherals (e.g., keyboard, light pen, mouse, scanner, and voice recognition).	✓	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
BUS6617.011 Use file and disk management techniques, such as copy, move, store, rename, retrieve, save, delete, and create/manipulate directories.	✓	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

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BUS6617.012 Access and exit software.	✓	X	X	X	X	X	X	X	X	X		X	X	X		X	X
BUS6617.013 Determine available memory and disk space.																	
BUS6617.014 Create backup.	✓		X	X	X		X	X		X	X	X		X		X	X
BUS6617.015 Obtain assistance for preparing documents via electronic and hard copy references and documentation (e.g., help screen, spell check, user's manual, dictionary, grammar check, thesaurus, Internet search).	✓	X	X	X	X	X	X	X	X	X		X	X	X		X	X
Using Word Processing Applications																	
BUS6617.016 Identify a variety of word processing programs.																	
BUS6617.017 Key and format letters, memoranda, reports, outlines, and tables.	✓	X			X			X		X							
BUS6617.018 Compose and format letters, memoranda, reports, outlines, and tables, using the English writing process steps.	✓									X							
BUS6617.019 Edit documents using techniques such as delete, insert, typeover, block, move, and copy.	✓	X			X			X		X							
BUS6617.020 Enhance documents by using different fonts and features such as bold, italics, and bullets.	✓				X			X		X							
BUS6617.021 Enhance layout of documents by using features such as leader tabs, shading, lines, and boxes.	✓	X			X					X							
BUS6617.022 Use features such as headers, footers, justification, and pagination.	✓	X			X					X							
BUS6617.023 Set printer specifications (e.g., choose printer, online, top-of- form, font).																	
BUS6617.024 Integrate databases, graphics, and spreadsheets into a word-processed document.																	

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Communicating with Databases																	
BUS6617.025 Identify a variety of database programs.																	
BUS6617.026 Create a database by defining fields and designing formats.	✓															X	
BUS6617.027 Enter, move, and edit alphanumeric data.	✓															X	
BUS6617.028 Process material using database features such as sort and merge.	✓															X	
BUS6617.029 Access data through search procedures.	✓		X													X	
BUS6617.030 Design and produce reports in various formats.	✓															X	
BUS6617.031 Integrate information in word processing and spreadsheet applications.																	
Communicating with Spreadsheets																	
BUS6617.032 Identify a variety of spreadsheet programs.																	
BUS6617.033 Enter data and formulas.	✓													X			
BUS6617.034 Edit data within the spreadsheet (e.g., retrieve, update, move, and save).	✓													X			
BUS6617.035 Analyze data.	✓													X			
BUS6617.036 Create graphs and charts to visually represent data.	✓													X			
BUS6617.037 Integrate word processing and database information.	✓													X			

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Incorporating Graphic Features																	
BUS6617.038 Identify graphic features incorporated in a variety of media.	✓							X				X					X
BUS6617.039 Enhance word processing documents by incorporating graphic elements.	✓									X							
BUS6617.040 Enhance spreadsheet documents by incorporating graphic elements.	✓												X				
BUS6617.041 Create visual communications involving art work (e.g., freehand drawing applications, clip art, digitized images).	✓							X				X					X
BUS6617.042 Create visual communications involving text and graphic data (e.g., brochures, pamphlets, flyers, newsletters).	✓							X		X		X					X
BUS6617.043 Use advanced publishing software features, graphics programs, and scanners to produce page layouts.	✓							X				X					X
Communicating through Networks and Telecommunication																	
BUS6617.044 Use local and worldwide network communication systems.	✓		X		X					X							X
BUS6617.045 Develop Web site documents that could be accessed by worldwide networks.	✓																X
BUS6617.046 Use search strategies to retrieve electronic information.	✓		X							X							X
BUS6617.047 Use electronic encyclopedias, almanacs, indexes, and catalogs to retrieve and select relevant information.	✓		X														
BUS6617.048 Use laser discs with a computer in an interactive mode.																	
BUS6617.049 Use local and wide area networks and modem-delivered services to access and retrieve information.	✓		X		X					X							X
BUS6617.050 Use databases to perform research.	✓		X							X					X		

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BUS6617.051 Evaluate advantages and disadvantages of various processing, storage, retrieval, and transmission technologies.	✓				X						X						
Identifying Ethical Issues Related to Computers and Computer Systems																	
BUS6617.052 Identify security issues related to computer hardware, software, and data.	✓				X										X		
BUS6617.053 Explain concepts of security, integrity, courtesy, and confidentiality related to information and communication systems.	✓		X	X	X					X					X		X
BUS6617.054 Explain concepts related to copyright, public domain, copy protection, and licensing agreements.	✓		X	X	X					X							
Maintaining Computer System																	
BUS6617.055 Maintain printer.	✓														X		
BUS6617.056 Clean hardware and peripherals.	✓														X		
BUS6617.057 Run CHKDSK.																	
BUS6617.058 Identify safety precautions associated with computer use (e.g., surge protectors, anti-static mats and pads, power plugs).	✓														X		
BUS6617.059 Identify common hazards associated with the use of disks.	✓														X		
BUS6617.060 Identify methods of preventing importation of computer viruses.	✓				X										X		
BUS6617.061 Troubleshoot hardware problems (e.g., proper connections, power supply, switch box connections, printer jams).	✓														X		
Developing Employability Skills																	
BUS6617.062 Identify the purposes and goals of the student organization.																	

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BUS6617.063 Participate in course activities sponsored by the student organization (e.g., meetings, programs, and other projects).																	
BUS6617.064 Research career opportunities.	✓												X				
BUS6617.065 Develop a résumé.																	
BUS6617.066 Complete a job application form.																	
BUS6617.067 Demonstrate interviewing techniques.																	
BUS6617.068 Compose an interview follow-up letter.																	
BUS6617.069 Create a portfolio containing representative examples of work developed.	✓	X		X	X		X	X		X		X		X		X	X
BUS6617.070 Identify potential employment barriers for nontraditional groups and ways to overcome the barriers.																	
Examining All Aspects of Industry																	
Planning	✓			X								X				X	X
Management	✓												X			X	
Finance	✓												X				
Technical and Production Skills	✓			X	X	X	X	X	X	X		X	X	X		X	X
Underlying Principles of Technology	✓				X	X					X				X		
Labor Issues	✓												X				

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Community Issues	✓											X					
Health, Safety, and Environmental Issues																	