

# Introduction to Computers and IT Correlation to: *Virginia – Computer Solutions 6609*

## 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

## Overview

This document demonstrates the correlation between the ITcenter21: Introduction to Computers and IT curriculum supplied by Applied Educational Systems and the *Computer Solutions 6609*, 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 6609. 2005.  
<[http://www.cteresource.org/VERSO/Computer%20Solutions%2001-03/tasklist\\_html/index\\_html](http://www.cteresource.org/VERSO/Computer%20Solutions%2001-03/tasklist_html/index_html)>.

<b>Computer Solutions 6609</b>	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
<b>Demonstrating Keyboarding Skills**</b>																	
BUS6609/18.001 Select 6-week core competencies from Keyboarding 6150 if not obtained previously. If students can demonstrate touch keyboarding skills, the competencies may be documented and waived.	✓	X	X	X	X	X	X	X	X	X		X		X		X	X
<b>Solving Problems Independently and in Groups</b>																	
BUS6609/18.002 Build team skills.	✓			X		X			X	X		X	X				
BUS6609/18.003 Identify a problem.	✓		X	X	X		X	X		X		X		X	X	X	X
BUS6609/18.004 Identify potential solutions.	✓		X	X	X		X	X		X		X		X	X	X	X
BUS6609/18.005 Examine alternative solutions.	✓		X	X	X		X	X		X		X		X	X	X	X
BUS6609/18.006 Select a solution.	✓		X	X	X		X	X		X		X		X	X	X	X
BUS6609/18.007 Evaluate the outcome of the solution.	✓		X	X	X		X	X		X		X		X	X	X	X
<b>Solving Problems, Using Word Processing Software**</b>																	
BUS6609/18.008 Select competencies as needed from Computer Applications Duty Area "Using Word Processing Skills."	✓	X			X			X		X							
BUS6609/18.009 Identify ways word processing software can be used to solve problems.	✓	X			X			X		X							
BUS6609/18.010 Analyze a problem to determine the word processing skills needed for solution.	✓	X			X			X		X							
BUS6609/18.011 Apply word processing skills to solve a problem.	✓	X			X			X		X							

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<b>Solving Problems, Using Database Software**</b>																	
BUS6609/18.012 Select competencies as needed from Computer Applications Duty Area "Communicating with Databases."	✓															X	
BUS6609/18.013 Identify ways database software can be used to solve problems.	✓															X	
BUS6609/18.014 Analyze a problem to determine the database skills needed for solution.	✓															X	
BUS6609/18.015 Apply database skills to solve a problem.	✓															X	
<b>Solving Problems, Using Spreadsheet Software**</b>																	
BUS6609/18.016 Select competencies as needed from Computer Applications Duty Area "Communicating with Spreadsheets."	✓													X			
BUS6609/18.017 Identify ways spreadsheet software can be used to solve problems.	✓													X			
BUS6609/18.018 Analyze a problem to determine the spreadsheet skills needed for solution.	✓													X			
BUS6609/18.019 Apply spreadsheet skills to solve a problem.	✓													X			
<b>Exploring Emerging Technologies</b>																	
BUS6609/18.020 Identify emerging technologies available to solve problems.	✓	X	X	X	X	X	X	X	X	X	X	X		X		X	X
BUS6609/18.021 Research ways new technologies are being used to solve problems.	✓	X	X	X	X	X	X	X	X	X		X		X		X	X

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<b>Solving Problems, Using Telecommunications**</b>																	
BUS6609/18.022 Select competencies as needed from Computer Applications Duty Area "Communicating through Networks and Telecommunication."	✓		X	X	X	X	X	X	X	X		X	X	X		X	X
BUS6609/18.023 Identify connectivity options for telecommunications (e.g., electronic bulletin boards, electronic mail, fax machines, networks, online services, voice-mail systems).	✓				X					X							X
BUS6609/18.024 Explore search options.	✓		X			X			X	X			X			X	
BUS6609/18.025 Identify ways telecommunications can be used to solve problems.	✓				X	X	X		X	X			X				X
BUS6609/18.026 Analyze a problem to determine the telecommunication options needed for a solution.	✓				X	X	X		X	X			X				X
BUS6609/18.027 Apply telecommunication skills to solve a problem.	✓				X	X	X		X	X			X				X
<b>Solving Ethical and Security Problems Relating to Computers</b>																	
BUS6609/18.028 Identify security issues related to computer hardware, software, and data.	✓				X										X		
BUS6609/18.029 Analyze problems involving integrity, courtesy, and confidentiality related to information and communications systems.	✓		X	X	X					X					X		X
BUS6609/18.030 Analyze the impact of regulations such as copyright and licensing agreements in computer software applications.	✓		X	X	X					X							
<b>Solving Problems Relating to Computer Maintenance</b>																	
BUS6609/18.031 Identify safety precautions associated with computer use.	✓	X	X		X		X	X			X				X		X
BUS6609/18.032 Describe the care necessary for external storage devices.	✓														X		

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BUS6609/18.033 Describe methods of preventing the spread of computer viruses.	✓				X										X		
<b>Participating in Co-curricular Activities</b>																	
BUS6609/18.034 Identify the purposes and goals of the student organization.																	
BUS6609/18.035 Participate in course activities sponsored by the student organization (e.g., meetings, programs, and other projects).																	