

Computer Applications Correlation to: *Arkansas – Computer Applications I*

Foundation Units

Intro to ITcenter21: Computer Applications
Using Computers
Ethics
Web Research
Computer Basics I
Computer Basics II
IT History
IT In Our Lives
IT Careers
Applications, Resumes, and Interviews
Troubleshooting and Maintenance I
Troubleshooting and Maintenance II

Resource Units

Digital Camera Resource
Digital Scanner Resource

Skills Units

Database Skills
Desktop Publishing Skills
Presentation Skills
Spreadsheet Skills
Web Publishing Skills
Word Processing Skills
Merge Skills
Integration Skills

Integration Projects

Integration Project 1: Spreadsheet, Word Processing and Presentation
Integration Project 2: Spreadsheet, Word Processing and Presentation
Integration Project 3: Spreadsheet, Word Processing and Database
Integration Project 4: Open-Ended

Project Units

Database Project
Desktop Publishing Project
Presentation Project
Spreadsheet Project
Web Publishing Project
Word Processing Project



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Overview

This document demonstrates the correlation between the ITcenter21: Computer Applications curriculum supplied by Applied Educational Systems and the *Arkansas Computer Applications I*, published by the Arkansas 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: Computer Applications 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:

Arkansas Department of Education. *Computer Applications I*. 2002
<<http://arkedu.state.ar.us/>>.

Recommended Course Sequence

Computer Applications First Semester	Curriculum Hours
Computer Applications Core Units	
Intro to ITcenter21: Computer Applications	2.0
Using Computers	2.0
Ethics	6.0
Computer Basics I	3.0
Web Research	10.0
Word Processing Skills	10.0
Word Processing Project	5.0
Computer Basics II	3.0
Spreadsheet Skills	10.0
Spreadsheet Project	5.0
IT History*	3.0
Presentation Skills	10.0
Presentation Project	5.0
IT In Our Lives*	3.0
Desktop Publishing Skills	10.0
Desktop Publishing Project	5.0
IT Careers*	3.0
Resource Units	
Digital Scanner Resource	0.0
Digital Camera Resource	0.0
Exam Units	
Ethics Exam	0.5
Web Research Exam	0.5
Word Processing Exam	0.5
Presentation Exam	0.5
Desktop Publishing Exam	0.5
Curriculum Hours, First Semester	98.0

Computer Applications Second Semester	Curriculum Hours
Computer Applications Core Units	
Integration Skills	5.0
Integration Project 1: Spreadsheet, Word Processing and Presentation	15.0
Database Skills	10.0
Database Project	5.0
Applications, Resumes, and Interviews*	3.0
Web Publishing Skills	10.0
Web Publishing Project	5.0
Troubleshooting and Maintenance I	3.0
Integration Project 2: Spreadsheet, Word Processing and Presentation	15.0
Merge Skills	2.0
Integration Project 3: Spreadsheet, Word Processing and Presentation	15.0
Troubleshooting and Maintenance II	2.0
Integration Project 4: Open-Ended (<i>teacher sets problem context</i>)	15.0
Resource Units	
Digital Scanner Resource	0.0
Digital Camera Resource	0.0
Exam Units	
Database Exam	0.5
Web Publishing Exam	0.5
Curriculum Hours, Second Semester	107.00
<p>* Based on curriculum options, these units may range from one to three curriculum hours. NOTE: A "curriculum hour" is equal to approximately 45 minutes of instruction.</p>	

Computer Applications I	IT21: Computer Applications Course	Foundation Units								Skills Units						Project Units				Integration Projects				Rsrc. Units											
		Intro to IT21 Comp Applications	Using Computers	Ethics	Web Research	Computer Basics I	Computer Basics II	IT History	IT In Our Lives	IT Careers	Applications, Resumes & Interviews	Troubleshooting & Maintenance I	Troubleshooting & Maintenance II	Database Skills	Desktop Publishing Skills	Presentation Skills	Spreadsheet Skills	Web Publishing Skills	Word Processing Skills	Integration Skills	Merge Skills	Database Project	Desktop Publishing Project	Presentation Project	Spreadsheet Project	Web Publishing Project	Word Processing Project	1: Spread., Word Proc., & Present.	2: Spread., Word Proc., & Present.	3: Spread., Word Proc. & Database	4: Open-Ended	Digital Camera Resource	Digital Scanner Resource		
2.15 List the standard non-printing characters, such as tab, space, paragraph	✓						X	X										X								X	X	X	X	X					
2.16 Explain font, size, and style	✓																	X								X	X	X	X	X					
2.17 Explain the difference in serif and sans serif fonts	✓													X								X						X	X	X					
2.18 Explain the AutoComplete feature																																			
2.19 Describe how spell- and grammar-check work	✓						X	X										X							X	X	X	X	X						
2.20 Explain the use of a thesaurus	✓																	X							X	X	X	X	X						
Unit 3: Word Processing - Changing Margins, Formatting Paragraphs, and Setting and Using Tabs																																			
3.1 Describe the differences in the paragraph alignments: left, center, right, and justify	✓						X	X										X							X	X	X	X	X						
3.2 Describe the difference in single, 1.5, and double spacing	✓						X	X										X							X	X	X	X	X						
3.3 Describe spacing before or after a paragraph																																			
3.4 Explain the difference in a block and first-line indent paragraph																																			
3.5 Explain the difference in a left, right, and left and right indented paragraph	✓						X	X										X							X	X	X	X	X						
3.6 Explain a hanging indent	✓						X	X										X							X	X	X	X	X						
3.7 Explain page and paragraph borders																																			

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5.4 Describe how to print a worksheet	✓															X								X			X	X	X	X			
5.5 Describe how to enter and edit data in a worksheet	✓															X									X			X	X	X	X		
5.6 List order of operations and math operators	✓															X									X			X	X	X	X		
5.7 Explain the SUM function	✓															X									X			X	X	X	X		
5.8 Describe how to insert extra rows and columns	✓															X									X			X	X	X	X		
5.9 Describe how to delete rows and columns	✓															X									X			X	X	X	X		
5.10 Explain how to move data from one cell to another	✓															X									X			X	X	X	X		
5.11 Describe some of the commonly used formats for numbers (commas, currency, number of decimal places, percent, etc.)	✓															X									X			X	X	X	X		
5.12 Describe commonly used label formats (bold, italic, etc.)	✓															X									X			X	X	X	X		
Unit 6: Internet and Ethical Use of Technology Resources																																	
6.1 Define the terminology	✓			X	X																												
6.2 Identify URL	✓				X																												
6.3 Identify a browser	✓			X	X																												
6.4 Discuss privacy issues and how data is gathered about the user both voluntarily and involuntarily	✓			X																													

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6.5 Discuss the reliability and accuracy of information found on the Internet	✓				X																																
6.6 Discuss copyright and Fair Use laws as they apply to text, graphics, sound clips, etc.	✓			X	X																																
6.7 List several commonly used search engines																																					
6.8 Explain why it is important to narrow the search	✓				X																																
6.9 Explain favorites/bookmarks	✓				X																																
6.10 Explain how to copy text from a webpage to a word processing document																																					
6.11 Describe how to save a picture from a web page																																					
6.12 Identify the elements needed to cite a source on the Internet	✓				X																																
6.13 Discuss the ethical use of technology	✓			X																																	
Unit 7: Presentation - Developing a Simple Presentation																																					
7.1 Define terminology	✓							X						X											X		X	X		X							
7.2 Describe different types of slides	✓							X						X											X		X	X		X							
7.3 Explain the importance of clip art and pictures in presentations	✓													X											X		X	X		X							
7.4 Describe different types of view modes (slide sorter, outline, slide show)	✓													X											X		X	X		X							

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7.5 Define design template	✓														X								X				X	X		X				
7.6 Explain how presentation software is used in conjunction with a speech or talk	✓							X						X													X	X		X				