

# Computer Applications Correlation to: *Arkansas – Computer Applications III*

## 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 III*, 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 III*. 2005  
<<http://arkedu.state.ar.us/>>.

## Recommended Course Sequence

Computer Applications First Semester	Curriculum Hours
<b>Computer Applications Core Units</b>	
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
<b>Resource Units</b>	
Digital Scanner Resource	0.0
Digital Camera Resource	0.0
<b>Exam Units</b>	
Ethics Exam	0.5
Web Research Exam	0.5
Word Processing Exam	0.5
Presentation Exam	0.5
Desktop Publishing Exam	0.5
<b>Curriculum Hours, First Semester</b>	<b>98.0</b>

Computer Applications Second Semester	Curriculum Hours
<b>Computer Applications Core Units</b>	
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
<b>Resource Units</b>	
Digital Scanner Resource	0.0
Digital Camera Resource	0.0
<b>Exam Units</b>	
Database Exam	0.5
Web Publishing Exam	0.5
<b>Curriculum Hours, Second Semester</b>	<b>107.00</b>
<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 III	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					
2.6 Define a distribution list	✓			X																																		
2.7 Explain the proper use of a distribution list and the problems created by spam																																						
2.8 Explain what a signature is, how to properly identify oneself, and the privacy/safety issues regarding the use of home information																																						
2.9 Explain why folders are useful in organizing e-mail																																						
2.10 Explain the meaning and appropriate use of emoticons and shouting	✓			X																																		
2.11 Discuss the ownership of e-mails on work servers and your right and expectation to privacy.	✓			X																																		
2.12 Discuss appropriate messages to be e-mailed, including the ability to forward the message to others without permission, the legal implications of mass mailing inappropriate messages on work/school computers, and the misrepresentation of oneself																																						
2.13 Discuss the dangers in relying on or trusting e-mails received from unknown sources	✓					X																																
<b>Unit 3: Database - Creating, Editing &amp; Retrieving Information from a Database</b>																																						
3.1 Define terminology	✓												X									X											X	X				
3.2 Identify and define the hierarchy of datafile (entry, field, record, file)	✓												X									X										X	X					
3.3 Edit a database	✓												X									X										X	X					

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3.4 Explain the difference in the form and the table	✓												X								X								X	X			
3.5 Explain the purpose of filtering records and running a query	✓												X									X								X	X		
3.6 Explain the difference in an ascending and descending sort	✓												X									X								X	X		
3.7 Explain the factors that need to go into the good design and formatting of a database	✓												X									X								X	X		
3.8 Explain the differences in data types	✓												X									X								X	X		
3.9 Explain the purpose of reports	✓												X									X								X	X		
3.10 List features of a good report	✓												X									X								X	X		
3.11 Create a new field that uses calculation	✓												X									X								X	X		
<b>Unit 4: Presentation Software - Creating Advanced Electronic Presentations</b>																																	
4.1 Define terminology	✓							X						X									X				X	X		X			
4.2 Explain the circumstances when one should prepare handouts	✓							X						X									X				X	X		X			
4.3 Edit text and slide arrangement	✓							X						X									X				X	X		X			
4.4 List several slide layouts	✓							X						X									X				X	X		X			
4.5 Explain the difference in the effects of design templates on various audiences	✓													X									X				X	X		X			

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4.6 Explain the value of charts and tables in presentations	✓														X												X	X		X					
4.7 Explain when and how sound should be used to enhance a presentation	✓														X													X	X		X				
4.8 Explain the process of integrating portions of the slide show to/from other types of software	✓														X												X	X		X					
4.9 List several ways that text enhancement can make a presentation more attractive or meaningful.	✓														X												X	X		X					
4.10 Explain the importance of embedding fonts																																			
4.11 Explain the purpose of a master slide	✓														X												X	X		X					
4.12 Define transition	✓														X												X	X		X					
4.13 Explain how animation is used	✓														X												X	X		X					
4.14 Define hyperlink	✓														X												X	X		X					
4.15 Compare hyperlinks and action buttons	✓														X												X	X		X					
4.16 Explain when the use of timings would be appropriate	✓														X												X	X		X					
4.17 Explain the difference in an organization chart and a flow chart																																			
4.18 Explain the components of a good oral presentation	✓																										X	X							

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<b>Unit 5: Website Design</b>																																					
5.1 Define the terminology	✓															X								X			X	X	X	X							
5.2 Explain the difference in a Web site and a page	✓															X								X			X	X	X	X							
5.3 Describe the process of adding pages to a Web site	✓															X								X			X	X	X	X							
5.4 Explain the advantages of themes	✓															X								X			X	X	X	X							
5.5 Describe editing and formatting text features in Web pages	✓															X								X			X	X	X	X							
5.6 Describe the process of using images on Web sites	✓															X								X			X	X	X	X							
5.7 Explain the different uses of hyperlinks on a Web site	✓															X								X			X	X	X	X							