

Computer Applications Correlation to: *Florida – Technical Systems and Applications*

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

Skills Units

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

Project Units

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

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



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Overview

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

Florida Department of Education. *Technical Systems and Applications*. July 2005
< <http://www.firn.edu/doe/dwdframe/0506/other/doc/core.doc> >.

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>	

Technical Systems and Applications	IT21: Computer Applications Course	Foundation Units										Skills Units					Project Units			Integration Projects																
		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					
07.07 Describe and demonstrate the visible and transparent qualities of an effective leader.																																				
07.08 Demonstrate the importance of dependability, initiative, courtesy, integrity, respect, empathy, punctuality responsibility, fairness, and trustworthiness in school and describe how to transfer these traits to the workplace.	✓			X																																
07.09 Define and discuss issues involving gender equity, disability, special needs, age, sexual harassment, cultural courtesy, and diversity.																																				
07.10 Explain and demonstrate the importance of good personal hygiene, stress management, professional demeanor, and individual presentation.																																				
07.11 Describe and present the concept of using forward thinking and the ability to facilitate a trend setting vision and mission statement for a technology-oriented organization.																																				
07.13 Demonstrate employability skills such as working as a team member, problem-solving, and organizational skills.	✓											X										X	X	X	X	X	X	X	X	X	X	X	X	X	X	
07.14 Apply academic and employability skills in work-based learning situations (i.e., internships, job shadowing, mentoring, on-the-job training).																																				