

Computer Applications Correlation to: *North Carolina – 6411 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

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 *6411 Computer Applications I*, published by the North Carolina Department of Public Instruction. 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:

North Carolina Department of Public Instruction. *6411 Computer Applications I*. 2005
<http://www.ncpublicschools.org/workforce_development/business/course-descriptions.html#6411>.

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>	

6411 – Computer Applications I	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								
A FUNDAMENTALS OF BUSINESS SYSTEMS AND COMMUNICATIONS																																							
CO01 Discuss business communication hazards, techniques, system maintenance and navigation.																																							
1.01 Identify digital communication hazards.	✓	X	X	X							X							X																					
1.02 Explain communication techniques for navigating and conducting business online.	✓			X	X			X			X		X	X	X	X	X	X					X			X	X	X	X	X									
1.03 Apply system maintenance and navigational techniques.	✓			X							X	X																											
B INPUT DEVICES AND PORTABILITY																																							
CO02 Use alternative input devices and techniques.																																							
2.01 Identify alternative input devices and techniques.	✓	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
2.02 Use tablet PC and handwriting recognition software to input text with a minimum speed of 25 wpm for one minute.																																							
2.03 Use web cameras and video conferencing applications.																																							
2.04 Use miniature mobile storage media.																																							
2.05 Train speech recognition software to input simple documents.																																							
2.06 Use speech recognition software to input documents with a minimum speed of 125 wpm and 98% accuracy for three minutes.																																							

6411 – Computer Applications I	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	
5.02 Create documents to include flyers, tri-fold brochures, and simple newsletters.	✓												X									X			X							
5.03 Complete a desktop publishing Cornerstone Project applying visual design strategies for document publication.	✓																					X					X	X	X	X	X	
F SPREADSHEETS																																
CO06 Use spreadsheet software with alternative input devices.																																
6.01 Demonstrate basic spreadsheet concepts and functions.	✓														X		X						X			X	X	X	X	X		
6.02 Explain advanced spreadsheet concepts and functions.	✓														X		X						X			X	X	X	X	X		
6.03 Demonstrate advanced spreadsheet concepts and functions.	✓														X		X						X			X	X	X	X	X		
6.04 Design and create charts and graphs.	✓														X								X			X	X	X	X	X		
6.05 Complete a spreadsheet Cornerstone Project applying integration techniques with other applications.	✓																	X								X	X	X	X	X		
G DATABASES																																
CO07 Use database software with alternative input devices.																																
7.01 Demonstrate basic database concepts and functions.	✓												X									X								X		
7.02 Explain advanced database concepts and functions.	✓												X							X	X									X		
7.03 Demonstrate advanced database concepts, functions, and integration with other applications.	✓												X						X	X									X			
7.04 Complete a database Cornerstone Project applying integration techniques with other applications.	✓												X						X										X			

