



**CORRELATION
CURRICULUM FRAMEWORKS**

COURSE TITLE: Computer Applications (Grades9-12)

COURSE NUMBER: N/A

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INTENDED OUTCOMES (Number and outcome)	PAGE(S) OR LOCATION(S) WHERE TAUGHT	I/M*
1. Appropriate use of varied input and output devices, and file management and transfer concepts.	SE-Ex. 1-1, pp. 11-15 SE-Appendix B, p. A-11 SE-Appendix D, pp. A-14 to A-15 SE-Printing a Table, pp. 32-35 SE-Printing a Form, pp. 63-66 SE-Tip, Ex. 1-3, p. 17	
2. Ergonomic principles applicable to the configuration of computer workstations. (Basic)	None	
3. Information systems (Basic)		
3.1 Keyboarding skills.	SE-Ex. 1-7, pp. 24-25 SE-Ex. 1-11 to 1-12, pp. 30-32 SE-Command Summary, p. 71 SE-Editing Data in a Form, pp. 67-69 SE-Command Summary, p. 110 SE-Ex. 6-7, pp. 226-227 SE-Appendix C, p. A-12	
3.2 Current and emerging computer technology and software.	SE-Using Help, pp. 38, 202, 344, 423, 554 SE-Note, p. 69 SE-Ex. 12-12, Note, p. 462 SE-Appendix A, pp. A-2 to A-10 SE-Appendix B, p. A-11	 M M
3.3 Communications and networking systems.	SE-Installation Requirements, p. xiv SE-2 nd Note, Ex. 1-1, p. 12 SE-Hyperlink, Table 4-3, p. 137 SE-Appendix A, Note, p. A-2 SE-App. D, Windows Explorer, p. A-14	M M M M M

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3.4 Install and update software.	SE-Installation Requirements, p. xiv SE-Using the Run Command, p. A-9 SE-Appendix A, Note, p. A-10 SE-Ex. 12-12, Note, p. 462	I I M M
3.5 Reference sources such as on-line help, vendor bulletin boards, tutorials, and manuals available for application software. (Basic/Intermediate)	SE-Using Help, pp. 38, 71, 111, 160, 202, 280, 313, 344, 385, 423, 467, 513, 554, 593 SE-Appendix A, pp. A-2 to A-10 SE-Appendix B, p. A-11 SE-Appendix C, pp. A-12 to A-13 SE-Appendix D, pp. A-14 to A-15 SE-Appendix G, pp. A-21 to A-22	I I I I I I
3.6 Troubleshooting problems with computer software, hardware, peripherals, and other office equipment. (Basic/Intermediate)	SE-1 st Note, Ex. 1-1, p. 12 SE-1 st Tip, Ex. 1-9, p. 27 SE-Tip, p. 337 SE-Ex. 15-7, pp. 577-578 SE-Appendix A, Tip, p. A-2 SE-Appendix A, Tip, p. A-6 SE-Appendix A, Note, p. A-10 SE-Appendix C, Tip, p. A-12	M M M I M I I M
3.7 Activities for demonstrating proficiency in keyboarding.	SE-True/False Question #4, p. 73 SE-Short Answer Question #3, p. 73 SE-Short Answer Question #8, p. 74 SE-True/False Question #2, p. 112 SE-Short Answer Question #6, p. 388 SE-True/False Question #5, p. 425	I I I I I I
3.8 Activities for demonstrating proficiency in troubleshooting computer problems.	SE-Using Help, p. 38	I
4. Word Processing		
4.1 Creating, editing and manipulating documents using word processing software.	SE-Note, Ex. 2-3, p. 52 SE-Ex. 12-8, pp. 453-454 SE-Ex. 12-11, pp. 457-459 SE-Ex. 12-15, pp. 465-467	M I I I
4.2 Activities for demonstrating proficiency with word processing software. (Basic)	SE-True/False Question #6, p. 468 SE-Ex. 12-18, pp. 471-472 SE-Ex. 12-21, p. 475	I I M

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4.3 Activities for demonstrating proficiency with advance word processing skills. (Intermediate)	SE-Short Answer Questions #5, 6, 7, p. 469 SE-Ex. 12-20, p. 474 SE-Ex. 12-24, pp. 477	M I I
5.0 Spreadsheets		
5.1 Using words, symbols, variables, tables, and graphs. (Basic/Intermediate)	SE-Ex. 4-11, Note, p. 151 SE-Ex. 12-18, pp. 471-472 SE-Ex. 12-24, p. 477 SE-Ex. 12-21, p. 475 SE-Unit Application 4-4, p. 483	I M I I I
5.2 Mathematical processes and tools. (Basic)	SE-Number, Date/Time, Currency, Table 4-3, p. 137 SE-Intro, "Aggregate Function", pp. 325-326 SE-Ex. 10-21, Tip, p. 391 SE-Ex. 11-14, pp. 418-420 SE-Tip, p. 570	M I M I M
5.3 The impact of changing parameters of given functions. (Basic)	SE-Ex. 2-3, Note, p. 52 SE-Ex 3-2, p. 86 SE-Note, Ex 3-5, p.90 SE-Critical Thinking #2, p. 283 SE-Design. Parameter Queries, pp. 330-333 SE-Ex 11-6, pp. 406-408	M I I I I I
5.4 Limitations of using statistical techniques and data in making inferences and valid arguments. (Basic)	None	
5.5 Activities for demonstrating proficiency with spreadsheets. (Intermediate)	SE-Ex. 12-9, pp. 454-456 SE-Ex. 12-10, pp. 456-457 SE-Short Answer Question #7, p. 469 SE-Ex. 12-18, pp. 471-472 SE-Ex. 12-24, p. 477	I I M I I
6. Databases (Basic)		
6.1 Creating, editing and manipulating documents using databases.	All Pages: 6-608	I
6.2 Multiple systems for organizing data.	SE-Lesson 4, pp. 128-172 SE-Lesson 5, pp. 173-214 SE-Lesson 6, pp. 215-256	I I I

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6.3 Charts, tables, and plots.	SE-Lesson 4, pp. 128-172 SE-OLE Object, Table 4-3, p. 137 SE-Creating a Chart, pp. 439-444 SE-Ex. 12-7 through 12-10, pp. 451-457	 M
6.4. Activities for demonstrating proficiency with databases. (Intermediate)	SE-Ex 4-25, p. 171 SE-Ex 5-28, pp. 213-214 SE-Ex 6-30, p. 251 SE-Ex 7-28, p. 290 SE-Ex 8-26, pp. 323-324 SE-Ex 9-23, p. 354	
7. Graphic images (Basic)		
7.1 Production elements that contribute to the effectiveness of a specific medium.	SE-Creating a Columnar AutoReport, pp. 361-363 SE-Modifying Controls, pp. 363-367 SE-Creating a Tabular AutoReport, pp. 367-369 SE-Adding Images to a Report, p. 376-380 SE-Adding a Chart and an Image to a Form, pp. 542-546	
7.2 Integrating multimedia and technology into presentations.	SE-Adding a Pict. to a Record, pp. 69-71 SE-Short Answer Question #2, p. 73 SE-Critical Thinking #1, p. 74 SE-Ex 2-25, p. 83 SE-Note, p. 447	
7.3 Tools, media, processes, and techniques.	SE-Note, p. 69 SE-OLE Object, Table 4-3, p. 137 SE-Tip, p. 443 SE-Creating a Chart, Intro, p. 439 SE-Note, p. 447	 M
7.4 Maps, geographic technologies including geographic information systems (GIS) and satellite-produced imagery, and other advanced graphic representations. (Intermediate)	None	
7.5 Activities for demonstrating proficiency with manipulating graphic images. (Intermediate)	SE-Short Answer Question #2, p. 73 SE-Ex 2-25, p. 83 SE-Ex 5-25, pp. 210-211 SE-Ex. 12-2, pp. 441-444 SE-Ex. 12-23, p. 476	

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8. Research using telecommunications and the Internet. (Basic)		
8.1 Research skills and tools.	SE-Using Help, pp. 71-72 SE-Using Help, p. 160 SE-Appendix A, Table A-1, Favorites, p. A-3	I I I
8.2 Primary source information.	SE-Using Help, pp. 71-72 SE-Using Help, p. 160	M M
8.3 Access, process, and transmit information through all mediums (e.g. fax, e-mail, modem, Internet, teleconferencing).	SE-Ex. 12-5, pp. 448-450 SE-Ex. 12-6, p. 450 SE-Exporting Data to HTML, pp. 459-461 SE-Creating Data Access Page, pp. 461-464 SE-Short Answer Question #1, p. 468 SE-Short Answer Question #8, p. 469 SE-Critical Thinking #1 & 2, p. 469	I I I I I I I
8.4 Activities for demonstrating proficiency with electronic research. (Intermediate)	SE-Using Help, pp. 71-72 SE-Using Help, p. 160	I I
9. The impact of computers on society and the need for their ethical use. (Basic)	SE-Case Study, Personal Qualities, p. 3 SE-Critical Thinking #1 & 2, p. 74 SE-Ex. 2-18, p. 74 SE-Ex. 12-5, pp. 448-450 SE-Critical Thinking #1 & 2, p. 469	M M M M M
10. Using information management tools and logical planning to describe the tasks, resources, and timelines necessary for the completion of specified projects. (Intermediate/Advanced)		
10.1 Activities for demonstration of proficiency at both intermediate and advanced levels of using information management tools.	SE-Challenge Yourself exercises, pp. 47, 83, 120-121, 171, 213-214, 251, 290, 323-324, 354, 397, 436-437, 477, 523, 567, 602-603	I
11. Using input and output devices for file management and transfer concepts. (Intermediate)	SE-2nd Note, Ex. 1-1, p. 12 SE-Appendix D, pp. A-14 to A-15 SE-Appendix A, My Computer, p. A-2	M I M
12. Access strategies and appropriate use of the Internet and electronic communications. (Intermediate)	SE-Ex 12-13 to 12-14 pp. 462-464 SE-Short Answer Question #1, p. 468 SE-Critical Thinking #1 & 2, p. 469	I I I

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13. Creating visual organizers and design solutions (e.g., storyboards, flowcharts, schematic drawings) for specified problems. (Intermediate)		
13.1 Activities that provide the opportunity to demonstrate proficiency with these skills and concepts.	SE-Ex. 5-14, pp. 195-196 SE-Creating a New Database, p. 445 SE-Appendix G, pp. A-21 to A-22	I M I
14. Productivity and multimedia tools and peripherals. (Intermediate)	SE-Adding a Pict. to a Record, pp. 69-71 SE-Creating Labels, pp. 381-385 SE-Ex 12-13 to 12-14 pp. 462-464 SE-Lesson 15 (Macros), pp. 568-603	I I I I
15. Activities to demonstrate skill in using technology to increase productivity and enhance performance. (Basic/Intermediate/Advanced)	SE-Ex 10-17 & 10-18, pp. 381-385 SE-Critical Thinking #1, p. 388 SE-Ex 15-22 to 15-25, pp. 601-603	I I I

I = Taught In-depth

M = Mentioned only