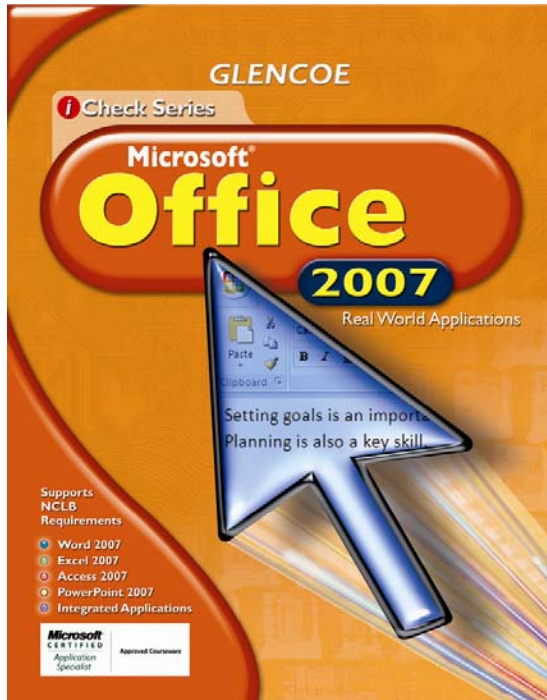




Business Technology
Applications—Advanced



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CORRELATION TO ALABAMA
COURSE OF STUDY

STANDARDS	PAGE REFERENCES
Word Processing Applications	
1. Construct written communication using correct business format, including letters of application, résumés, and follow-up letters. <ul style="list-style-type: none"> Identifying types of letters Examples: request, persuasive, collective, goodwill	Student Edition: 13, 33, 34, 59, 60, 62, 66, 67, 68, 83, 84, 88, 91, 93, 94, 109, 130, 165, 192, 193, 194
2. Demonstrate correct procedures for creating online forms, Web page designs, document sharing, and merging information obtained from a database.	Student Edition: 164, 165, 166, 167-168, 169, 170, 171, 172, 173, 175, 177, 178-179, 181, 187, 188, 189, 190, 191, 192, 193
Spreadsheet Applications	
3. Design spreadsheets for personal and business use. <ul style="list-style-type: none"> Utilizing wizards and templates to create spreadsheets 	Student Edition: 238, 255-256, 260, 271-272, 276, 280, 294, 296, 315, 316, 338, 345, 346 <i>Before You Begin</i> 281

STANDARDS	PAGE REFERENCES
<p>4. Apply mathematical, statistical, and logical functions to solve problems using spreadsheets.</p>	<p>Student Edition: 215, 221, 223, 225, 229, 240, 244, 246, 247, 248, 281, 286, 287, 288, 289, 298-299, 300, 301, 302, 303, 306, 307, 312, 341, 344, 345, 346 <i>Academic Skills</i> 258</p>
<p>5. Create charts and graphs to clarify data and share information.</p> <ul style="list-style-type: none"> • Crating formulas manually and with the function wizard • Auditing equations and trouble shooting errors • Formatting spreadsheets, graphs, and lists for printing 	<p>Student Edition: 271-272, 281, 294, 295, 296, 297, 304, 308, 310, 321, 322, 323, 324, 325, 327, 328, 329, 330, 336, 337, 338, 340, 347</p>
Database Applications	
<p>6. Utilize database functions for business and personal use to create tables, forms, reports and queries.</p> <ul style="list-style-type: none"> • Creating forms that manage data automatically • Optimizing the database for easy navigation and data input 	<p>Student Edition: 363, 370, 378, 379, 382-383, 386, 391-392, 393, 398, 404-405, 408-409, 449-450, 451-452, 457-458, 463, 464, 466, 468, 469, 537</p>
Presentation Applications	
<p>7. Create a multimedia résumé. Example: electronic career portfolio</p>	<p>The following projects may be adapted to include creating a multimedia résumé. Student Edition: 541, 560, 567, 594, 595, 596, 597, 598, 599, 600, 631, 632, 633, 634, 635, 636, 637, 668, 669, 671, 672, 677, 678, 679</p>
<p>8. Present a self-designed multimedia presentation with visual elements, including using graphics, sound, and on-screen navigation and preparing a slideshow for live presentations and kiosk demonstrations.</p>	<p>Student Edition: 578-579, 580-581, 582, 583-584, 585, 586, 587, 588, 596, 599, 600, 611, 612, 613, 615, 616-617, 619, 627, 649-650, 677, 678, 679</p>
Internet Research	
<p>9. Utilize various Internet search engines to research business topics.</p>	<p>Student Edition: 30, 76, 343, 349, 534, 568</p>
<p>10. Utilize integrated computer technology for creating projects.</p>	<p>Student Edition: 321, 573, 586, 682-683, 684, 685, 686, 687, 688-689, 690, 691, 692, 693, 694, 695</p>

STANDARDS	PAGE REFERENCES
11. Compare the uses of information technology as they relate to major business functions, including marketing, accounting and finance, manufacturing, human resources, and management.	Student Edition: xvii-xviii, 2, 30, 62, 63, 66, 68, 91, 94, 160, 161, 193, 194, 196, 197, 198, 199, 224, 225, 349 <i>Go Online</i> 348 <i>Why It Matters</i> 1, 200, 540
12. Apply skills needed to support information technology users, including supporting customer, tutoring information technology users, and assisting information technology users in updating technical skills.	Student Edition: xxii, 20, 29, 62, 217, 224, 369, 556, 565, 566 <i>Microsoft Office 2007</i> 352
13. Utilize research results to analyze new and emerging business technology applications software.	Student Edition: xvii, xviii, xxv-xxvi, xlix-lii, liv, 2, 201, 202, 204, 349, 541 <i>Go Online</i> 347
14. Determine career and entrepreneurial opportunities, responsibilities, and educational and credentialing requirements related to business technology professions.	Student Edition: 2, 30, 201, 349, 541
Electronic Mail Applications	
15. Utilize e-mail features safely and effectively. <ul style="list-style-type: none"> • Organizing the inbox and filter junk mail • Scheduling meetings, recurring appointments, and tasks 	Student Edition: 165, 187
16. Analyzing e-mail data obtained from spreadsheets or databases.	Student Edition: 165, 166, 167-168, 169, 170, 171, 187, 188