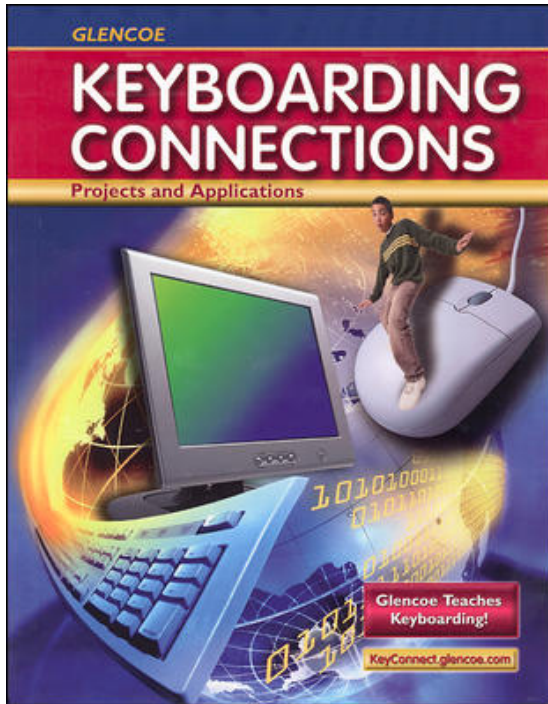




Computer Essentials



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CORRELATION TO ALABAMA COURSE OF STUDY

STANDARDS	PAGE REFERENCES
Computer Basics	
1. Exhibit proper use of basic computer components, including hardware, operating systems, software, file management, and network functions.	Student Edition: 130-134, 135-138 <i>Appendix A2-A6</i> <i>Care and Operation of Equipment</i> 12, 16, 18, 47, 76, 94 Teacher Wraparound Edition: TT 132, 135, 136
2. Demonstrate correct procedure for basic computer and printer maintenance, including routine hardware and software problem solving. Examples: changing printer cartridge, replenishing paper, scanning disk, defragmenting disk, clearing paper jams	Student Edition: 132 Teacher Wraparound Edition: TT 132, 279

STANDARDS	PAGE REFERENCES
Software Applications	
<p>3. Demonstrate correct data input techniques with acceptable speed and accuracy. Example: touch method</p>	<p>Student Edition: 3-7, 8-10, 11-13, 14-16, 17-19, 20-23, 24-27, 28-30, 31-33, 34-36, 37-39, 40-42, 43-45, 46-48, 49-51, 52-55, 56-58, 59-61, 62-64, 65-68, 71-74, 75-78, 79-82, 83-86, 87-90, 91-94, 95-99, 100-104, 105-108, 109-112, 113-116, 117-120, 121-124, 125-127 <i>Skillbuilding</i> SB1-SB31 Teacher Wraparound Edition: T 3, 4, 9, 15, 40, 115, 135; TT 23, 98</p>
<p>4. Utilize word processing skills, including creating page layout, proofreading, editing, printing, and saving.</p>	<p>Student Edition: 139-145, 146-152, 172-176, 177-181, 182-185, 186-191, 192-196, 200-206, 207-215, 225-232, 233-240, 241-244, 245-254, 255-264, 265-272, 433-434, 436, 442 <i>internet Connection</i> 206 <i>Write On!</i> 215 Teacher Wraparound Edition: DI 26; T 139; TT 29, 145, 150, 174, 178, 183, 194, 201, 211, 212, 230, 234, 268, 313, 415, 416, 434</p>
<p>5. Use spreadsheet software to create, save, open, edit, and print a workbook or worksheet.</p> <ul style="list-style-type: none"> • Utilizing formulas for problem solving applicable to a spreadsheet • Creating charts to interpret spreadsheet data 	<p>Student Edition: 362-368, 369-378, 379-387, 388-396, 397-409, 450-454 Teacher Wraparound Edition: DI 384; TT 363, 380, 381, 384, 399, 401, 402, 405, 408, 452</p>
<p>6. Create a database file. Examples: tables, reports, forms, queries</p>	<p>Student Edition: 186-191, 225-232, 305-310, 379-387, 388-396, 397-409, 414-418, 419-424, 435, 437-440 <i>internet Connection</i> 190 <i>Write On!</i> 191 Teacher Wraparound Edition: DI 435; TT 187, 230, 380, 382, 383, 420, 423, 426</p>
<p>7. Demonstrate procedures for creating, saving, retrieving, and delivering multimedia presentations.</p>	<p>Student Edition: 277-280, 281-286, 287-292, 298-304, 305-310, 311-320, 326-333, 334-342, 343-347, 348-352, 353-357, 443-444 Teacher Wraparound Edition: OCLA 340; TT 289, 302, 313, 329, 331, 339, 341</p>

STANDARDS	PAGE REFERENCES
<p>8. Demonstrate use of the Internet in business. Examples: research, travel, correspondence, advertisement</p> <ul style="list-style-type: none"> Identifying misuses of the Internet in business <p>Examples: slamming, spamming, flaming</p>	<p>Student Edition: 152-156, 157-165, 216-220, 298-304, 305-310, 311-320, 447-449 <i>internet Connection</i> 221 <i>Write On!</i> 221</p> <p>Teacher Wraparound Edition: TT 154, 159, 216, 217, 218, 219, 220, 302</p>
Career Opportunities	
<p>9. Utilize research results to determine career and entrepreneurial opportunities, responsibilities, and educational and credentialing requirements in entry-level information technology professions.</p>	<p>This standard falls outside the scope of this text and can be met through classroom discussion.</p>
Technology	
<p>10. Analyze information technology for its impact on society.</p>	<p>Student Edition: Teacher Wraparound Edition: TT 216, 407</p>
Ethics	
<p>11. Describe ethical considerations resulting from technological advances. Examples: hacking, privacy, restricted sites, copyright and intellectual property rights, viruses, consequences, misuse</p>	<p>Student Edition: 158-165 <i>Appendix A6</i> <i>Write On!</i> 254, 264</p> <p>Teacher Wraparound Edition: TT 158, 159, 160, 161, 162, 164, 253</p>