



CORRELATION TO ALABAMA COURSE OF STUDY

STANDARDS	PAGE REFERENCES
Computer Essentials	
Computer Basics	
Students will:	
<p>1. Exhibit proper use of basic computer components, including hardware, operating systems, software, file management, and network functions.</p>	<p>Student Edition: 20-21, 22-24, 28-31, 32-33, 41-42, 43-44, 47-48, 49, 52-54, 55-56, 57-58</p> <p><i>Be a Responsible Computer User</i> 14</p> <p><i>Real World</i> 48</p> <p><i>Tech Savvy</i> 32, 57</p> <p><i>Types of Storage Devices</i> 46</p> <p>Teacher Resource Manual: C 117, 139; F 112, 140; T 108, 141; W 357, 358</p>

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<p>2. Demonstrate correct procedure for basic computer and printer maintenance, including routine hardware and software problem solving.</p> <p>Examples: changing printer cartridge, replenishing paper, scanning disk, defragmenting disk, clearing paper jams</p>	<p>Student Edition: 11, 484, 485, 486, 487, 488, 489, 490 <i>Go Online</i> 15 <i>Guided Practice</i> 491-492 <i>Guidelines for a Safe Computer Classroom</i> 11 <i>Help</i> 33 <i>Real World</i> 43, 48 <i>Tech Savvy</i> 13, 22</p> <p>Teacher Resource Manual: C 111; E 131; T 128, 134</p>
Software Application	
<p>3. Demonstrate correct data input techniques with acceptable speed and accuracy.</p> <p>Example: touch method</p>	<p>This objective is covered extensively throughout the textbook including the examples below:</p> <p>Student Edition: 12-13, 28-31, 421-423, 424-425, 430-432, 433-435, 440-441, 444-445, 446-447, 450-451, 452-454, 455-457, 464-466</p> <p><i>Important Keyboard Keys</i> 28 <i>Tech Savvy</i> 28</p> <p>Teacher Resource Manual: A 340; E 116; R 111; TT 339-341; W 356</p>
<p>4. Utilize word processing skills, including creating page layout, proofreading, editing, printing, and saving.</p>	<p>This objective is covered extensively throughout the textbook including the examples below:</p> <p>Student Edition: 135-136, 137-138, 141-143, 144-145, 146-148, 158-159, 160-162, 168-170, 187-188, 194-195</p> <p><i>Guided Practice</i> 149-150, 201-202 <i>Independent Practice</i> 151, 203 <i>Tech Savvy</i> 141, 145</p> <p>Teacher Resource Manual: C 203; F 198; R 190, 196; T 187, 199; W 365, 367</p>

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<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>This objective is covered extensively throughout the textbook including the examples below:</p> <p>Student Edition: 215-217, 218-220, 221-222, 223-224, 229-230, 231-233, 240-241, 244-247</p> <p><i>Common Excel Functions</i> 231</p> <p><i>Guided Practice</i> 225-226, 248-249</p> <p><i>Independent Practice</i> 238, 250</p> <p><i>Tech Savvy</i> 222, 224, 243</p> <p>Teacher Resource Manual: C 236, 241; F 232, 237; T 238; W 369, 370</p>
<p>6. Create a database file. Examples: tables, reports, forms, queries</p>	<p>This objective is covered extensively throughout the textbook including the examples below:</p> <p>Student Edition: 267-268, 269-272, 273-275, 280-282, 283-284, 291-294</p> <p><i>Guided Practice</i> 276-277, 287-288, 298-299</p> <p><i>Independent Practice</i> 278, 289, 300</p> <p><i>Tech Savvy</i> 294, 296</p> <p>Teacher Resource Manual: C 262, 271; F 258, 268; T 264, 269; W 373, 374, 375</p>
<p>7. Demonstrate procedures for creating, saving, retrieving, and delivering multimedia presentations.</p>	<p>This objective is covered extensively throughout the textbook including the examples below:</p> <p>Student Edition: 312-313, 314-316, 319-320, 321-322, 327-328, 332-333, 343-344</p> <p><i>Guided Practice</i> 323-324, 339-340, 349-350</p> <p><i>Independent Practice</i> 325, 341, 351</p> <p><i>Tech Savvy</i> 312, 329, 332</p> <p>Teacher Resource Manual: E 292, 297; F 288; R 292; T 294, 299; W 378, 379</p>

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<p>8. Demonstrate use of the Internet in business.</p> <p>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:</p> <p>86-87, 88-89, 90-92, 255-256, 257-258, 259, 260-262, 383-384</p> <p><i>Avoid Spam</i> 92</p> <p><i>Common URL Extensions</i> 87</p> <p><i>Real World</i> 88, 91</p> <p>Teacher Resource Manual:</p> <p>C 287, 297; T 154, 284, 314, TT 342-345</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>Student Edition:</p> <p>5, 305-306, 307, 308, 309</p> <p><i>Academic Focus</i> 306</p> <p><i>How Technology Helps Workers</i> 306</p> <p><i>Prepare for a Career</i> 309</p> <p><i>Reading Check</i> 5, 306, 308</p> <p><i>Real World</i> 7, 309</p> <p><i>Technology Careers</i> 308</p> <p>Teacher Resource Manual:</p> <p>F 283; R 286; T 314; W 376</p>
Technology	
<p>10. Analyze information technology for its impact on society.</p>	<p>Student Edition:</p> <p>2-3, 4-5, 360-361</p> <p><i>Academic Focus</i> 4</p> <p><i>Computer Use in School</i> 4</p> <p><i>Go Online</i> 361</p> <p><i>Real World</i> 3, 5</p> <p><i>Technology Behind the Scenes</i> 3</p> <p><i>Technology That Helps People</i> 361</p> <p>Teacher Resource Manual:</p> <p>C 287, 317; E 317; R 316; T 102, 314</p>

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Ethics	
<p>11. Describe ethical considerations resulting from technological advances.</p> <p>Examples: hacking, privacy, restricted sites, copyright and intellectual property rights, viruses, consequences, misuse</p>	<p>Student Edition: 6-7, 92, 94, 126-128, 129-130, 131-132, 358-359 <i>Academic Focus</i> 6, 92, 131 <i>Avoid Spam</i> 92 <i>Go Online</i> 92, 128 <i>Real World</i> 130, 358</p> <p>Teacher Resource Manual: C 185, 287; E 158; R 271; T 182; W 354, 363, 366</p>