

G L E N C O E

Correlation

Computer Concepts
in Action

© 2006

Florida

Computer Applications in Business 1

Grades 6-8

**CORRELATION
FLORIDA DEPARTMENT OF EDUCATION**

COURSE DESCRIPTION

SUBJECT: Computer/Business Technology Education
COURSE NAME: Computer Applications in Business 1
SUBMISSION TITLE: Computer Concepts in Action © 2006
PUBLISHER: Glencoe/McGraw-Hill
GRADE(S): 6-8

COURSE CODE NUMBER: 8200220

OUTCOME NUMBER	BENCHMARK NUMBER	INTENDED OUTCOME/BENCHMARK DESCRIPTION	PAGE(S) OR LOCATION(S) WHERE TAUGHT IN MAJOR TOOL	I/M*
1.0		DEVELOP AND APPLY KEYBOARDING SKILLS UTILIZING CURRENT TECHNOLOGY—The student will be able to:		
	1.04	Demonstrate knowledge of alphanumeric & command keys. LA.C.1.3 LA.C.2.3	Student Edition: 28-31, 136, 421-466	
	1.05	Demonstrate and review correct reach technique for alphanumeric keyboarding. LA.C.1.3 LA.C.2.3	Student Edition: 421-466	
	1.06	Demonstrate accuracy using correct reach techniques for numeric and symbol keyboarding. LA.C.1.3 LA.C.2.3	Student Edition: 446-466	
2.0		DEVELOP AND APPLY WORD PROCESSING SKILLS UTILIZING CURRENT TECHNOLOGY—The student will be able to:		
	2.17	Apply margins, tabs, line spacing and paragraph indents. MA.A.1.3.2, MA.A.3.3.3	Student Edition: 140, 168-172, 176 (Help), 179, 366, 368-369, 373, 379-380, 385, 389-390, 444-445	
	2.18	Insert and manipulate graphics, word art and text boxes. MA.C.2.3.1	Student Edition: 160-162, 165, 166, 185-186, 192-193, 201-202, 203, 365-367, 370-372, 373-375, 376-378, 379-380, 381, 387, 388 (Read Me), 394-395, 398, 399	
	2.19	Utilize the Word/character count command. MA.A.1.3.2	Student Edition: 173 (Read Me)	
	2.20	Insert date and time.	Student Edition: 319 Online Learning Center (concepts.glencoe.com): Student Center > Enrichment Activities > Enrichment Activity 4.9	

OUTCOME NUMBER	BENCHMARK NUMBER	INTENDED OUTCOME/BENCHMARK DESCRIPTION	PAGE(S) OR LOCATION(S) WHERE TAUGHT IN MAJOR TOOL	I/M*
	2.21	Understand printing options including shrink to fit, gutters, and document orientation. LA.B.1.3.3, MA.A.3.3.3	Student Edition: 146-148, 156-157, 163	I
	2.22	Move text in a document: dragging and dropping. LA.B.1.3.3	Student Edition: 22, 161, 375	M
	2.23	Explore the Format painter.	Student Edition: 155, 165, 368 (Help)	I
	2.24	Create bulleted and numbered lists. LA.B.2.3.2	Student Edition: 158-159, 163 (Go Online), 165, 166, 368-369, 379 Online Learning Center (concepts.glencoe.com): Student Center > Enrichment Activities > Enrichment Activity 4.3	I
	2.25	Create a table-Inserting, moving, and entering data. LA.B.2.3.2, MA.A.3.3.3	Student Edition: 189-190, 200 (Go Online), 202, 203, 329-331 Online Learning Center (concepts.glencoe.com): Student Center > Enrichment Activities > Enrichment Activity 4.8	I
	2.26	Create table-insert/delete columns, rows, cells. LA.B.2.3.2	Student Edition: 200 (Go Online), 219, 222 Online Learning Center (concepts.glencoe.com): Student Center > Enrichment Activities > Enrichment Activity 4.8	I
	2.27	Format a table-changing column/row width/height. LA.B.2.3.2, MA.A.3.3.3	Student Edition: 190-191, 200 (Go Online), 219, 222, 330-331 Online Learning Center (concepts.glencoe.com): Student Center > Enrichment Activities > Enrichment Activity 4.8	I
	2.28	Apply table alignment on document. LA.B.2.3.2, MA.A.3.3.3	Student Edition: 189-190, 329-331	I
	2.29	Use the tools on the Table and Borders toolbar. LA.B.2.3.2	Student Edition: 200 (Go Online), 202, 203 Online Learning Center (concepts.glencoe.com): Student Center > Enrichment Activities > Enrichment Activity 4.8	I

OUTCOME NUMBER	BENCHMARK NUMBER	INTENDED OUTCOME/BENCHMARK DESCRIPTION	PAGE(S) OR LOCATION(S) WHERE TAUGHT IN MAJOR TOOL	I/M*
3.0		DEVELOP AND APPLY ELECTRONIC PRESENTATION SKILLS UTILIZING CURRENT TECHNOLOGY—The student will be able to:		
	3.10	Apply fill effects, lines and shapes. LA.D.2.3.4	Student Edition: 330, 338 (Go Online), 371, 374-375, 378, 389 Online Learning Center (concepts.glencoe.com): Student Center > Enrichment Activities > Enrichment Activity 7.1 and 7.2	I
	3.11	Demonstrate ability to order, group and rotate objects. LA.D.2.3.4	Student Edition: 370-372, 373-375, 378, 388-390	I
	3.12	Demonstrate ability to animate graphics. LA.D.2.3.4	Student Edition: 334-335, 341, 353, 354, 410-411	I
	3.13	Apply slide transitions and timings. LA.D.2.3.4	Student Edition: 334-335, 340, 341, 352-353, 354, 412-413, 415	I
	3.14	Incorporate text, tables, charts and graphic transitions into document. LA.B.2.3.4	Student Edition: 312-313, 317-318, 319-320, 325, 329-331, 332-333, 336-338, 339-340, 341, 352-353, 355, 408-409, 414-415	I
	3.15	Add sound using various media (e.g. internet and/or files). LA.A.2.3.6, LA.D.2.3.4	Student Edition: 336-337, 411, 415, 416, 418	I
	3.16	Apply action buttons.	Student Edition: 337, 348, 411, 415	I
	3.17	Insert hyperlink to a file or internet site. LA.B.2.3.4, LA.D.2.3.4	Student Edition: 87, 98	M
	3.18	Rearrange slide order through slide sorter.	Student Edition: 314-315, 323, 325, 412	I
	3.19	Create note page to aid in oral presentation of slide show. LA.C.1.3.1 LA.C.3.3, LA.A.2.3.7	Student Edition: 343-344, 345-346, 349-350, 351, 352-353, 354, 413, 416 (#2)	I
	3.20	Customize timing and rehearsing to coordinate with oral presentation. VA.A.1.3.1, LA.D.2.3.5	Student Edition: 342, 343-344	M
	3.21	Apply communication skills in presenting the report. LA.C.3.3.3, VA.B.1.3.2, LA.D.2.3.5	Student Edition: 342, 343, 351(#4), 354	I
4.0		IDENTIFY AND UNDERSTAND COMPUTER HARDWARE—The student will be able to:		
	4.04	Discuss the use of different computer platforms. LA.A.1.3, LA.B.1.3, LA.B.2.3, LA.C.1.3, LA.C.2.3	Student Edition: 41, 48, 49, 483	I
5.0		PERFORM ACTIVITIES USING THE WORLDWIDE WEB—The student will be able to:		
	5.08	Master Intermediate vocabulary. LA.A.1.3.3, LA.B.2.3.4	Student Edition: H5, 5, 7, 14, 86-94, 97, 99, 101, 103, 106 (#2-4), 110, 112, 115, 126-129	I

OUTCOME NUMBER	BENCHMARK NUMBER	INTENDED OUTCOME/BENCHMARK DESCRIPTION	PAGE(S) OR LOCATION(S) WHERE TAUGHT IN MAJOR TOOL	I/M*
	5.09	Understand How the internet works. LA.B.2.3.4	Student Edition: 86-91	I
	5.10	Discuss Internet Privacy, Ethics, Etiquette and Copy Right Laws. LA.A.2.3.3, LA.D.2.3.7	Student Edition: H2 , H3, H5, H7, 6-7, 8, 9, 14-15, 18, 92-94, 126-133, 134, 149, 176-177, 184, 206, 263, 358-359, 383, 490	I
	5.11	Evaluate websites.LA.A.2.3.2, LA.A.2.3.3, LA.A.2.3.8	Student Edition: H9, 93,108, 115-116, 120, 121 (#3b), 123	I
	5.12	Save a webpage.	Student Edition: 117-118, 121, 124 (#4)	I
	5.13	Print a webpage-problem solve printing issues.	Student Edition: 103-105, 107 (#9), 108 (#4b), 121 (3b), 124 (#4), 417 (#2)	I
	5.14	Download files.	Student Edition: 118 (Go Online) Online Learning Center (concepts.glencoe.com): Student Center > Enrichment Activities > Enrichment Activity 3.2	I
	5.15	Download graphics.	Student Edition: 166 (#3a, 4b), 203, (#3d, 4b), 417 (Project 1), 419 (#1)	I
	5.16	Copy and paste from browser to other applications.	Student Edition: 118 (Go Online), 166 (#3a, 4b), 203, (#2d, 4b)417 (Proj. 1), 419 (#1) Online Learning Center (concepts.glencoe.com): Student Center > Enrichment Activities > Enrichment Activity 3.1	I
6.0		DEVELOP AND UTILIZE BUSINESS-RELATED SOFT SKILLS—The student will be able to:		
	6.07	Demonstrate the understanding of the importance of positive attitude in obtaining and maintaining a job, L.A.C.1.3.1	Student Edition: 354	M
	6.08	Identify grooming/dress standards in various workplace environments, L.A.D.1.3.3	Student Edition: 354 Teacher Resource Manual: 299 (Teach Activity "Prepare the Presenter")	I
	6.09	Demonstrate problem solving skills	Student Edition: 18, 36, 37-39, 61, 81- 84, 151, 166, 203-206, 227, 250-253, 278, 289, 300-303, 325, 341, 351-354, 381, 399, 416-419	I
	6.10	Demonstrate an awareness of teamwork, L.A.C.1.3.1	Student Edition: 68 (#3), 81 (#2), 183 (#4), 227 (#4), 252 (#3), 278 (#4), 289 (#4), 300 (#4), 302 (#3), 306 (chart)	I

OUTCOME NUMBER	BENCHMARK NUMBER	INTENDED OUTCOME/BENCHMARK DESCRIPTION	PAGE(S) OR LOCATION(S) WHERE TAUGHT IN MAJOR TOOL	I/M*
	6.11	Make an impromptu presentation, L.A.A.1.3.3, L.A.A.2.3.5, L.A.C.3.3.1, L.A.C.3.3.2, L.A.C.3.3.3, L.A.D.2.3.1, L.A.D.2.3.3, L.A.D.2.3.5	Teacher Resource Manual: 181 (Focus Activity), 253 (Focus Activity), 304 (Create a Presentation)	I
	6.12	Make a prepared presentation, L.A.A.1.3.3, L.A.A.2.3.5, L.A.C.3.3.1, L.A.C.3.3.2, L.A.C.3.3.3, L.A.D.2.3.1, L.A.D.2.3.3, L.A.D.2.3.5	Student Edition: 351(#4), 352, 353, 354, 416	I
7.0		DEVELOP AND APPLY SPREADSHEET SKILLS—The student will be able to:		
	7.01	The student will be able to identify the parts of the spreadsheet screen. LA.A.1.3, LA.A.2.3, LA.C.1.3, LA.C.3.3	Student Edition: 215-217, 220 , 222, 223, 226, 229-230	I
	7.02	Create and navigate through a worksheet. LA.A.1.3, LA.A.2.3, LA.C.1.3, LA.C.3.3	Student Edition: 216-222, 225-227, 229-235, 251-253, 391-393, 406-407, 418, 419	I
	7.03	Change column width and row height. LA.A.1.3, LA.A.2.3, LA.C.1.3, LA.C.3.3	Student Edition: 219, 221-222, 223, 226 (#6)	I
	7.04	Format the contents of a cell-change fonts and font sizes and align text, format numbers. LA.A.1.3, LA.A.2.3, LA.C.1.3, LA.C.3.3	Student Edition: 221-222, 223, 226 (#11), 391, 406	I
	7.05	Merge cells LA.A.1.3, LA.A.2.3, LA.C.1.3, LA.C.3.3	Student Edition: 223, 226, 391, 406	I
	7.06	Use Undo and Redo features. LA.A.1.3, LA.A.2.3, LA.C.1.3, LA.C.3.3	Student Edition: 142, 143	I
	7.07	AutoFormat the worksheet if available. AutoFormat applies borders, shading, and data formatting. LA.A.1.3, LA.A.2.3, LA.C.1.3, LA.C.3.3	Student Edition: 200 (Go Online) Online Learning Center (concepts.glencoe.com): Student Center > Enrichment Activities > Enrichment Activity 4.8	I
	7.08	Use the auto sum feature. LA.A.1.3, LA.A.2.3, LA.C.1.3, LA.C.3.3, MA.A.1.3, MA.A.3.3, MA.A.4.3	Student Edition: 231-233, 236-237, 238, 251, 253	I
	7.09	Create a bar chart, embedded, using the chart wizard. LA.A.1.3, LA.A.2.3, LA.C.1.3, LA.C.3.3, MA.A.1.3, MA.A.3.3, MA.A.4.3	Student Edition: 244-247, 248-249, 250-252, 253, 392, 407	I

CORRELATION
FLORIDA DEPARTMENT OF EDUCATION
Reading Assessed Sunshine State Standards Benchmarks
Grades 6-8

SUBJECT: Computer/Business Technology Education
COURSE NAME: Computer Applications in Business 1
SUBMISSION TITLE: Computer Concepts in Action (CCIA) © 2006
PUBLISHER: Glencoe/McGraw-Hill
GRADES: 6-8
COURSE CODE NUMBER: 8200220

ASSESSED BENCHMARK	PAGE(S) OR LOCATION(S) WHERE TAUGHT IN MAJOR TOOL I/M*
LA.A.1.3.2 Uses a variety of strategies to analyze words and text, draw conclusions, use context and word structure clues, and recognize organizational patterns. Grades 6, 7 MC Grade 8 MC, SR	xiv-xv, xvi-xvii, StartUp Skills, TechChecks, captions in TechTalk, TechTalk Review & Assessments, Go Online After Your Read, 111, 120, 206
LA.A.2.3.1 Determines the main idea or essential message in a text and identifies relevant details and facts and patterns of organization. Grades 6, 7 MC Grade 8 MC, SR, ER	xvi-xvii, all StartUp Skills, 14-15, 73 (#4-5), 83, 111, 120, 133 (#5), 206
LA.A.2.3.2 Identifies the author's purpose and/or point of view in a variety of texts and uses the information to construct meaning. Grades 6, 7 MC Grade 8 MC, SR	93, 123, 204 (#2), 206, 210, 383-385
LA.A.2.2.2 Identifies the author's purpose in a simple text. (Assessed with A.2.3.2)	H9
LA.A.2.2.3 Recognizes when a text is primarily intended to persuade. (Assessed with A.2.3.2)	H9
LA.E.2.3.1 Understands how character and plot development, point of view, and tone are used in various selections to support a central conflict or story line. Grades 6, 7 MC Grade 8 MC, SR, ER (Assessed with literary text only)	
LA.E.1.3.2 Recognizes complex elements of plot, including setting, character development, conflicts, and resolutions. (Assessed with E.2.3.1)	

ASSESSED BENCHMARK	PAGE(S) OR LOCATION(S) WHERE TAUGHT IN MAJOR TOOL I/M*
LA.A.2.2.7 Recognizes the use of comparison and contrast in a text. Grades 6,7 MC Grade 8 MC, SR, ER	206, 211, 213 (#5)
LA.E.2.2.1 Recognizes cause-and-effect relationships in literary texts. [Applies to fiction, nonfiction, poetry, and drama.] Grades 6, 7 MC Grade 8 MC, SR	203 (#4), 206, 383-385
LA.A.2.3.8 Checks the validity and accuracy of information obtained from research, in such ways as differentiating fact and opinion, identifying strong vs. weak arguments, and recognizing that personal values influence the conclusions an author draws. Grades 6, 7 MC Grade 8 MC, SR	93, 111, 120, 183, 205, 206, 354, 383-385
LA.A.2.3.5 Locates, organizes, and interprets written information for a variety of purposes, including classroom research, collaborative decision-making, and performing a school or real-world task. Grades 6, 7 MC Grade 8 MC, SR, ER	123, 124, 133 (#5), 183, 203, 205, 206, 210, 354, 383-385, 399 (#1), 401-403, 416-418
LA.A.2.3.6 Uses a variety of reference materials, including indexes, magazines, newspapers, and journals, and tools, including card catalogs and computer catalogs, to gather information for research projects. (Assessed with A.2.3.5)	123, 124, 133 (#5), 176-177, 183, 203 (#4), 206, 354, 383-385, 399 (#1), 401-403, 416-418
LA.A.2.3.7 Synthesizes and separates collected information into useful components using a variety of techniques, such as source cards, note cards, spreadsheets, and outlines. (Assessed with A.2.3.5)	121, 123, 124, 203 (#4), 206, 354, 383-385, 416 (#4), 417-418

**CECILIA LOPEZ, REGIONAL VICE PRESIDENT
SOUTHEAST REGION
GLENCOE/McGRAW-HILL
420 E. DANIELDALE RD
2ND FLOOR
DESOTO, TEXAS 75115
800-453-2665 OPTION 6
OR 469-567-5922
FAX 469-567-5907**



Glencoe