

KENTUCKY

Glencoe

Keyboarding

with Computer Applications

Correlation with the
Kentucky
Keyboarding Applications
Course, the Kentucky
Administrative Support
Occupational Standards,
SCANS,
and
Responses to Business
Evaluation Tool

Lessons 1–150

Johnson

Chiri

Cotton

Stanley

*Glencoe
Teaches
Keyboarding!*

Adoption Group V
Commonwealth of
Kentucky
2004-2010

Keyboarding Applications		
ACADEMIC EXPECTATIONS	CONTENT/PROCESS	PAGE REFERENCES
1.16, 2.34	Students will: <ul style="list-style-type: none"> demonstrate keyboard techniques. 	SE: 1-65, 68-135 TWE: T 19, 47, 89, 107, 127
1.1, 1.10, 6.1	<ul style="list-style-type: none"> apply language rules, proofreader's marks, and reference materials. 	SE: R5, R8, 144, 155 <i>Language Link:</i> R9-R15 TWE: T 144, 155
2.37, 2.7, 5.3	<ul style="list-style-type: none"> apply basic formatting procedures and manipulate data in letters, reports, simple tables, spreadsheets, graphics, graphs and charts, and databases. 	SE: R1, R3, R4, R5, R6, R7, R8, 139, 143, 144, 147, 149, 150, 151, 156, 160, 164, 167, 169, 178, 180, 182, 190, 191, 194, 197, 198, 210, 218, 219, 222, 224, 235, 237, 238, 242, 244, 245, 251, 252, 257, 258, 259, 262, 268, 270, 273, 274, 276, 278, 281, 282, 283, 286, 299, 300, 303, 304, 308-312, 320, 329, 331, 333, 334, 341, 344, 347, 348, 353, 355, 380, 381, 386, 438, 440, 443, 445, 450, 454, 459, 462, 465, 466, 470, 474, 477, 481, 485, 490, 493, 498, 499, 503, 518, 520, 524, 527, 531, 540, 548, 551 TWE: T 139, 300, 386

Keyboarding Applications (continued)		
1.16, 5.5	<ul style="list-style-type: none"> • create or simulate electronic communication and telecommunications of the following: voice, data, image, text, and video. 	SE: 278-280, 402-405 TWE: JE 278 OA 404
1.11, 2.36, 6.1	<ul style="list-style-type: none"> • compose documents. 	SE: <i>Language Link:</i> 52, 55, 81, 105, 109, 147, 180, 193, 222, 239, 261, 284, 308, 336, 353, 376, 395, 436, 457, 480, 530 TWE: T 261, 308, 436
1.16, 2.36, 2.37	<ul style="list-style-type: none"> • research and analyze career opportunities in computer-related careers. 	SE: <i>Career Bit:</i> 1, 67, 137, 217, 293, 367, 435, 515 TWE: CB 1, 67, 137, 217, 293, 367, 435, 515
1.16, 2.36, 2.38	<ul style="list-style-type: none"> • complete a career portfolio which includes letter of application, employment application, letter of reference, resume, interviewing techniques, follow-up letter, and letter of resignation. 	SE: R4, R5, 167-171, 205, 210-212, 374 <i>Portfolio Activity:</i> 65, 105, 179, 195, 203, 207, 212, 221, 287, 343, 357, 361, 375, 394, 487, 513, 533, 546, 554 TWE: OA 171 SC 205, 211

Keyboarding Applications (continued)		
2.37, 3.0, 5.4	<ul style="list-style-type: none"> develop good work habits and a work ethic that impacts success at school and in the workplace. 	SE: <i>Fact File:</i> 88 <i>Journal Entry:</i> 267 TWE: FF 141 JE 51, 247, 269
2.37, 3.0, 4.0	<ul style="list-style-type: none"> utilize activities of FBLA as an integral component of course content and leadership development. 	SE: <i>interNET Connection:</i> 183 TWE: IA 182
1.9, 1.10, 1.12	<ul style="list-style-type: none"> apply communication skills within the technical content. 	SE: <i>Communication Focus:</i> 24, 104, 131, 272, 273, 392, 456, 457, 478, 495, 519, 540 TWE: N/A
2.36, 2.37	<ul style="list-style-type: none"> demonstrate employability and social skills relative to the career cluster. 	SE: <i>Simulation:</i> 288-291, 550-554 TWE: N/A

Administrative Support Occupational Standards	
OF Demonstrate Basic Computer Skills	
STANDARDS	PAGE REFERENCES
OF001 Key documents	SE: 138-215, 218-291, 294-365 TWE: A 183, 225, 307 T 240

Administrative Support Occupational Standards

OF Demonstrate Basic Computer Skills (continued)

STANDARDS	PAGE REFERENCES
OF002 Insert a graphic in document	SE: 380-382, 386-387 TWE: A 382, 387
OF003 Design a table	SE: R7, 234-236, 237-239, 240-243, 244-246, 247-249, 250-252, 253-256 TWE: A 256 T 235
OF004 Design forms	SE: 309-310, 311-313 TWE: PA 313
OF005 Complete preprinted forms	SE: N/A TWE: N/A
OF006 Print information	SE: 461-463 TWE: I 462
OF010 Locate data	TWE: IA 185, 342, 356, 390, 429 OA 437 TWE: N/A
OF011 Develop and revise a data base	SE: 514-554 TWE: PA 524 OA 537, 542

Administrative Support Occupational Standards

OF Demonstrate Basic Computer Skills (continued)

STANDARDS	PAGE REFERENCES
OF012 Merge text	SE: 308-310, 311-313 TWE: C 310
OF014 Create high-quality visual aids	SE: 496-501, 502-505 TWE: I 499, 503
OF016 Create a template using word processing software	SE: 322-324 TWE: T 324
OF017 Prepare a document using spreadsheet software package	SE: 434-513 TWE: A 487 IA 452 JE 462
OF018 Create a new document	SE: N/A TWE: OA 152, 157, 171, 338, 369
OF019 Lay out a desktop-published document using available equipment	SE: 366-433 TWE: IA 377 OA 404
OF020 Create desktop-publishing documents	SE: 366-433 TWE: OA 397, 422

Administrative Support Occupational Standards

OF Demonstrate Basic Computer Skills (continued)

STANDARDS	PAGE REFERENCES
OF021 Create charts and graphs	SE: 380-382, 383-385, 386-387, 496-501, 502-505 TWE: PA 500 OA 503
OF022 Create templates	SE: 322-324 TWE: T 324
OF023 Custom design a desktop-published document	SE: 366-433 TWE: OA 397, 422

TWE Codes

A	Assess
C	Close
CB	Career Bit
FF	Fact File
I	Illustration
IA	interNET Activity
JE	Journal Entry
OA	Out-of-Class Activity
PA	Portfolio Activity
SC	School to Career
T	Teach

SCANS*	
A Three-Part Foundation	
Basic Skills	LESSON REFERENCES
<p>Reads, writes, performs arithmetic and mathematical operations, listens and speaks</p> <ul style="list-style-type: none"> • A. Reading—locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules 	<p>SE & TWE: Lessons 1-150</p>
<ul style="list-style-type: none"> • B. Writing—communicates thoughts, ideas, information, and messages in writing; and creates documents such as letters, directions, manuals, reports, graphs, and flow charts 	<p>SE & TWE: Lessons 4, 8, 12, 16, 17, 19, 20, 24, 28, 30, 31, 35, 38, 39, 42, 43, 45, 47, 49, 51, 53, 55, 58, 60, 63, 65, 67, 69, 71, 73, 75, 77, 79, 81, 84, 85, 88, 89, 93, 95, 98, 100, 103, 105, 107, 109, 111, 113, 115, 117, 119, 121, 123, 125, 127, 129, 131, 133, 135, 137, 143, 145, 147, 149</p>
<ul style="list-style-type: none"> • C. Arithmetic/Mathematics—performs basic computations and approaches practical problems by choosing appropriately from a variety of mathematical techniques 	<p>SE & TWE: Lessons 6, 7, 40, 41, 54, 65-68, 76, 94, 96, 100, 116, 121-140, 145, 149</p>
<ul style="list-style-type: none"> • D. Listening—receives, attends to, interprets, and responds to verbal messages and other cues 	<p>SE & TWE: Lessons 1-30, 76</p>
<ul style="list-style-type: none"> • E. Speaking—organizes ideas and communicates orally 	<p>SE & TWE: Lessons 24, 91</p>

SCANS*	
A Three-Part Foundation (continued)	
Thinking Skills	LESSON REFERENCES
<p>Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn and reasons</p> <ul style="list-style-type: none"> • A. <u>Creative Thinking</u>—generates new ideas 	<p>SE & TWE: Lessons 4, 8, 12, 16, 17, 19, 20, 24, 30, 31, 43, 51, 55, 58, 60, 62, 67, 73, 75, 79, 85, 93, 98, 103, 109, 110, 115, 121, 127, 133, 145</p>
<ul style="list-style-type: none"> • B. <u>Decision Making</u>—specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternative 	<p>SE & TWE: Lessons 28, 30, 35, 45, 47, 53, 60, 63, 65, 69, 71, 75, 77, 79, 80, 81, 88, 95, 100, 105-107, 110, 111, 113, 117, 125, 129, 131, 135, 137, 139, 141, 143, 147</p>
<ul style="list-style-type: none"> • C. <u>Problem Solving</u>—recognizes problems and devises and implements plan of action 	<p>SE & TWE: Lessons 96, 131, 132, 145, 147-149</p>
<ul style="list-style-type: none"> • D. <u>Seeing Things in the Mind’s Eye</u>—organizes, and processes symbols, pictures, graphs, objects, and other information 	<p>SE & TWE: Lessons 110, 137, 138, 150</p>
<ul style="list-style-type: none"> • E. <u>Knowing How to Learn</u>—uses efficient learning techniques to acquire and apply new knowledge and skills 	<p>SE & TWE: Lessons 1-150</p>
<ul style="list-style-type: none"> • F. <u>Reasoning</u>—discovers a rule or principle underlying the relationship between two or objects and applies it when solving a problem 	<p>SE & TWE: Lessons 28, 31, 35, 38, 39, 45, 47-65, 67, 71, 75, 77, 81, 83, 84, 88, 89, 95, 98, 100, 103, 105, 107, 111, 113, 117, 119, 123, 125, 129, 131, 135, 137, 143, 147, 149</p>

SCANS*	
A Three-Part Foundation (continued)	
Personal Qualities	LESSON REFERENCES
<p>Displays responsibility, self-esteem, sociability, self-management, and integrity and honesty</p> <ul style="list-style-type: none"> • A. <u>Responsibility</u>—exerts a high level of effort and perseveres towards goal attainment 	<p>SE & TWE: Lessons 1-150</p>
<ul style="list-style-type: none"> • B. <u>Self-Esteem</u>—believes in own self-worth and maintains a positive view of self 	<p>SE & TWE: Lessons 16, 26, 51, 66, 68, 74, 75, 79, 80, 92</p>
<ul style="list-style-type: none"> • C. <u>Sociability</u>—demonstrates understanding, friendliness, adaptability, empathy, and politeness in new and on-going group settings 	<p>SE & TWE: Lessons 26, 67, 74, 98, 150</p>
<ul style="list-style-type: none"> • D. <u>Self-Management</u>—assesses self accurately, sets personal goals, monitors progress, and exhibits self-control 	<p>SE & TWE: Lessons 1-150</p>
<ul style="list-style-type: none"> • E. <u>Integrity/Honesty</u>—chooses ethical courses of action 	<p>SE & TWE: Lesson 41</p>

SCANS*	
Five Workplace Competencies	
Resources	LESSON REFERENCES
Identifies, organizes, plans, and allocates resources <ul style="list-style-type: none"> • <i>A. Time</i>—Selects goal-relevant activities, ranks them, allocates time, and prepares and follows schedules 	SE & TWE: Lessons 1-150
<ul style="list-style-type: none"> • <i>B. Money</i>—Uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives 	SE & TWE: Lessons 73, 74, 79, 87
<ul style="list-style-type: none"> • <i>C. Material and Facilities</i>—Acquires, stores, allocates, and uses materials or space efficiently 	SE & TWE: Lessons 1-150
<ul style="list-style-type: none"> • <i>D. Human Resources</i>—Assesses skills and distributes work accordingly, evaluates performance and provides feedback 	SE & TWE: Lessons 83, 102, 103, 110, 150

SCANS*	
Five Workplace Competencies (continued)	
Interpersonal	LESSON REFERENCES
<ul style="list-style-type: none"> • <i>A. Participates as Member of a Team</i>—contributes to group effort 	SE & TWE: Lesson 30
<ul style="list-style-type: none"> • <i>B. Teaches Others New Skills</i> 	SE & TWE: Lesson 30
<ul style="list-style-type: none"> • <i>C. Serves Clients/Customers</i>—works to satisfy customers' expectations 	SE & TWE: Lesson 131
<ul style="list-style-type: none"> • <i>D. Exercises Leadership</i>—communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies 	SE & TWE: Lesson 28, 58, 75, 77, 107, 110
<ul style="list-style-type: none"> • <i>E. Negotiates</i>—works toward agreements involving exchange of resources, resolves divergent interests 	SE & TWE: Lesson 3
<ul style="list-style-type: none"> • <i>F. Works with Diversity</i>—works well with men and women from diverse backgrounds 	SE & TWE: Lesson 30

SCANS*	
Five Workplace Competencies (continued)	
Information	LESSON REFERENCES
Acquires and uses information <ul style="list-style-type: none"> • <i>A. Acquires and Evaluates Information</i> 	SE & TWE: Lessons 1-150
<ul style="list-style-type: none"> • <i>B. Organizes and Maintains Information</i> 	SE & TWE: Lessons 62, 75, 102
<ul style="list-style-type: none"> • <i>C. Interprets and Communicates Information</i> 	SE & TWE: Lessons 102, 103, 105, 127
<ul style="list-style-type: none"> • <i>D. Uses Computers to Process Information</i> 	SE & TWE: Lessons 1-150

SCANS*	
Five Workplace Competencies (continued)	
Systems	LESSON REFERENCES
<p>Understands complex inter-relationships</p> <ul style="list-style-type: none"> • <i>A. Understands Systems</i>—knows how social, organizational, and technological systems work and operates effectively with them 	<p>SE & TWE: Lessons 72, 73, 92, 102, 118, 127</p>
<ul style="list-style-type: none"> • <i>B. Monitors and Corrects Performance</i>—distinguishes trends, predicts impacts on systems operations, diagnoses deviations in systems' performance and corrects malfunctions 	<p>SE & TWE: Lessons 80, 92</p>
<ul style="list-style-type: none"> • <i>C. Improves or Designs Systems</i>—suggests modifications to existing systems and develops new or alternative systems to improve performance 	<p>SE & TWE: Lessons 102, 131</p>

SCANS*	
Five Workplace Competencies (continued)	
Technology	LESSON REFERENCES
<p>Works with a variety of technologies</p> <ul style="list-style-type: none"> • <i>A. Selects Technology</i>—chooses procedures, tools or equipment including computers and related technologies 	SE & TWE: Lesson 73
<ul style="list-style-type: none"> • <i>B. Applies Technology</i>—Understands overall intent and proper procedures for setup and operation of equipment 	SE & TWE: Lessons 1-150
<ul style="list-style-type: none"> • <i>C. Maintains and Troubleshoots Equipment</i>—Prevents, identifies, or solves problems with equipment, including computers and other technologies 	SE & TWE: Lesson 51

**See TWE pages 1B, 66B, 136B, 216B, 292B, 366B, 434B, and 514B for SCANS correlations for each unit.*

Business Evaluation Tool

Content-Business	Comments
Career Experiences	<p>The <i>Simulations</i> lessons found throughout the Student Edition present students with a series of jobs all related to a particular career or organization. The simulations give students an opportunity to put their newly acquired skills to work—just as though they were on the job. The <i>School to Career</i> feature found throughout the Teacher Wraparound Edition suggests that students explore the use of keyboarding skills and document creation in various career settings. The <i>Career Bit</i> in each <i>Unit Opener</i> provides a brief description of a career in which keyboarding skills are helpful.</p>
Employability Skills	<p>The <i>Simulations</i> lessons found throughout the Student Edition present students with a series of jobs all related to a particular career or organization. The simulations give students an opportunity to put their newly acquired skills to work—just as though they were on the job. The <i>School to Career</i> feature found throughout the Teacher Wraparound Edition suggests that students explore the use of keyboarding skills and document creation in various career settings.</p>
Team work	<p>The <i>Cooperative Learning</i> feature found throughout the Teacher Wraparound Edition (TWE) offers suggestions to help build students’ teamwork skills.</p>

Content-Business (continued)	Comments
Global Perspective	<p>The <i>Cultural Connections</i> feature found throughout the Student Edition includes information about different countries as well as other cultures and their traditions and provides activities. <i>Multicultural Applications and Solutions</i> found in the Teacher’s Classroom Resources box contains copy about multicultural topics that will increase students’ awareness of different cultures around the world.</p>
Mathematical Skills	<p><i>Cross-Curricular Connections</i> found throughout the Student Edition are tied to content from a timing or production activity that relates to one of the student’s other subjects, including mathematics. The margin feature in the TWE suggests additional discussion or activities for the students’ participation. <i>Cross-Curricular Applications and Solutions</i> found in the Teacher’s Classroom Resources box provides a selection of applications that relate to other courses taken by your students. It provides additional practice for students who may be interested in a specific area of study or student who may need additional challenge.</p>
Communication	<p>The <i>Communication Focus</i> feature found throughout the Student Edition provides helpful suggestions and activities to help students improve their communication skills.</p>

Content-Business (continued)	Comments
Diversity	Because individualization is essential to the development of good keyboarding skills, the authors of <i>Glencoe Keyboarding with Computer Applications</i> have organized the textbook and designed supplementary materials for flexibility so that you can make the necessary adaptations easily.
Ethical Practices	The <i>Fact File</i> feature found in the TWE on page 141 discusses ethical practices.
Academic Integration	<i>Cross-Curricular Connections</i> found throughout the Student Edition are tied to content from a timing or production activity that relates to one of the student's other subjects. The margin feature in the TWE suggests additional discussion or activities for the students' participation. <i>Cross-Curricular Applications and Solutions</i> found in the Teacher's Classroom Resources box provides a selection of applications that relate to other courses taken by your students. It provides additional practice for students who may be interested in a specific area of study or student who may need additional challenge.

Content-Business (continued)	Comments
Real World Application	<p>The <i>Fact Files</i> feature found throughout the Student Edition and TWE contains interesting facts about a variety of different subjects that may relate to students' other courses, careers, business practices, and a variety of other real-world issues.</p>
Content Area Concepts Addressed	<p><i>Glencoe Keyboarding with Computer Applications</i> is divided into eight units, the first seven of which contain 20 lessons each, with the last unit containing 10 lessons. Unit 1 covers the alphabetic keyboard and basic punctuation marks. Unit 2 covers the numeric and symbol keys, the numeric keypad, and an orientation to word processing. The 20 lessons in Unit 3 provide instruction on documents such as reports, agendas, minutes of meetings, personal and business letters, envelopes, résumés, and application letters. Unit 4 covers letters with special features, tables, and reports with additional parts. Unit 5 covers more advanced word processing documents—the merge feature, special table styles, calculations, international addresses, and other formats. The 20 lessons in Unit 6 cover desktop publishing tasks that enable students to create promotional announcements, invitations, newsletters, letterhead stationery, text boxes, graphics, drawing, and other exciting documents. Unit 7 deals with spreadsheets, covering such topics as data entry, formatting values, formulas, calculations, sorting, charts, and graphs, and special design features. Unit 8 contains 10 lessons dealing with database creation and maintenance.</p>

Instruction and Assessment	Comments
Identifies a Sense of Purpose	Each unit in the Student Edition begins with elements designed to quickly launch a student’s focus and interest on the chapter’s topic. Each <i>Unit Opener</i> in the Student Edition helps students organize their study of chapter concepts. The <i>Objectives</i> provided in each <i>Unit Opener</i> help students preview what they will learn. The <i>Words to Learn</i> provided in each <i>Unit Opener</i> help students preview what the terms they will learn in the unit. The <i>Career Bit</i> in each <i>Unit Opener</i> provides a brief description of a career in which keyboarding skills are helpful.
Builds on Student Ideals	The <i>Fact File</i> feature found in the TWE on page 141 discusses ethical practices.
Engages Students	Each unit in the Student Edition begins with elements designed to quickly launch a student’s focus and interest on the chapter’s topic. Each <i>Unit Opener</i> in the Student Edition helps students organize their study of chapter concepts. The <i>Objectives</i> provided in each <i>Unit Opener</i> help students preview what they will learn. The <i>Words to Learn</i> provided in each <i>Unit Opener</i> help students preview what the terms they will learn in the unit. The <i>Career Bit</i> in each <i>Unit Opener</i> provides a brief description of a career in which keyboarding skills are helpful.

Instruction and Assessment (continued)	Comments
Develops Business Ideas	<p><i>Glencoe Keyboarding with Computer Applications</i> is divided into eight units, the first seven of which contain 20 lessons each, with the last unit containing 10 lessons. Unit 1 covers the alphabetic keyboard and basic punctuation marks. Unit 2 covers the numeric and symbol keys, the numeric keypad, and an orientation to word processing. The 20 lessons in Unit 3 provide instruction on documents such as reports, agendas, minutes of meetings, personal and business letters, envelopes, résumés, and application letters. Unit 4 covers letters with special features, tables, and reports with additional parts. Unit 5 covers more advanced word processing documents—the merge feature, special table styles, calculations, international addresses, and other formats. The 20 lessons in Unit 6 cover desktop publishing tasks that enable students to create promotional announcements, invitations, newsletters, letterhead stationery, text boxes, graphics, drawing, and other exciting documents. Unit 7 deals with spreadsheets, covering such topics as data entry, formatting values, formulas, calculations, sorting, charts, and graphs, and special design features. Unit 8 contains 10 lessons dealing with database creation and maintenance.</p>

Instruction and Assessment (continued)	Comments
Promotes Student Thinking	The <i>Journal Entry</i> feature found throughout the Student Edition and the TWE gives students an opportunity, once they have learned the keyboard, to use their keyboarding skills to record their thoughts and feelings about a variety of topics.
Assesses Student Progress	A large selection of testing and assessment resources is available for <i>Glencoe Accounting: Real World Applications and Connections, First-Year Course</i> to help you measure the progress of your students. <i>Objective Tests</i> can be used to test students on their understanding and recall of content. Objective questions are provided for each of the eight units. Each unit has a variety of test items, including such types as true/false, multiple choice, and short answer. <i>Production Tests</i> located in the Teacher's Classroom Resource package and on the Electronic Teacher Classroom Resource CD-ROM provide production or performance tests which cover keyboarding basics. <i>Portfolio Activities</i> ask students to select some of their best work to be included in their portfolios. The <i>Grading and Evaluation</i> booklet provides suggestions for evaluating your students on everything from techniques and timings to production work of all types. Checklists are provided to use for observing each student's techniques at the keyboard.

<p style="text-align: center;">Instruction and Assessment (continued)</p>	<p style="text-align: center;">Comments</p>
<p>Enhances The Learning Environment</p>	<p><i>Glencoe Keyboarding with Computer Applications</i> offers engaging, relevant, and appropriate content for the widest range of learners – from young scholars and athletes to visual learners and low achievers. The research-based content is presented in a visually dynamic style that will engage and motivate your students. The program has been designed to offer a variety of lesson plan options and embedded assessment that develop the knowledge, keyboarding skills, behaviors, and problem-solving skills of all your students – regardless of their learning styles and ability levels.</p>
<p>Reading level is appropriate for interest and ability level of intended student group: level remains consistent throughout.</p>	<p><i>Glencoe Keyboarding with Computer Applications</i> offers engaging, relevant, and appropriate content for the widest range of learners – from young scholars and athletes to visual learners and low achievers. The research-based content is presented in a visually dynamic style that will engage and motivate your students. The program has been designed to offer a variety of lesson plan options and embedded assessment that develop the knowledge, keyboarding skills, behaviors, and problem-solving skills of all your students – regardless of their learning styles and ability levels.</p>

Instruction and Assessment (continued)	Comments
Commonwealth Accountability Testing System (CATS) “like” Assessment is provided	<i>Objective Tests</i> can be used to test students on their understanding and recall of content. Objective questions are provided for each of the eight units. Each unit has a variety of test items, including such types as true/false, multiple choice, and short answer.
Variety of Assessments (diagnostic, formative, summative, open response, multiple choice, individual, small group, oral, demonstrations, presentations, self and peer performance, portfolio prompts) is included.	A large selection of testing and assessment resources is available for <i>Glencoe Keyboarding with Computer Applications</i> to help you measure the progress of your students. <i>Objective Tests</i> can be used to test students on their understanding and recall of content. Objective questions are provided for each of the eight units. Each unit has a variety of test items, including such types as true/false, multiple choice, and short answer. <i>Production Tests</i> located in the Teacher’s Classroom Resource package and on the Electronic Teacher Classroom Resource CD-ROM provide production or performance tests which cover keyboarding basics. <i>Portfolio Activities</i> ask students to select some of their best work to be included in their portfolios. The <i>Grading and Evaluation</i> booklet provides suggestions for evaluating your students on everything from techniques and timings to production work of all types. Checklists are provided to use for observing each student’s techniques at the keyboard.

Instruction and Assessment (continued)	Comments
Includes activities and opportunities for integration of technology.	<p>The <i>interNET Connection</i> activities found throughout the Student Edition and TWE provide ideas for interesting web sites to visit, topics to research on the Internet, and assignments to complete. The <i>Desktop Publishing Simulation: Global Marketing Services</i> is a 15- to 20-hour simulation that provides students with an opportunity to demonstrate their keyboarding proficiency as well as their ability to use the desktop publishing features of their software. The <i>Integrated Office Simulation: Synchronized Sounds, Inc.</i> is a 15- to 20-hour capstone simulation based upon students' working in a music company. The courseware that accompanies <i>Glencoe Keyboarding with Computer Applications</i> provides an exciting instructional strategy for learning the proper key reaches and manipulation of the computer keyboard.</p>

<p style="text-align: center;">Instruction and Assessment (continued)</p>	<p style="text-align: center;">Comments</p>
<p>Reflects researched-based practices (e.g. hands-on activities, technology, problem-solving situations)</p>	<p><i>Glencoe Keyboarding with Computer Applications</i> has achieved the highest degree of accuracy through rigorous scientifically-based research. This edition is the product of the most recent research studies, teacher feedback, and detailed editorial development. The result is an up-to-date, solid foundation for an engaging, stimulating, and high-quality accounting education course for your students. Hands-on activities, technology, and problem-solving situations are integrated throughout <i>Glencoe Keyboarding with Computer Applications</i></p>
<p>Differentiation techniques and activities suggested.</p>	<p><i>Glencoe Keyboarding with Computer Applications</i> offers engaging, relevant, and appropriate content for the widest range of learners – from young scholars and athletes to visual learners and low achievers. The research-based content is presented in a visually dynamic style that will engage and motivate your students. The program has been designed to offer a variety of lesson plan options and embedded assessment that develop the knowledge, keyboarding skills, behaviors, and problem-solving skills of all your students – regardless of their learning styles and ability levels.</p>

Organization and Structure	Comments
<p>Organization is logical and allows for spiraling of content.</p>	<p><i>Glencoe Keyboarding with Computer Applications</i> is divided into eight units, the first seven of which contain 20 lessons each, with the last unit containing 10 lessons. Unit 1 covers the alphabetic keyboard and basic punctuation marks. Unit 2 covers the numeric and symbol keys, the numeric keypad, and an orientation to word processing. The 20 lessons in Unit 3 provide instruction on documents such as reports, agendas, minutes of meetings, personal and business letters, envelopes, résumés, and application letters. Unit 4 covers letters with special features, tables, and reports with additional parts. Unit 5 covers more advanced word processing documents—the merge feature, special table styles, calculations, international addresses, and other formats. The 20 lessons in Unit 6 cover desktop publishing tasks that enable students to create promotional announcements, invitations, newsletters, letterhead stationery, text boxes, graphics, drawing, and other exciting documents. Unit 7 deals with spreadsheets, covering such topics as data entry, formatting values, formulas, calculations, sorting, charts, and graphs, and special design features. Unit 8 contains 10 lessons dealing with database creation and maintenance.</p>
<p>Vocabulary and key terms are clearly defined and easily accessible within each lesson.</p>	<p>Each unit begins with a list of the <i>Words to Learn</i> presented in the unit. These key terms are defined in the Glossary at the back of the book.</p>

<p style="text-align: center;">Organization and Structure (continued)</p>	<p style="text-align: center;">Comments</p>
<p>Visual illustrations (e.g. graphs, charts, models) and examples are clearly presented and content-related</p>	<p>Graphs, charts, and models are used throughout the book to illustrate concepts. Examples are related to the content of the lesson.</p>
<p>Illustrations and language reflect diversity (e.g. racial, ethnic, cultural, age, gender, disabilities).</p>	<p>A variety of situations that reflect diversity are presented throughout the text.</p>
<p>Legible type, length of lines, spacing, and page layout and widths of margins contribute to overall appearance and use.</p>	<p><i>Glencoe Keyboarding with Computer Applications</i> has achieved the highest degree of accuracy through rigorous scientifically-based research. This edition is the product of the most recent research studies, teacher feedback, and detailed editorial development. The result is an up-to-date, solid foundation for an engaging, stimulating, and high-quality health education course for your students.</p>
<p>Student materials seem durable and conducive to daily use.</p>	<p>The very best materials are used in all Glencoe products. The materials are easy for students to use, both in school and at home.</p>
<p>Includes sufficient glossary, index and appendices.</p>	<p>The <i>Glossary</i> can be found on pages G1-G5. The <i>Index</i> can be found on pages IN1-IN5.</p>

Organization and Structure (continued)	Comments
<p>Employs accurate grammar and spelling.</p>	<p><i>Glencoe Keyboarding with Computer Applications</i> has achieved the highest degree of accuracy through rigorous scientifically-based research. This edition is the product of the most recent research studies, teacher feedback, and detailed editorial development.</p>
<p>Organization of material can be effectively used with Standards Based Units, Core Content and Program of Studies.</p>	<p>The correlation between <i>Glencoe Keyboarding with Computer Applications</i> and the Keyboarding Applications course is strong.</p>

Resource Materials	Comments
<p>Teacher materials coordinate easily with student materials (e.g. additional resources included at point of need, student pages shown, integration of technology indicated).</p>	<p>Each unit in the TWE begins with a 2-page <i>Organizer</i> that lists all resources, including electronic resources, available for the unit. Each lesson page in the TWE features a reduced student page with teacher information and notes for the page.</p>

Resource Materials (continued)	Comments
<p>Activities are included that adapt to the various learning styles, intelligences, and interest/ability levels.</p>	<p><i>Glencoe Keyboarding with Computer Applications</i> offers engaging, relevant, and appropriate content for the widest range of learners – from young scholars and athletes to visual learners and low achievers. The research-based content is presented in a visually dynamic style that will engage and motivate your students. The program has been designed to offer a variety of lesson plan options and embedded assessment that develop the knowledge, keyboarding skills, behaviors, and problem-solving skills of all your students – regardless of their learning styles and ability levels.</p>
<p>Extension activities including adaptations and accommodations for students with special needs.</p>	<p>Because individualization is essential to the development of good keyboarding skills, the authors of <i>Glencoe Keyboarding with Computer Applications</i> have organized the textbook and designed supplementary materials for flexibility so that you can make the necessary adaptations easily.</p>

Resource Materials (continued)	Comments
<p>Resources provide objectives, background information, common student errors, hints, advice for lesson implementation and real-world connections, connections with career and/or technology and references (e.g. solution manuals, study guides).</p>	<p>Each unit in the Student Edition begins with elements designed to quickly launch a student’s focus and interest on the chapter’s topic. Each <i>Unit Opener</i> in the Student Edition helps students organize their study of chapter concepts. The <i>Objectives</i> provided in each <i>Unit Opener</i> help students preview what they will learn. The <i>Career Bit</i> in each <i>Unit Opener</i> provides a brief description of a career in which keyboarding skills are helpful. Common student errors, hints, and advice for lesson implementation can be found throughout the TWE. Real-world connections and connections with career and/or technology can be found throughout the Student Edition and the TWE. A multitude of references are available.</p>
<p>Suggestions are made for integration of themes and/or interdisciplinary instruction.</p>	<p><i>Cross-Curricular Connections</i> found throughout the Student Edition are tied to content from a timing or production activity that relates to one of the student’s other subjects. The margin feature in the TWE suggests additional discussion or activities for the students’ participation. <i>Cross-Curricular Applications and Solutions</i> found in the Teacher’s Classroom Resources box provides a selection of applications that relate to other courses taken by your students. It provides additional practice for students who may be interested in a specific area of study or student who may need additional challenge.</p>

Resource Materials (continued)	Comments
Integration opportunities suggested and examples given.	The <i>Connect to...</i> feature found throughout the Student Edition teaches students to apply their accounting concepts to various other disciplines.
Teacher resources are available online.	Teacher resources are available at keyboarding.glencoe.com .
Online resources available – Repeat of information in text.	Teacher resources are available at keyboarding.glencoe.com .
Online resources available – Practice skills only.	Teacher resources are available at keyboarding.glencoe.com .
Online resources available – New application materials.	Teacher resources are available at keyboarding.glencoe.com .



Glencoe
McGraw-Hill

Marcia L. Rieder

Kentucky Sales Representative

2005 Crooked Creek Court

Crestwood, Kentucky 40014

Tel 502 241 6701

Fax 502 243 9769

marcia_rieder@mcgraw-hill.com

South Central Region

6510 Jimmy Carter Boulevard

Norcross, GA 30071

Tel 770 613 0281

Toll Free 800 731 2365