

GLENCOE

Correlation

Glencoe Keyboarding with
Computer Applications:
Lessons 1-150

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Florida

Business Systems and Technology (Computing for College and Careers)

Grades 9-12

**CORRELATION
FLORIDA DEPARTMENT OF EDUCATION
COURSE DESCRIPTION**

SUBJECT: Computer/Business Technology Education
COURSE NAME: Business Systems and Technology (Computing for College and Careers)
SUBMISSION TITLE: Glencoe's Keyboarding with Computer Applications, Lessons 1-150 © 2007
PUBLISHER: Glencoe/McGraw-Hill
GRADE(S): 9-12

COURSE CODE NUMBER: 8209020

OUTCOME NUMBER	BENCHMARK NUMBER	INTENDED OUTCOME/BENCHMARK DESCRIPTION	PAGE(S) OR LOCATION(S) WHERE TAUGHT IN MAJOR TOOL	I/M*
		INFORMATION SYSTEMS		
1.0		<u>DEMONSTRATE KNOWLEDGE, SKILL, AND APPLICATION OF INFORMATION SYSTEMS TO ACCOMPLISH JOB OBJECTIVES AND ENHANCE WORKPLACE PERFORMANCE—The student will be able to:</u>		
	1.01	Develop keyboarding skills to enter and manipulate text and data.	Student Edition: 2-122, SB1-SB31	I
	1.02	Describe and use current and emerging computer technology and software to perform personal and business related tasks.	Student Edition: 8, 24, 29, 104, 110, 118, 201, 203, 204, 207, 237, TH 1-8	I
	1.03	Identify and describe communications and networking systems used in workplace environments.	Student Edition: 35, 140-141, 145-146, 271-272, 278-280, TH 1-8	I
	1.04	Use reference materials such as on-line help, vendor bulletin boards, tutorials, and manuals available for application software.	Student Edition: 11, 17, 32, 35, 42, 65, 71, 104, 204, 210, 220, 243, 244, 259, 264, 299, 339, 361, 365, 382, 401, 433, 440, 466, 479, 513, 521, 534, 536	I
	1.05	Demonstrate basic computer file management skills.	Student Edition: 194 3, 35, 124, 127, 130, G2, G4, TH 1-8, IN8	I M
	1.06	Troubleshoot problems with computer hardware peripherals and other office equipment.	Student Edition: IN8, 222	M
	1.07	Describe ethical issues and problems associated with computers and information systems.	Student Edition: 141-142, 193, 222, 534	I
	1.08	Apply ergonomic principles applicable to the configuration of computer workstations.	Student Edition: 237, 479	I

OUTCOME NUMBER	BENCHMARK NUMBER	INTENDED OUTCOME/BENCHMARK DESCRIPTION	PAGE(S) OR LOCATION(S) WHERE TAUGHT IN MAJOR TOOL	I/M*
		WORKPLACE COMMUNICATIONS		
2.0		<u>DEMONSTRATE COMPREHENSION AND COMMUNICATION SKILLS—The student will be able to:</u>		
	2.01	Read and comprehend technical and non-technical reading assignments related to course content including trade journals, books, magazines and electronic sources.	Student Edition: 8, 11, 24, 29, 32, 110, 204, 210, 220, 237, 244, 259, 264, 372, 382, 401, 466, 479, 513	I
	2.02	Write clear and well-organized research papers, integrating a variety of information.	Student Edition: 15, 139-142, 144-146, 148-149, 151-153, 258-260, 262, 263-264, 266-267, 273, 274-275, 278-280	I
	2.04	Prepare and deliver an oral report with appropriate materials to the class	Student Edition: 142, 312	M
	2.05	Participate in large group discussions as a member and/or a leader.	Student Edition: 476 312	I M
	2.06	Take notes, organize, summarize, and paraphrase ideas and details.	Student Edition: 8, 15, 17, 32, 42, 48, 65, 105, 109, 117, 135, 150, 171, 237, 244, 259, 264, 267, 312, 346, 372, 382, 401, 439, 456, 457, 466,	I
	2.07	Accurately follow written and oral instructions.	Student Edition: 17, 377, 456, 457, 1-554	I
	2.08	Interpret data on graphs, charts, diagrams, and tables commonly used in this industry/occupation.	Student Edition: 437-438, 441, 443-444, 446-447, 451-452, 454-456, 459, 462-463, 465-468, 470-471, 474-75, 477-479, 481-483, 485-487, 490-491, 493-495, 498-501, 502-505, 507-509, 511-513, 520-521, 524-525, 528-529, 531-533, 537-538, 541-543, 546, 548-549, 552-554	I
3.0		<u>USE TECHNOLOGY TO ENHANCE THE EFFECTIVENESS OF COMMUNICATION SKILLS—The student will be able to:</u>		
	3.01	Select and use word processing software and accompanying features to enhance written business communications.	Student Edition: 112, 131, 132, 146, 165, 169-171, 179, 182-184, 207, 242, 259, 280, 312, 315, 321, 327, 328, 330, 375, 382, 433, 490	I
	3.02	Use the writing process to create and edit business documents appropriate to the subject matter, purpose, and audience.	Student Edition: 131, 135, 140-141, 145-146, 151-153, 158-161, 163, 165, 171, 187, 191-192, 195-196, 198-199, 200, 201, 203, 209, 214, 228, 272, 280, 306, 308, 397, 413, 494, 550	I
	3.03	Use database, spreadsheet, presentation software, scheduling, and integrated software packages to enhance communication.	Student Edition: 436-513, 519-554	I

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	3.05	Use computer networks (e.g., Internet, on-line databases, e-mail) to facilitate collaborative or individual learning and communication.	Student Edition: 11, 17, 32, 65, 71, 104, 204, 210, 220, 243, 244, 259, 264, 299, 339, 361, 365, 382, 401, 433, 440, 466, 479, 515, 521, 534, 536	I
	3.06	Respond to and utilize information derived from multiple sources (e.g., written documents, instructions, e-mail, voice mail) to solve business problems and complete business tasks.	Student Edition: 220, 272, 274, 278-280, 306, 319,	I
		MANAGEMENT		
4.0		<u>03.0 DEVELOP AN AWARENESS OF MANAGEMENT FUNCTIONS AND ORGANIZATIONAL STRUCTURES AS THEY RELATE TO TODAY'S WORKPLACE AND EMPLOYER/ EMPLOYEE ROLES—The student will be able to:</u>		
	4.01	Explore, design, implement, and evaluate organizational structures and cultures for managing project teams.	Student Edition: 101, 152-153, 165, 255, 280	I
	4.02	Explore and demonstrate an awareness of current trends in business and the employee's role in maintaining productive business environments in today's global workplace.	Student Edition: 118, 142, 164, 208, 213, 220, 319	I
	4.03	Collaborate with individuals and teams to complete tasks and solve business-related problems and demonstrate initiative, courtesy, loyalty, honesty, cooperation, and punctuality as a team member.	Student Edition: 101, 106, 142, 165, 255, 312	I
5.0		<u>PRACTICE QUALITY PERFORMANCE IN THE LEARNING ENVIRONMENT AND THE WORKPLACE—The student will be able to:</u>		
	5.01	Assess personal, peer and group performance and identify and implement strategies for improvement (e.g., organizational skills, note taking/outlining, advance organizers, reasoning skills, problem-solving skills, and decision-making skills).	Student Edition: 209, 223, 255, 280, 312	I
	5.02	Develop criteria for assessing products and processes that incorporate effective business practices (e.g., time management, productivity, total quality management).	Student Edition: 128, 255, 312, 377	I

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6.0		<u>INCORPORATE APPROPRIATE LEADERSHIP AND SUPERVISION TECHNIQUES, CUSTOMER SERVICE STRATEGIES, AND STANDARDS OF PERSONAL ETHICS TO ACCOMPLISH JOB OBJECTIVES AND ENHANCE WORKPLACE PERFORMANCE—The student will be able to:</u>		
	6.01	Demonstrate an awareness of quality service and the personal and professional standards required to establish an effective service-based culture in the workplace, business, or learning environment.	Student Edition: 152-153, 164, 255, 260, 312	I
	6.02	Identify, analyze, and implement managerial skills necessary for maintaining a high quality work environment, goals, and strategic planning in business settings.	Student Edition: 165, 326 128, 228, 248, 255, 312	I M
	6.03	Follow accepted rules, regulations, policies, procedures, processes, and workplace safety.	Student Edition: 142, 164, 165, 193, 255, 208, 395	I
		MATHEMATICS AND FINANCE		
7.0		<u>APPLY MATHEMATICAL OPERATIONS AND PROCESSES AS WELL AS FINANCIAL PLANNING STRATEGIES TO COMMONLY OCCURRING SITUATIONS IN THE WORKPLACE TO ACCOMPLISH JOB OBJECTIVES AND ENHANCE WORKPLACE PERFORMANCE—The student will be able to:</u>		
	7.01	Analyze, interpret, compile, and demonstrate the ability to present/communicate data in understandable and measurable terms using common statistical procedures.	Student Edition: 21, 26, 71, 88, 93, 98, 106, 398, 459, 460, 465-468, 469, 470-471, 474-475, 477-479, 483, 484	I
	7.02	Use common standards of measurement including the metric system in solving work-related or business problems (e.g., length, weight, currency, time).	Student Edition: 125-126, 357, 365, 469, 470-471	I
	7.03	Select and use the correct mathematical processes and tools to solve complex problem situations that are typical of business settings and use formulas when appropriate.	Student Edition: 21, 26, 71, 88, 93, 98, 106, 443-447, 459, 460, 465-468, 469, 470-471, 474-475, 477-479, 483, 484	I

OUTCOME NUMBER	BENCHMARK NUMBER	INTENDED OUTCOME/BENCHMARK DESCRIPTION	PAGE(S) OR LOCATION(S) WHERE TAUGHT IN MAJOR TOOL	I/M*
		JOB READINESS AND CAREER DEVELOPMENT		
8.0		<u>ASSESS PERSONAL STRENGTHS AND WEAKNESSES AS THEY RELATE TO JOB OBJECTIVES, CAREER EXPLORATION, PERSONAL DEVELOPMENT, AND LIFE GOALS—The student will be able to:</u>		
	8.01	Assess, analyze, and reassess individual talents, aptitudes, interests, and personal characteristics as they relate to potential future careers in business environments.	Student Edition: 65, 84, 101,109, 118, 128, 164, 181, 223, 312, 326, 476	I
	8.02	Use personal assessment tools to identify personal strengths and weaknesses related to learning and work environments.	Student Edition: 128, 181 65, 255, 312, 326	I M
	8.03	Analyze job and career requirements and relate career interests to opportunities in the global economy.	Student Edition: 109, 137, 152-153, 217, 312, 326, 330, 513	I
9.0		<u>INCORPORATE KNOWLEDGE GAINED FROM INDIVIDUAL ASSESSMENT AND JOB/CAREER EXPLORATION TO DESIGN AN INDIVIDUAL CAREER PLAN THAT REFLECTS THE TRANSITION FROM SCHOOL TO WORK, LIFELONG LEARNING, AND PERSONAL AND PROFESSIONAL GOALS—The student will be able to:</u>		
	9.01	Analyze personal skills and aptitudes in comparison with various business related job and career options.	Student Edition: 65, 101, 109, 118, 128, 155, 181, 204-207, 209-212, 312, 326, 330, 476, 513	I
	9.02	Use career resources to develop an information base that reflects local and global business related occupations and opportunities for continuing education and workplace experience.	Student Edition: 137, 181, 217, 264, 293, 367, 435, 440, 513, 515, 533, R14-R16	I
	9.03	Demonstrate job-seeking skills required for entry-level employment (e.g., resume, application, interview, follow-up).	Student Edition: 65, 118, 181, 204-207, 209-212, 215, 264, 375, 476, R14-R16	I
	9.04	Design and initiate a plan to facilitate growth and skill development related to anticipated job requirements and career expectations.	Student Edition: 155, 166, 204-207, 209-212, 215, 264, 533	I
	9.05	Refine and implement a plan to facilitate personal growth and skill development related to anticipated job requirements and career expectations.	Student Edition: 166, 204-207, 209-212, 215, 264, 326, 533	I
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	9.06	Demonstrate an awareness of specific job requirements and career paths (e.g., requirements, characteristics needed) in business environments.	Student Edition: 1, 67, 109, 137, 164, 215, 217. 264, 293, 312, 326, 367, 435, 440, 513, 515, 533	I
	9.07	Demonstrate an awareness of the potential impact of local and global trends on career plans and life goals.	Student Edition: 8, 29, 71, 117, 152-153, 166, 181, 200, 285, 352	I
		HUMAN RELATIONS/INTERPERSONAL SKILLS		
10.0		<u>DEMONSTRATE HUMAN RELATIONS/INTERPERSONAL SKILLS APPROPRIATE FOR THE WORKPLACE—The student will be able to:</u>		
	10.01	Accept constructive criticism.	Student Edition: 101, 312	M
	10.02	Apply appropriate strategies to manage and resolve conflicts in work situations.	Student Edition: 142 101, 244	I M
	10.03	Demonstrate personal and interpersonal skills appropriate for the workplace (e.g., responsibility, dependability, punctuality, integrity, positive attitude, initiative, respect for self and others, professional dress, etc.).	Student Edition: 101, 118, 142, 285, 299, 312, 326, 330, 476	I
		ADMINISTRATIVE PROCEDURES		
13.0		<u>PERFORM FUNCTIONS AND RESPONSIBILITIES TO ACCOMPLISH JOB OBJECTIVES AND ENHANCE WORKPLACE PERFORMANCE—The student will be able to:</u>		
	13.02	Demonstrate knowledge of ethical behavior in a business environment (e.g., confidentiality of information, employee right to know, hiring practices, plagiarism, copyright violations, sexual harassment, mission statement, code of ethics, etc.).	Student Edition: 141-142, 193, 208, 236, 240, 248, 310, 319, 395, 419, 534	I
		NETWORK/SOFTWARE SUPPORT		
41.0		<u>PERFORM E-MAIL ACTIVITIES—The student will be able to:</u>		
	41.01	Describe e-mail capabilities and functions.	Student Edition: 35, 271-272, 536	I
	41.09	Use the Internet to perform e-mail activities.		

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42.0		DEMONSTRATE OPERATING SYSTEMS —The student will be able to:		
	42.01	Identify operating system file naming conventions.		
	42.10	Demonstrate proficiency with file management and structure (e.g., folder creation, file creation, backup, copy, delete, open, save).	Student Edition: 35 124, 127, G2, G4	I M
	42.12	Demonstrate a working knowledge of standard file formats.		
	42.14	Explain the history and purpose of various operating systems (e.g., DOS, Windows, Mac, and Unix/Linux).		
		INFORMATION TECHNOLOGY		
67.0		DEVELOP AN AWARENESS OF EMERGING TECHNOLOGIES —The student will be able to:		
	67.01	Compare and contrast various methods of evaluation for emerging technologies.	Student Edition: 271-272, 278-280, TH 1-8	I
	67.02	Demonstrate knowledge of the process of planning upgrades and changeovers.		
	67.03	Compare and contrast emerging technologies(e.g., wireless, wireless web, cell phones, portables/handhelds, smart appliances, home networks, peer-to-peer, etc.).	Student Edition: 271-272, 278-280, TH 1-8	I

CORRELATION
FLORIDA DEPARTMENT OF EDUCATION
Reading Assessed Sunshine State Standards Benchmarks
Grades 9-10

SUBJECT:	<u>Computer/Business Technology Education</u>
COURSE NAME:	<u>Business Systems and Technology (Computing for College and Careers)</u>
SUBMISSION TITLE:	<u>Glencoe's Keyboarding with Computer Applications, Lessons 1-150</u>
PUBLISHER:	<u>Glencoe/McGraw-Hill</u>
GRADES:	<u>9-12</u>
COURSE CODE NUMBER:	<u>8209020</u>

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LA.A.1.4.2 Selects and uses strategies to understand words and text, and to make and confirm inferences from what is read, including interpreting diagrams, graphs, and statistical illustrations. Grade 9 MC Grade 10 MC, SR	Student Edition: <i>Read to Key</i> Pedagogy includes high level of incidental content learning while keying text. <i>Color-coded illustrations</i> 2, 3, 4, 5, 7, 8, 10, 11, 13, 16, 17, 19, 20, 23, 24, etc. <i>Words to Learn</i> 1, 67, 137, 217, 293, 367, 435, 515 <i>Reference Manual</i> R1-R34.
LA.A.2.4.1 Determines the main idea and identifies relevant details, methods of development, and their effectiveness in a variety of types of written material. Grade 9 MC Grade 10 MC, SR, ER	Student Edition: Letters 195, 196, 199; Reports 139-140, 148-149, 274-275; Memos 323-324, 327, 328, R22; Tables 331-332, 334-335, 338-339; Spreadsheets 444, 446-447, 451-452; Databases 520-521, 524-525, 531-533. (methods of development are progressive and sequential)
LA.A.2.4.2 Determines the author's purpose and point of view and their effects on the text. (Includes LA.A.2.4.5 Identifies devices of persuasion and methods of appeal and their effectiveness.) Grade 9 MC Grade 10 MC, SR, ER	
LA.E.2.4.1 Analyzes the effectiveness of complex elements of plot, such as setting, major events, problems, conflicts, and resolutions. Grade 9 MC Grade 10 MC, SR, ER	
LA.A.2.2.7 Recognizes the use of comparison and contrast in a text. Grade 9 MC Grade 10 MC, SR	

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LA.E.2.2.1 Recognizes cause-and-effect relationships in literary texts. [Applies to fiction, nonfiction, poetry, and drama.] Grade 9 MC Grade 10 MC, SR	
LA.A.2.4.7 Analyzes the validity and reliability of primary source information and uses the information appropriately. Grade 9 MC Grade 10 MC, SR, ER (Assessed with informational text only)	Student Edition: Academic and Business reports 139, 140-142, 144-146, 148-150, 151-153, 164, 166, 258-260, 262-264, 266-267, 270-272, 274-275, 278-280, 282-283, 286-287, 290, R1-R11
LA.A.2.4.4 Locates, gathers, analyzes, and evaluates written information for a variety of purposes, including research projects, real-world tasks, and self-improvement. Grade 9 MC Grade 10 MC, SR, ER (Assessed with informational text only)	Student Edition: <i>Internet Connection</i>; 11, 24, 29, 32, 65, 110, 204, 210, 220, 237, 244, 259, 264, 382, 401, 466, 479, 513, 521.
LA.A.2.4.6 Selects and uses appropriate study and research skills and tools according to the type of information being gathered or organized, including almanacs, government publications, microfiche, news sources, and information services. (Assessed with A.2.4.4)	Student Edition: <i>Science Connection</i> : 17, 104, 288, 327, 338, 339, 390, 439, 469, 471, 518, 550, 553; <i>Math Connection</i> : 21, 26, 71, 88, 93, 98, 106, 267, 303, 365, 398, 423, 447, 450, 459, 460, 465-466, 468, 478, 495, 504-505, 509, 526; <i>Social Studies Connection</i> : 8, 105, 117, 163, 200, 214, 240, 243, 285, 308, 335, 346, 352, 357, 437, 484, 489, 498, 510, 525, 529; <i>Language Arts Connection</i> : 14, 15, 22, 38, 42, 48, 112, 119, 130, 135, 146, 150, 171, 184, 201, 209, 223, 228, 242, 273, 284, 321, 333, 347, 350, 371, 375, 411, 419, 452, 476, 482, 487, 490, 497, 517, 520, 528, 535, 540, 541.
LA.A.2.4.8 Synthesizes information from multiple sources to draw conclusions. Grade 9 MC Grade 10 MC, SR, ER	Student Edition: <i>Portfolio Activities</i> : 176, 194, 203, 207, 533, 546, 554; <i>Ethics Connection</i> : 142, 193, 208, 534; <i>Language Arts Connection</i> : 171, 201, 209, 535, 543; <i>Communication Focus</i> : 165, 519, 536; <i>Science Connection</i> : 439, 469, 550; <i>Social Studies Connection</i> : 163, 200, 308.