

**G L E N C O E**

**Correlation**

iCheck

Microsoft Office 2003

Introductory

© 2006

Florida

Business Software Applications 1

Grades 9-12

**CORRELATION**  
**FLORIDA DEPARTMENT OF EDUCATION**  
**COURSE DESCRIPTION**

**SUBJECT:** Computer/Business Technology Education  
**COURSE NAME:** Business Software Applications 1  
**SUBMISSION TITLE:** iCheck Microsoft Office 2003, Introductory © 2006  
**PUBLISHER:** Glencoe/McGraw-Hill  
**GRADE(S):** 9-12

**COURSE CODE NUMBER:** 8212120

| OUTCOME NUMBER | BENCHMARK NUMBER | INTENDED OUTCOME/BENCHMARK DESCRIPTION  | PAGE(S) OR LOCATION(S) WHERE TAUGHT IN MAJOR TOOL   | I/M* |
|----------------|------------------|---|---|------|
| 15.0           |                  | <b>USE TECHNOLOGY TO INCREASE ADMINISTRATIVE OFFICE SUPPORT PRODUCTIVITY AND ENHANCE WORKPLACE PERFORMANCE—The student will be able to:</b>   |   |      |
|                | 15.01            | Access, process, and transmit information through all mediums (e.g., fax, e-mail, modem, Internet, teleconferencing). (LA.B.1.4) (LA.D.1.4)   | <b>Student Edition:</b> H41-H42, H44, 33, 86, 181-183, 192, 208, 210, 213-214, 346, 361, 366, 436, 444, 485-486, 501, 638-639, 641-642  | I    |
|                | 15.02            | Create documents using advanced features in word processing, database, spreadsheet, presentation, and multimedia software. (LA.B.2.4) (MA.A.2.4) (MA.A.5.4) (MA.B.2.4) (MA.B.3.4) (MA.D.1.4) (MA.E.1.4) | <b>Student Edition:</b> 7, 50-52, 57, 59, 61-62, 67-71, 77, 79, 83, 87, 89-92, 98-104, 111-112, 116, 119-121, 124, 127, 131-133, 138-144, 148, 151, 158, 163-165, 172-178, 198-199, 202, 203, 208-220, 238, 246-249, 264-266, 274, 285-286, 297, 302-305, 307, 311-326, 331-336, 364-365, 411-436, 441-446, 457-467, 483-484, 501-504, 507-510, 528, 530, 533, 548-564, 570-571, 575-581, 585-608, 612-618, 627-629, 655-658, 665-669, 729-736, 738-741 | I    |
|                | 15.03            | Install and update software for current office use. (LA.A.A1.4)   |   | I    |
|                | 15.04            | Use technology to research, compile, create, and deliver an oral presentation. (MA.E.1.4) (LA.C.3.4)  | <b>Student Edition:</b> 529, 543-544, 565, 618, 633-634, 655-658, 736   | I    |
|                | 15.05            | Key with speed and accuracy to meet industry standards for employment as a secretary. (HE.B.1.4)  |   |      |
|                | 15.07            | Perform integrated functions using various software applications. (MA.A.2.4) (MA.A.5.4) (MA.B.2.4) (MA.B.3.4) (MA.D.1.4)  | <b>Student Edition:</b> 453, 475, 551, 673-679, 683-688, 692-698, 702-707, 711-717, 721-725, 729-736, 738-741   | I    |
|                | 15.08            | Perform proofreading skills including electronic reference tools. (LA.B.1.4) (LA.A.1.4)   | <b>Student Edition:</b> 24, 215, 217-220, 370-373, 531, 656, 658, 738, 740  | I    |
| 20.0           |                  | <b>PARTICIPATE IN WORK-BASED LEARNING EXPERIENCES—The student will be able to:</b>  |   |      |
|                | 20.01            | Participate in work-based learning experiences in the secretarial field. (LA.D.1.4) (LA.D.2.4) (LA.C.3.4) (MA.A.2.4)  | <b>Student Edition:</b> 216-220, 249, 276-278, 298, 306-307, 327, 335-336, 358, 366-367, 369, 370-373, 407, 437, 440-446, 468, 476-477, 495, 498-504, 507-510, 570-571, 580-581, 617-618, 651-653, 655-658, 678-679, 689, 697-698, 716-717, 726, 734-735, 738-741   | I    |
|                | 20.03            | Compare and contrast the software applications used in the secretarial field. (LA.D.2.4)  | <b>Student Edition:</b> xviii-xix, H14-H16, H17 (#21)   | I    |
|                | 20.04            | Discuss organizational networks or charts and describe the relationships between positions and responsibilities. (MA.E.1.4) (SS.C.1.4)  | <b>Student Edition:</b> 553-554   | M    |

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

**SUBJECT:** Computer/Business Technology Education  
**COURSE NAME:** Business Software Applications 1  
**SUBMISSION TITLE:** iCheck Microsoft Office 2003, Intro © 2006  
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**COURSE CODE NUMBER:** 8212120

| ASSESSED BENCHMARK  | PAGE(S) OR LOCATION(S) WHERE TAUGHT IN MAJOR TOOL I/M*  |
|---|---|
| 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                   | xx-xxi, 6, 36, 74, 166, 169, 181, 226, 252, 281, 310, 325, 327, 339, 379, 410, 449, 553-554, 584, 682 |
| 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  | xxi, 107, 143 (#6), 379, 662  |
| 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  | 572   |
| 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)   | 369   |
| 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) | 86, 506 (#3), 736   |

| <b>ASSESSED<br/>BENCHMARK</b>  | <b>PAGE(S) OR LOCATION(S) WHERE TAUGHT<br/>IN MAJOR TOOL I/M*</b> |
|--|---|
| 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) | 369   |
| LA.A.2.4.8 Synthesizes information from multiple sources to draw conclusions. Grade 9 MC Grade 10 MC, SR, ER   | 369, 572  |