

<b>Business Keyboarding</b>		<b>8200110</b>	
<b>Outcome # 01.0 DEVELOP AND APPLY KEYBOARDING SKILLS UTILIZING CURRENT TECHNOLOGY—THE STUDENT WILL BE ABLE TO:</b>			
<b>Performance Task# 01.01 Demonstrate proper keyboarding techniques using correct ergonomic habits.</b>			
<b>SSS Strand: Listening, Viewing, and Speaking</b>		<b>Essential Work Skills</b>	
<b>LA.C 1.3.1</b>	<b>L</b> Listens and uses information gained for a variety of purposes, such as gaining information from interviews, following directions, and pursuing a personal interest.	<b>e25</b>	Listen, comprehend and summarize essential information from a variety of sources such as speeches, plays, commercials on radio and television, and political debates.
<b>LA.C 2.3.1</b>	<b>L</b> Determines main concept, supporting details, stereotypes, bias, and persuasion techniques in a nonprint message.	<b>e66</b>	Demonstrate knowledge of persuasive techniques used in visual advertisements.
<b>Performance Task# 01.02 Demonstrate safety and respect for all tools, equipment and materials in total lab.</b>			
<b>SSS Strand: Listening, Viewing, and Speaking</b>		<b>Essential Work Skills</b>	
<b>LA.C 1.3.1</b>	<b>L</b> Listens and uses information gained for a variety of purposes, such as gaining information from interviews, following directions, and pursuing a personal interest.	<b>e25</b>	Listen, comprehend and summarize essential information from a variety of sources such as speeches, plays, commercials on radio and television, and political debates.
<b>LA.C 1.3.4</b>	<b>L</b> Uses responsive listening skills, including paraphrasing, summarizing, and asking questions for elaboration and clarification.	<b>e32</b>	Make informed judgments about the content, organization, and delivery of spoken communication.
		<b>e70</b>	Analyze and evaluate a speaker's statements of opinion, personal preference and values.
<b>LA.C 2.3.1</b>	<b>L</b> Determines main concept, supporting details, stereotypes, bias, and persuasion techniques in a nonprint message.	<b>e66</b>	Demonstrate knowledge of persuasive techniques used in visual advertisements.
<b>Performance Task# 01.03 Demonstrate proper techniques for keyboarding while keeping fingers on home row keys.</b>			
<b>SSS Strand: Listening, Viewing, and Speaking</b>		<b>Essential Work Skills</b>	
<b>LA.C 1.3.1</b>	<b>L</b> Listens and uses information gained for a variety of purposes, such as gaining information from interviews, following directions, and pursuing a personal interest.	<b>e25</b>	Listen, comprehend and summarize essential information from a variety of sources such as speeches, plays, commercials on radio and television, and political debates.
<b>LA.C 1.3.4</b>	<b>L</b> Uses responsive listening skills, including paraphrasing, summarizing, and asking questions for elaboration and clarification.	<b>e32</b>	Make informed judgments about the content, organization, and delivery of spoken communication.
		<b>e70</b>	Analyze and evaluate a speaker's statements of opinion, personal preference and values.
<b>LA.C 2.3.1</b>	<b>L</b> Determines main concept, supporting details, stereotypes, bias, and persuasion techniques in a nonprint message.	<b>e66</b>	Demonstrate knowledge of persuasive techniques used in visual advertisements.

**Outcome # 02.0 DEVELOP AND APPLY WORD PROCESSING SKILLS UTILIZING CURRENT TECHNOLOGY—THE STUDENT WILL BE ABLE TO:**

**Performance Task# 02.01 Start and exit word processing software.**

**SSS Strand:**

**Essential Work Skills**

No SSS Link to this Student Performance Standard.

No Essential Work Skill

**Performance Task# 02.02 Demonstrate ability to use and recognize the word-processing window including menus, toolbars, dialog boxes and commands.**

**SSS Strand:**

**Essential Work Skills**

No SSS Link to this Student Performance Standard.

No Essential Work Skill

**Performance Task# 02.03 Demonstrate efficient use of the help program.**

**SSS Strand: Reading**

**Essential Work Skills**

**LA.A 1.3.3 L** Demonstrates consistent and effective use of interpersonal and academic vocabularies in reading, writing, listening, and speaking.

No Essential Work Skill

**Performance Task# 02.04 Create and edit a new document.**

**SSS Strand: Reading**

**Essential Work Skills**

**LA.A 1.3.3 L** Demonstrates consistent and effective use of interpersonal and academic vocabularies in reading, writing, listening, and speaking.

No Essential Work Skill

**SSS Strand: Writing**

**Essential Work Skills**

**LA.B 1.3.1 L** Organizes information before writing according to the type and purpose of writing.

**e12** Draft a report that engages an audience and is concise, clear, well organized, accurate, and informative.

**LA.B 1.3.2 H** Drafts and revises writing that: is focused, purposeful, and reflects insight into the writing situation; conveys a sense of completeness and wholeness with adherence to the main idea; has an organizational pattern that provide: for a logical progression of ideas; has support that is substantial, specific, relevant, concrete and/or illustrative; demonstrates a commitment to and an involvement with the subject; has clarity in presentation of ideas; uses creative writing strategies appropriate to the purpose of the paper; demonstrates a command of language (word choice) with freshness of expression; has varied sentence structure and sentences that are complete except when fragments are used purposefully; and has few, if any, convention errors in mechanics, usage, and punctuation.

**e12** Draft a report that engages an audience and is concise, clear, well organized, accurate, and informative.

**e14** Use editing and revising skills to improve effectiveness and accuracy of drafts.

**Performance Task# 02.05 Utilize the Undo and Redo commands.**

SSS Strand: Reading		Essential Work Skills	
LA.A 1.3.3	L	Demonstrates consistent and effective use of interpersonal and academic vocabularies in reading, writing, listening, and speaking.	No Essential Work Skill
SSS Strand: Writing		Essential Work Skills	
LA.B 1.3.2	H	Drafts and revises writing that: is focused, purposeful, and reflects insight into the writing situation; conveys a sense of completeness and wholeness with adherence to the main idea; has an organizational pattern that provide: for a logical progression of ideas; has support that is substantial, specific, relevant, concrete and/or illustrative; demonstrates a commitment to and an involvement with the subject; has clarity in presentation of ideas; uses creative writing strategies appropriate to the purpose of the paper; demonstrates a command of language (word choice) with freshness of expression; has varied sentence structure and sentences that are complete except when fragments are used purposefully; and has few, if any, convention errors in mechanics, usage, and punctuation.	e12 Draft a report that engages an audience and is concise, clear, well organized, accurate, and informative.
			e14 Use editing and revising skills to improve effectiveness and accuracy of drafts.
<b>Performance Task# 02.06 Save, open and replace files.</b>			
SSS Strand: Writing		Essential Work Skills	
LA.B 2.3.4	L	Uses electronic technology including databases and software to gather information and communicate new knowledge.	e03 Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
<b>Performance Task# 02.07 Understand the difference between Save and Save As.</b>			
SSS Strand: Writing		Essential Work Skills	
LA.B 2.3.4	L	Uses electronic technology including databases and software to gather information and communicate new knowledge.	e03 Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
<b>Performance Task# 02.08 Utilize Print Preview and demonstrate printing capabilities.</b>			
SSS Strand: Writing		Essential Work Skills	
LA.B 2.3.4	L	Uses electronic technology including databases and software to gather information and communicate new knowledge.	e03 Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
<b>Performance Task# 02.09 Identify methods of moving the insertion point, i.e. short cut keys, arrow keys, backspace and delete.</b>			
SSS Strand: Writing		Essential Work Skills	

<b>LA.B 2.3.4 L</b>	Uses electronic technology including databases and software to gather information and communicate new knowledge.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
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**Performance Task# 02.10 Understand different views of document and using the zoom function.**

<b>SSS Strand: Writing</b>		<b>Essential Work Skills</b>	
<b>LA.B 2.3.4 L</b>	Uses electronic technology including databases and software to gather information and communicate new knowledge.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.

<b>SSS Strand: Number Sense, Concepts, and Operations</b>		<b>Essential Work Skills</b>	
<b>MA.A 1.3.1 H</b>	Associates verbal names, written word names, and standard numerals with integers, fractions, decimals; numbers expressed as percents; numbers with exponents; numbers in scientific notation; radicals, absolute value; and ratios.	<b>m01</b>	Perform operations with signed (positive and negative) numbers, including decimals, ratios, percents, and fractions.
		<b>m19</b>	Understand the definitions and properties of rational and irrational numbers.
		<b>m24</b>	Understand the basic properties and laws of exponents and scientific notation.
<b>MA.A 1.3.3 H</b>	Understands concrete and symbolic representations of rational numbers and irrational numbers in real-world situations.	<b>m01</b>	Perform operations with signed (positive and negative) numbers, including decimals, ratios, percents, and fractions.
		<b>m19</b>	Understand the definitions and properties of rational and irrational numbers.
		<b>m24</b>	Understand the basic properties and laws of exponents and scientific notation.

**Performance Task# 02.11 Utilize the Show/Hide codes command.**

<b>SSS Strand: Writing</b>		<b>Essential Work Skills</b>	
<b>LA.B 2.3.4 L</b>	Uses electronic technology including databases and software to gather information and communicate new knowledge.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.

**Performance Task# 02.12 Use spell/grammar check/ thesaurus programs properly.**

<b>SSS Strand: Writing</b>		<b>Essential Work Skills</b>	
<b>LA.B 1.3.2 H</b>	Drafts and revises writing that: is focused, purposeful, and reflects insight into the writing situation; conveys a sense of completeness and wholeness with adherence to the main idea; has an organizational pattern that provide: for a logical progression of ideas; has support that is substantial, specific, relevant, concrete and/or illustrative; demonstrates a commitment to and an involvement with the subject; has clarity in presentation of ideas; uses creative writing strategies appropriate to the purpose of the paper; demonstrates a command of language (word choice) with freshness of expression; has varied sentence structure and sentences that are complete except when fragments are used purposefully; and has few, if any, convention errors in mechanics, usage, and punctuation.	<b>e12</b>	Draft a report that engages an audience and is concise, clear, well organized, accurate, and informative.
		<b>e14</b>	Use editing and revising skills to improve effectiveness and accuracy of drafts.

**Performance Task# 02.13 Select and replace text: insert/overwrite modes.**

**SSS Strand: Writing**

**Essential Work Skills**

**LA.B 1.3.2 H** Drafts and revises writing that: is focused, purposeful, and reflects insight into the writing situation; conveys a sense of completeness and wholeness with adherence to the main idea; has an organizational pattern that provide: for a logical progression of ideas; has support that is substantial, specific, relevant, concrete and/or illustrative; demonstrates a commitment to and an involvement with the subject; has clarity in presentation of ideas; uses creative writing strategies appropriate to the purpose of the paper; demonstrates a command of language (word choice) with freshness of expression; has varied sentence structure and sentences that are complete except when fragments are used purposefully; and has few, if any, convention errors in mechanics, usage, and punctuation.

**e12** Draft a report that engages an audience and is concise, clear, well organized, accurate, and informative.

**e14** Use editing and revising skills to improve effectiveness and accuracy of drafts.

**Performance Task# 02.14 Move text in a document using the copying/cutting/pasting text commands.**

**SSS Strand: Writing**

**Essential Work Skills**

**LA.B 1.3.3 L** Produces final documents that have been edited for: correct spelling; correct punctuation, including commas, colons, and semicolons; correct capitalization; effective sentence structure; correct common usage, including subject/verb agreement, common noun/pronoun agreement, common possessive forms, and with a variety of sentence structure, including parallel structure; and correct formatting.

**e14** Use editing and revising skills to improve effectiveness and accuracy of drafts.

**Performance Task# 02.15 Format text by changing the font, font style, size, color, and effects.**

**SSS Strand: Number Sense, Concepts, and Operations**

**Essential Work Skills**

**MA.A 2.3.2 L** Understands the structure of number systems other than the decimal number system.

No Essential Work Skill

**Performance Task# 02.16 Align text horizontally and vertically.**

**SSS Strand: Number Sense, Concepts, and Operations**

**Essential Work Skills**

**MA.A 3.3.3 H** Adds, subtracts, multiplies, and divides whole numbers, decimals, and fractions, including mixed numbers, to solve real-world problems, using appropriate methods of computing, such as mental mathematics, paper and pencil, and calculator.

**m01** Perform operations with signed (positive and negative) numbers, including decimals, ratios, percents, and fractions.

**Outcome # 03.0 DEVELOP AND APPLY ELECTRONIC PRESENTATION SKILLS UTILIZING CURRENT TECHNOLOGY—THE STUDENT WILL BE ABLE TO:**

**Performance Task# 03.01 Demonstrate ability to launch presentation software.**

**SSS Strand:**

**Essential Work Skills**

No SSS Link to this Student Performance Standard.

No Essential Work Skill

**Performance Task# 03.02 Create a new presentation document.**

**SSS Strand: Language**

**Essential Work Skills**

**LA.D 2.3.2 L** Uses literary devices and techniques in the comprehension and creation of written, oral, and visual communications.

**e80** Understand ways an author uses language and test characteristics to aid comprehension.

**Performance Task# 03.03 Identify menus and toolbars of presentation software and their function.**

**SSS Strand:**

**Essential Work Skills**

No SSS Link to this Student Performance Standard.

No Essential Work Skill

**Performance Task# 03.04 Select design layout, background, template and color scheme.**

**SSS Strand: Language**

**Essential Work Skills**

**LA.D 2.3.4 L** Understands how the multiple media tools of graphics, pictures, color, motion, and music can enhance communication in television, film, radio, and advertising.

**e68** Apply an understanding of the meaning of graphics, layout, white space, italics, parentheses, and other visual aids.

**Performance Task# 03.05 Format text and graphics.**

**SSS Strand: Language**

**Essential Work Skills**

**LA.D 2.3.4 L** Understands how the multiple media tools of graphics, pictures, color, motion, and music can enhance communication in television, film, radio, and advertising.

**e68** Apply an understanding of the meaning of graphics, layout, white space, italics, parentheses, and other visual aids.

**Performance Task# 03.06 Edit text.**

**SSS Strand: Language**

**Essential Work Skills**

**LA.D 1.3.3 L** Demonstrates an awareness of the difference between the use of English in formal and informal settings.

**e61** Understand that diction is different in formal and informal speaking situations.

**Performance Task# 03.07 Select order of frames.**

**SSS Strand:**

**Essential Work Skills**

No SSS Link to this Student Performance Standard.

No Essential Work Skill

**Performance Task# 03.08 Ability to spell check, save and print presentation.**

**SSS Strand: Writing**

**Essential Work Skills**

<b>LA.B 1.3.3 L</b>	Produces final documents that have been edited for: correct spelling; correct punctuation, including commas, colons, and semicolons; correct capitalization; effective sentence structure; correct common usage, including subject/verb agreement, common noun/pronoun agreement, common possessive forms, and with a variety of sentence structure, including parallel structure; and correct formatting.	<b>e14</b>	Use editing and revising skills to improve effectiveness and accuracy of drafts.
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**Performance Task# 03.09 Collaborate with group to present oral report.**

**SSS Strand: Writing**

**Essential Work Skills**

<b>LA.B 2.3.1 L</b>	Writes text, notes, outlines, comments, and observations that demonstrate comprehension of content and experiences from a variety of media.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
		<b>e40</b>	Use writing as a tool for learning in formats such as learning logs, laboratory reports, note-taking, journals and portfolios.

**SSS Strand: Language**

**Essential Work Skills**

<b>LA.D 2.3.5 L</b>	Incorporates audiovisual aids in presentations.	<b>e56</b>	Understand and use graphics such as graphs, charts, visual aids, white space, bold print, headers and other graphics to enhance meaning.
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**Outcome # 04.0 IDENTIFY AND UNDERSTAND COMPUTER HARDWARE—THE STUDENT WILL BE ABLE TO:**

**Performance Task# 04.01 Define and identify the parts and functions of a computer.**

**SSS Strand: Reading**

**Essential Work Skills**

<b>LA.A 1.3.1 L</b>	Uses background knowledge of the subject and text structure knowledge to make complex predictions of content, purpose, and organization of the reading selection.	<b>e52</b>	Preview textbooks for informational text to anticipate content.
		<b>e80</b>	Understand ways an author uses language and text characteristics to aid comprehension.
<b>LA.A 1.3.2 H</b>	Uses a variety of strategies to analyze words and text, draw conclusions, use context and word structure clues, and recognize organizational patterns.	<b>e50</b>	Understand and use a variety of organizational formats such as compare/contrast, cause/effect, inductive/deductive, most important to least important, and least important to most important.
		<b>e53</b>	Apply personal or objective criteria for evaluating informational, persuasive and literary materials.

**SSS Strand: Writing**

**Essential Work Skills**

<b>LA.B 1.3.1 L</b>	Organizes information before writing according to the type and purpose of writing.	<b>e12</b>	Draft a report that engages an audience and is concise, clear, well organized, accurate, and informative.
<b>LA.B 2.3.2 L</b>	Organizes information using alphabetical, chronological, and numerical systems.	<b>e12</b>	Draft a report that engages an audience and is concise, clear, well organized, accurate, and informative.

<b>LA.B 2.3.3</b>	<b>L</b>	Selects and uses appropriate formats for writing, including narrative, persuasive, and expository formats, according to the intended audience, purpose, and occasion.	<b>e50</b>	Understand and use a variety of organizational formats such as compare/contrast, cause/effect, inductive/deductive, most important to least important, and least important to most important.
			<b>e62</b>	Understand the needs of a specific audience and write and speak in ways that address these needs.

<b>SSS Strand: Listening, Viewing, and Speaking</b>	<b>Essential Work Skills</b>
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<b>LA.C 1.3.1</b>	<b>L</b>	Listens and uses information gained for a variety of purposes, such as gaining information from interviews, following directions, and pursuing a personal interest.	<b>e25</b>	Listen, comprehend and summarize essential information from a variety of sources such as speeches, plays, commercials on radio and television, and political debates.
<b>LA.C 1.3.4</b>	<b>L</b>	Uses responsive listening skills, including paraphrasing, summarizing, and asking questions for elaboration and clarification.	<b>e32</b>	Make informed judgments about the content, organization, and delivery of spoken communication.
			<b>e70</b>	Analyze and evaluate a speaker's statements of opinion, personal preference and values.
<b>LA.C 2.3.1</b>	<b>L</b>	Determines main concept, supporting details, stereotypes, bias, and persuasion techniques in a nonprint message.	<b>e66</b>	Demonstrate knowledge of persuasive techniques used in visual advertisements.

<b>Performance Task# 04.02 Define basic keyboarding terminology.</b>
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<b>SSS Strand: Reading</b>	<b>Essential Work Skills</b>
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<b>LA.A 1.3.1</b>	<b>L</b>	Uses background knowledge of the subject and text structure knowledge to make complex predictions of content, purpose, and organization of the reading selection.	<b>e52</b>	Preview textbooks for informational text to anticipate content.
			<b>e80</b>	Understand ways an author uses language and text characteristics to aid comprehension.
<b>LA.A 1.3.2</b>	<b>H</b>	Uses a variety of strategies to analyze words and text, draw conclusions, use context and word structure clues, and recognize organizational patterns.	<b>e50</b>	Understand and use a variety of organizational formats such as compare/contrast, cause/effect, inductive/deductive, most important to least important, and least important to most important.
			<b>e53</b>	Apply personal or objective criteria for evaluating informational, persuasive and literary materials.

<b>SSS Strand: Writing</b>	<b>Essential Work Skills</b>
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<b>LA.B 1.3.1</b>	<b>L</b>	Organizes information before writing according to the type and purpose of writing.	<b>e12</b>	Draft a report that engages an audience and is concise, clear, well organized, accurate, and informative.
<b>LA.B 2.3.2</b>	<b>L</b>	Organizes information using alphabetical, chronological, and numerical systems.	<b>e12</b>	Draft a report that engages an audience and is concise, clear, well organized, accurate, and informative.
<b>LA.B 2.3.3</b>	<b>L</b>	Selects and uses appropriate formats for writing, including narrative, persuasive, and expository formats, according to the intended audience, purpose, and occasion.	<b>e50</b>	Understand and use a variety of organizational formats such as compare/contrast, cause/effect, inductive/deductive, most important to least important, and least important to most important.
			<b>e62</b>	Understand the needs of a specific audience and write and speak in ways that address these needs.

<b>SSS Strand: Listening, Viewing, and Speaking</b>	<b>Essential Work Skills</b>
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<b>LA.C 1.3.1</b>	<b>L</b>	Listens and uses information gained for a variety of purposes, such as gaining information from interviews, following directions, and pursuing a personal interest.	<b>e25</b>	Listen, comprehend and summarize essential information from a variety of sources such as speeches, plays, commercials on radio and television, and political debates.
<b>LA.C 1.3.4</b>	<b>L</b>	Uses responsive listening skills, including paraphrasing, summarizing, and asking questions for elaboration and clarification.	<b>e32</b>	Make informed judgments about the content, organization, and delivery of spoken communication.
			<b>e70</b>	Analyze and evaluate a speaker's statements of opinion, personal preference and values.

LA.C 2.3.1 L	Determines main concept, supporting details, stereotypes, bias, and persuasion techniques in a nonprint message.	e66	Demonstrate knowledge of persuasive techniques used in visual advertisements.
<b>Performance Task# 04.03 Demonstrate the ability to perform basic computer operations such as:</b> <b>1. turn the equipment on and off</b> <b>2. load a program</b> <b>3. run and use a program</b> <b>4. store a program</b> <b>5. display a program</b> <b>6. enter and execute a simple program</b>			
<b>SSS Strand: Reading</b>		<b>Essential Work Skills</b>	
LA.A 1.3.1 L	Uses background knowledge of the subject and text structure knowledge to make complex predictions of content, purpose, and organization of the reading selection.	e52	Preview textbooks for informational text to anticipate content.
		e80	Understand ways an author uses language and text characteristics to aid comprehension.
LA.A 1.3.2 H	Uses a variety of strategies to analyze words and text, draw conclusions, use context and word structure clues, and recognize organizational patterns.	e50	Understand and use a variety of organizational formats such as compare/contrast, cause/effect, inductive/deductive, most important to least important, and least important to most important.
		e53	Apply personal or objective criteria for evaluating informational, persuasive and literary materials.
<b>SSS Strand: Writing</b>		<b>Essential Work Skills</b>	
LA.B 1.3.1 L	Organizes information before writing according to the type and purpose of writing.	e12	Draft a report that engages an audience and is concise, clear, well organized, accurate, and informative.
LA.B 2.3.2 L	Organizes information using alphabetical, chronological, and numerical systems.	e12	Draft a report that engages an audience and is concise, clear, well organized, accurate, and informative.
LA.B 2.3.3 L	Selects and uses appropriate formats for writing, including narrative, persuasive, and expository formats, according to the intended audience, purpose, and occasion.	e50	Understand and use a variety of organizational formats such as compare/contrast, cause/effect, inductive/deductive, most important to least important, and least important to most important.
		e62	Understand the needs of a specific audience and write and speak in ways that address these needs.
<b>SSS Strand: Listening, Viewing, and Speaking</b>		<b>Essential Work Skills</b>	
LA.C 1.3.1 L	Listens and uses information gained for a variety of purposes, such as gaining information from interviews, following directions, and pursuing a personal interest.	e25	Listen, comprehend and summarize essential information from a variety of sources such as speeches, plays, commercials on radio and television, and political debates.
LA.C 1.3.4 L	Uses responsive listening skills, including paraphrasing, summarizing, and asking questions for elaboration and clarification.	e32	Make informed judgments about the content, organization, and delivery of spoken communication.
		e70	Analyze and evaluate a speaker's statements of opinion, personal preference and values.
LA.C 2.3.1 L	Determines main concept, supporting details, stereotypes, bias, and persuasion techniques in a nonprint message.	e66	Demonstrate knowledge of persuasive techniques used in visual advertisements.

**Outcome # 05.0 PERFORM ACTIVITIES USING THE WORLDWIDE WEB—THE STUDENT WILL BE ABLE TO:**

**Performance Task# 05.01 Explore the history of the Internet.**

<b>SSS Strand: Reading</b>		<b>Essential Work Skills</b>	
<b>LA.A 1.3.1</b>	<b>L</b> Uses background knowledge of the subject and text structure knowledge to make complex predictions of content, purpose, and organization of the reading selection.	<b>e52</b>	Preview textbooks for informational text to anticipate content.
		<b>e80</b>	Understand ways an author uses language and text characteristics to aid comprehension.
<b>LA.A 1.3.3</b>	<b>L</b> Demonstrates consistent and effective use of interpersonal and academic vocabularies in reading, writing, listening, and speaking.		No Essential Work Skill
<b>LA.A 1.3.4</b>	<b>L</b> Uses strategies to clarify meaning, such as rereading, note taking, summarizing, outlining, and writing a grade level-appropriate report.	<b>e40</b>	Use writing as a tool for learning in formats such as learning logs, laboratory reports, note-taking, journals and portfolios.

**Performance Task# 05.02 Introduce basic Internet vocabulary.**

<b>SSS Strand: Reading</b>		<b>Essential Work Skills</b>	
<b>LA.A 1.3.3</b>	<b>L</b> Demonstrates consistent and effective use of interpersonal and academic vocabularies in reading, writing, listening, and speaking.		No Essential Work Skill

<b>SSS Strand: Writing</b>		<b>Essential Work Skills</b>	
<b>LA.B 2.3.4</b>	<b>L</b> Uses electronic technology including databases and software to gather information and communicate new knowledge.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.

**Performance Task# 05.03 Familiarize students with browser window.**

<b>SSS Strand:</b>		<b>Essential Work Skills</b>	
No SSS Link to this Student Performance Standard.		No Essential Work Skill	

**Performance Task# 05.04 Change browser features.**

<b>SSS Strand:</b>		<b>Essential Work Skills</b>	
No SSS Link to this Student Performance Standard.		No Essential Work Skill	

**Performance Task# 05.05 Understand Net addresses.**

<b>SSS Strand: Reading</b>		<b>Essential Work Skills</b>	
<b>LA.A 1.3.2</b>	<b>H</b> Uses a variety of strategies to analyze words and text, draw conclusions, use context and word structure clues, and recognize organizational patterns.	<b>e50</b>	Understand and use a variety of organizational formats such as compare/contrast, cause/effect, inductive/deductive, most important to least important, and least important to most important.
		<b>e53</b>	Apply personal or objective criteria for evaluating informational, persuasive and literary materials.

<b>Performance Task# 05.06 Organize Favorites/Bookmarks.</b>	
<b>SSS Strand:</b>	<b>Essential Work Skills</b>
No SSS Link to this Student Performance Standard.	No Essential Work Skill
<b>Performance Task# 05.07 Perform basic Internet searches.</b>	
<b>SSS Strand: Writing</b>	<b>Essential Work Skills</b>
<b>LA.B 2.3.4 L</b> Uses electronic technology including databases and software to gather information and communicate new knowledge.	<b>e03</b> Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
<b>Outcome # 06.0 DEVELOP AND UTILIZE BUSINESS-RELATED SOFT SKILLS—THE STUDENT WILL BE ABLE TO:</b>	
<b>Performance Task# 06.01 Understand the importance of positive attitude in obtaining and maintaining a job.</b>	
<b>SSS Strand: Listening, Viewing, and Speaking</b>	<b>Essential Work Skills</b>
<b>LA.C 1.3.1 L</b> Listens and uses information gained for a variety of purposes, such as gaining information from interviews, following directions, and pursuing a personal interest.	<b>e25</b> Listen, comprehend and summarize essential information from a variety of sources such as speeches, plays, commercials on radio and television, and political debates.
<b>Performance Task# 06.02 Identify good grooming/dress habits for the workplace.</b>	
<b>SSS Strand: Listening, Viewing, and Speaking</b>	<b>Essential Work Skills</b>
<b>LA.C 1.3.1 L</b> Listens and uses information gained for a variety of purposes, such as gaining information from interviews, following directions, and pursuing a personal interest.	<b>e25</b> Listen, comprehend and summarize essential information from a variety of sources such as speeches, plays, commercials on radio and television, and political debates.
<b>Performance Task# 06.03 Develop problem-solving skills.</b>	
<b>SSS Strand: Data Analysis and Probability</b>	<b>Essential Work Skills</b>
<b>MA.E 1.3.1 H</b> Collects, organizes, and displays data in a variety of forms, including table: line graphs, charts, bar graphs, to determine how different ways of presenting data can lead to different interpretations.	<b>m05</b> Understand the best procedures for statistical data collection, organization, and display including making estimates and predictions and drawing inferences.
<b>MA.E 3.3.1 H</b> Formulates hypotheses, designs experiments, collects and interprets data, and evaluates hypotheses by making inferences and drawing conclusions based on statistics (range, mean, median, and mode) and tables, graphs, and charts.	<b>m05</b> Understand the best procedures for statistical data collection, organization, and display including making estimates and predictions and drawing inferences.
	<b>m15</b> Understand the characteristics of measures of central tendency (i.e., mean, median, and mode).
	<b>m36</b> Understand the characteristics of measures of dispersion (i.e., range, mean deviation, variance, and standard deviation).

<b>Performance Task# 06.04 Identify the benefits of teamwork.</b>			
<b>SSS Strand: Writing</b>		<b>Essential Work Skills</b>	
<b>LA.B 2.3.3</b>	<b>L</b>	Selects and uses appropriate formats for writing, including narrative, persuasive, and expository formats, according to the intended audience, purpose, and occasion.	<p><b>e50</b> Understand and use a variety of organizational formats such as compare/contrast, cause/effect, inductive/deductive, most important to least important, and least important to most important.</p> <p><b>e62</b> Understand the needs of a specific audience and write and speak in ways that address these needs.</p>
<b>Performance Task# 06.05 Identify the importance of impromptu speaking ability in the workplace.</b>			
<b>SSS Strand: Listening, Viewing, and Speaking</b>		<b>Essential Work Skills</b>	
<b>LA.C 3.3.1</b>	<b>L</b>	Understands how volume, stress, pacing, and pronunciation can positively or negatively affect an oral presentation.	<b>e92</b> Identify and interpret vocal characteristics that influence meaning such as tone, volume, pitch, and rate.
<b>LA.C 3.3.2</b>	<b>L</b>	Asks questions and makes comments and observations that reflect understanding and application of content, processes, and experiences.	<b>e48</b> Ask questions of others that encourage them to participate, elaborate, and contribute to understanding topics under discussion.
<b>LA.C 3.3.3</b>	<b>L</b>	Speaks for various occasions, audiences, and purposes, including conversations, discussions, projects, and informational, persuasive, or technical presentations.	<b>e10</b> Prepare and deliver individual speeches by gathering information, rehearsing, making eye contact, speaking loudly enough, delivering information in a well organized fashion, and appealing to the needs of the target audience.
<b>Performance Task# 06.06 Identify the importance of prepared speaking ability in the workplace.</b>			
<b>SSS Strand: Listening, Viewing, and Speaking</b>		<b>Essential Work Skills</b>	
<b>LA.C 3.3.1</b>	<b>L</b>	Understands how volume, stress, pacing, and pronunciation can positively or negatively affect an oral presentation.	<b>e92</b> Identify and interpret vocal characteristics that influence meaning such as tone, volume, pitch, and rate.
<b>LA.C 3.3.2</b>	<b>L</b>	Asks questions and makes comments and observations that reflect understanding and application of content, processes, and experiences.	<b>e48</b> Ask questions of others that encourage them to participate, elaborate, and contribute to understanding topics under discussion.
<b>LA.C 3.3.3</b>	<b>L</b>	Speaks for various occasions, audiences, and purposes, including conversations, discussions, projects, and informational, persuasive, or technical presentations.	<b>e10</b> Prepare and deliver individual speeches by gathering information, rehearsing, making eye contact, speaking loudly enough, delivering information in a well organized fashion, and appealing to the needs of the target audience.

**Total Number of Student Performance Standards in this course:**

**44**

**- End of File -**