

Computer Applications in Business 1**8200220****Outcome # 01.0 DEVELOP AND APPLY KEYBOARDING SKILLS UTILIZING CURRENT TECHNOLOGY****Performance Task# 01.04 Demonstrate knowledge of alphanumeric & command keys.****SSS Strand: Listening, Viewing, and Speaking****Essential Work Skills**

L.A.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.
L.A.C 2.3.2	L	Uses movement, placement, juxtaposition, gestures, silent periods, facial expressions, and other nonverbal cues to convey meaning to an audience.	e89	Identify and interpret levels of language, idiomatic expressions, and figures of speech that enhance oral communication.

Performance Task# 01.05 Demonstrate and review correct reach technique for alphanumeric keyboarding.**SSS Strand: Listening, Viewing, and Speaking****Essential Work Skills**

L.A.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.
L.A.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.

Performance Task# 01.06 Demonstrate accuracy using correct reach techniques for numeric and symbol keyboarding.**SSS Strand: Listening, Viewing, and Speaking****Essential Work Skills**

L.A.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.
L.A.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 # 02.0 DEVELOP AND APPLY WORD PROCESSING SKILLS UTILIZING CURRENT TECHNOLOGY**Performance Task# 02.17 Apply margins, tabs, line spacing and paragraph indents****SSS Strand: Number Sense, Concepts, and Operations****Essential Work Skills**

MA.A 1.3.2	H	Understands the relative size of integers, fractions, and decimals; numbers expressed as percents; numbers with exponents; numbers in scientific notation; radicals; absolute value; and ratios.	m01	Perform operations with signed (positive and negative) numbers, including decimals, ratios, percents, and fractions.
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		m01	Perform operations with signed (positive and negative) numbers, including decimals, ratios, percents, and fractions.
		m19	Understand the definitions and properties of rational and irrational numbers.
		m19	Understand the definitions and properties of rational and irrational numbers.
		m24	Understand the basic properties and laws of exponents and scientific notation.
		m24	Understand the basic properties and laws of exponents and scientific notation.
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.
		m01	Perform operations with signed (positive and negative) numbers, including decimals, ratios, percents, and fractions.

Performance Task# 02.18 Insert and manipulate graphics, word art and text boxes.

SSS Strand: Geometry and Spatial Sense		Essential Work Skills	
MA.C 2.3.1	H Understands the geometric concepts of symmetry, reflections, congruency, similarity, perpendicularity, parallelism, and transformations, including flips, slides, turns, and enlargements.	m02	Understand the characteristics of parallel, perpendicular and intersecting lines.
		m02	Understand the characteristics of parallel, perpendicular and intersecting lines.
		m49	Apply transformation concepts to understand and create congruent and similar figures.
		m49	Apply transformation concepts to understand and create congruent and similar figures.
		m55	Understand the concepts of symmetry and transformations and graphically apply line reflections, rotation, translations, and dilation.
		m55	Understand the concepts of symmetry and transformations and graphically apply line reflections, rotation, translations, and dilation.

Performance Task# 02.19 Utilize the Word/character count command.

SSS Strand: Number Sense, Concepts, and Operations		Essential Work Skills	
MA.A 1.3.2	H Understands the relative size of integers, fractions, and decimals; numbers expressed as percents; numbers with exponents; numbers in scientific notation; radicals; absolute value; and ratios.	m01	Perform operations with signed (positive and negative) numbers, including decimals, ratios, percents, and fractions.
		m01	Perform operations with signed (positive and negative) numbers, including decimals, ratios, percents, and fractions.
		m19	Understand the definitions and properties of rational and irrational numbers.
		m19	Understand the definitions and properties of rational and irrational numbers.

m24 Understand the basic properties and laws of exponents and scientific notation.

m24 Understand the basic properties and laws of exponents and scientific notation.

Performance Task# 02.21 Understand printing options including shrink to fit, gutters, and document orientation.

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.

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.

Performance Task# 02.22 Move text in a document: dragging and dropping.

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# 02.24 Create bulleted and numbered lists.

SSS Strand: Writing

Essential Work Skills

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.

Performance Task# 02.25 Create a table: inserting, moving, and entering data.

SSS Strand: Writing

Essential Work Skills

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.

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.
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Performance Task# 02.26 Create table: insert/delete columns, rows, cells

SSS Strand: Writing		Essential Work Skills	
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.

Performance Task# 02.27 Format a table: changing column/row width and height.

SSS Strand: Writing		Essential Work Skills	
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.

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.

Performance Task# 02.28 Apply table alignment on document.

SSS Strand: Writing		Essential Work Skills	
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.

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.

Performance Task# 02.29 Use the tools on the Table and Borders toolbar.

SSS Strand: Writing		Essential Work Skills	
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.

Outcome # 03.0 DEVELOP AND APPLY ELECTRONIC PRESENTATION SKILLS UTILIZING CURRENT TECHNOLOGY.

Performance Task# 03.10 Apply fill effects, lines and shapes.

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

Performance Task# 03.11 Demonstrate ability to order, group and rotate objects.

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# 03.12 Demonstrate ability to animate 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# 03.13 Apply slide transitions and timings.

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# 03.14 Incorporate text, tables, charts and graphic transitions into document.

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.

Performance Task# 03.15 Add sound using various media (e.g. internet and/or files).

SSS Strand: Reading		Essential Work Skills	
LA.A 2.3.6	H Uses a variety of reference materials, including indexes, magazines, newspapers, and journals; and tools, including card catalogs and computer catalogs, to gather information for research topics.	e03	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.

SSS Strand: Language		Essential Work Skills	
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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.
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Performance Task# 03.17 Insert hyperlink to a file or internet site.

SSS Strand: Writing	Essential Work Skills
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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.
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SSS Strand: Language	Essential Work Skills
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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.
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Outcome # 04.0 IDENTIFY AND UNDERSTAND COMPUTER HARDWARE

Performance Task# 04.04 Discuss the use of different computer platforms.

SSS Strand: Reading	Essential Work Skills
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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.
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			e80	Understand ways an author uses language and text characteristics to aid comprehension.
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SSS Strand: Writing	Essential Work Skills
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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.
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SSS Strand: Listening, Viewing, and Speaking	Essential Work Skills
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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.
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Outcome # 05.0 PERFORM ACTIVITIES USING THE WORLDWIDE WEB

Performance Task# 05.08 Master intermediate vocabulary.

SSS Strand: Reading	Essential Work Skills
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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
				No Essential Work Skill

SSS Strand: Writing	Essential Work Skills
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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.
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e03 Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.

Performance Task# 05.09 Understand how the Internet works

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.

e03 Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.

Performance Task# 05.10 Discuss Internet privacy, ethics, etiquette and copyright laws

SSS Strand: Reading

Essential Work Skills

LA.A 2.3.3 L Recognizes logical, ethical, and emotional appeals in texts.

e17 Analyze, evaluate and critique such events as current events, political campaigns, advertisements and media.

e17 Analyze, evaluate and critique such events as current events, political campaigns, advertisements and media.

SSS Strand: Language

Essential Work Skills

LA.D 2.3.7 L Understands that laws exist that govern what can and cannot be done with mass media.

No Essential Work Skill

No Essential Work Skill

Performance Task# 05.11 Evaluate websites

SSS Strand: Reading

Essential Work Skills

LA.A 2.3.2 H Identifies the author's purpose and/or point of view in a variety of texts and uses the information to construct meaning.

e77 Assess the significance and importance of the themes in a literary text.

e77 Assess the significance and importance of the themes in a literary text.

LA.A 2.3.3 L Recognizes logical, ethical, and emotional appeals in texts.

e17 Analyze, evaluate and critique such events as current events, political campaigns, advertisements and media.

e17 Analyze, evaluate and critique such events as current events, political campaigns, advertisements and media.

LA.A 2.3.8 H Checks the validity and accuracy of information obtained from research in such ways as differentiating fact and opinion, identifying strong vs. weak arguments, recognizing that personal values influence the conclusions an author draws.

e03 Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.

e03 Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.

Outcome # 06.0 DEVELOP AND UTILIZE BUSINESS-RELATED SOFT SKILLS

Performance Task# 06.07 Demonstrate an understanding of the importance of positive attitude in obtaining and maintaining a job.

SSS Strand: Listening, Viewing, and Speaking

Essential Work Skills

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.

e25 Listen, comprehend and summarize essential information from a variety of sources such as speeches, plays, commercials on radio and television, and political debates.

Performance Task# 06.08 Identify grooming/dress standards in various workplace environments.

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.

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

Performance Task# 06.10 Demonstrate an awareness of teamwork

SSS Strand: Listening, Viewing, and Speaking

Essential Work Skills

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.

e25 Listen, comprehend and summarize essential information from a variety of sources such as speeches, plays, commercials on radio and television, and political debates.

Performance Task# 06.11 Make an impromptu presentation.

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

No Essential Work Skill

LA.A 2.3.5 H Locates, organizes, and interprets written information for a variety of purposes, including classroom research, collaborative decision making, and performing a school or real-world task.

e03 Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.

e03 Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.

SSS Strand: Listening, Viewing, and Speaking

Essential Work Skills

LA.C 3.3.1	L	Understands how volume, stress, pacing, and pronunciation can positively or negatively affect an oral presentation.	e92	Identify and interpret vocal characteristics that influence meaning such as tone, volume, pitch, and rate.
			e92	Identify and interpret vocal characteristics that influence meaning such as tone, volume, pitch, and rate.
LA.C 3.3.2	L	Asks questions and makes comments and observations that reflect understanding and application of content, processes, and experiences.	e48	Ask questions of others that encourage them to participate, elaborate, and contribute to understanding topics under discussion.
			e48	Ask questions of others that encourage them to participate, elaborate, and contribute to understanding topics under discussion.
LA.C 3.3.3	L	Speaks for various occasions, audiences, and purposes, including conversations, discussions, projects, and informational, persuasive, or technical presentations.	e10	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.
			e10	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.

SSS Strand: Language	Essential Work Skills
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LA.D 2.3.1	L	Selects language that shapes reactions, perceptions, and beliefs.	e72	Evaluate the way an author uses language and text characteristics such as plot, setting, theme, character, point of view, genre etc. to evoke a response in a reader.
			e72	Evaluate the way an author uses language and text characteristics such as plot, setting, theme, character, point of view, genre etc. to evoke a response in a reader.
			e89	Identify and interpret levels of language, idiomatic expressions, and figures of speech that enhance oral communication.
			e89	Identify and interpret levels of language, idiomatic expressions, and figures of speech that enhance oral communication.
LA.D 2.3.3	L	Distinguishes between emotional and logical argument.	e70	Analyze and evaluate a speaker's statements of opinion, personal preference and values.
			e70	Analyze and evaluate a speaker's statements of opinion, personal preference and values.
			e95	Analyze and evaluate a speaker's persuasive techniques.
			e95	Analyze and evaluate a speaker's persuasive techniques.
LA.D 2.3.5	L	Incorporates audiovisual aids in presentations.	e56	Understand and use graphics such as graphs, charts, visual aids, white space, bold print, headers and other graphics to enhance meaning.
			e56	Understand and use graphics such as graphs, charts, visual aids, white space, bold print, headers and other graphics to enhance meaning.

Performance Task# 06.12 Make a prepared presentation

SSS Strand: Reading	Essential Work Skills
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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
			No Essential Work Skill

LA.A 2.3.5	H	Locates, organizes, and interprets written information for a variety of purposes, including classroom research, collaborative decision making, and performing a school or real-world task.	e03	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
			e03	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
SSS Strand: Listening, Viewing, and Speaking			Essential Work Skills	
LA.C 3.3.1	L	Understands how volume, stress, pacing, and pronunciation can positively or negatively affect an oral presentation.	e92	Identify and interpret vocal characteristics that influence meaning such as tone, volume, pitch, and rate.
			e92	Identify and interpret vocal characteristics that influence meaning such as tone, volume, pitch, and rate.
LA.C 3.3.2	L	Asks questions and makes comments and observations that reflect understanding and application of content, processes, and experiences.	e48	Ask questions of others that encourage them to participate, elaborate, and contribute to understanding topics under discussion.
			e48	Ask questions of others that encourage them to participate, elaborate, and contribute to understanding topics under discussion.
LA.C 3.3.3	L	Speaks for various occasions, audiences, and purposes, including conversations, discussions, projects, and informational, persuasive, or technical presentations.	e10	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.
			e10	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.
SSS Strand: Language			Essential Work Skills	
LA.D 2.3.1	L	Selects language that shapes reactions, perceptions, and beliefs.	e72	Evaluate the way an author uses language and text characteristics such as plot, setting, theme, character, point of view, genre etc. to evoke a response in a reader.
			e72	Evaluate the way an author uses language and text characteristics such as plot, setting, theme, character, point of view, genre etc. to evoke a response in a reader.
			e89	Identify and interpret levels of language, idiomatic expressions, and figures of speech that enhance oral communication.
			e89	Identify and interpret levels of language, idiomatic expressions, and figures of speech that enhance oral communication.
LA.D 2.3.3	L	Distinguishes between emotional and logical argument.	e70	Analyze and evaluate a speaker's statements of opinion, personal preference and values.
			e70	Analyze and evaluate a speaker's statements of opinion, personal preference and values.
			e95	Analyze and evaluate a speaker's persuasive techniques.
			e95	Analyze and evaluate a speaker's persuasive techniques.
LA.D 2.3.5	L	Incorporates audiovisual aids in presentations.	e56	Understand and use graphics such as graphs, charts, visual aids, white space, bold print, headers and other graphics to enhance meaning.
			e56	Understand and use graphics such as graphs, charts, visual aids, white space, bold print, headers and other graphics to enhance meaning.

Outcome # 07.0 DEVELOP AND APPLY SPREADSHEET SKILLS

Performance Task# 07.01 The student will be able to identify the parts of the spreadsheet screen.

SSS Strand: Reading		Essential Work Skills
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 1.3.3	L Demonstrates consistent and effective use of interpersonal and academic vocabularies in reading, writing, listening, and speaking.	No Essential Work Skill
LA.A 2.3.4	L Uses a variety of reading materials to develop personal preferences in reading.	No Essential Work Skill
LA.A 2.3.5	H Locates, organizes, and interprets written information for a variety of purposes, including classroom research, collaborative decision making, and performing a school or real-world task.	e03 Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.

SSS Strand: Listening, Viewing, and Speaking		Essential Work Skills
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.
		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 3.3.2	L Asks questions and makes comments and observations that reflect understanding and application of content, processes, and experiences.	e48 Ask questions of others that encourage them to participate, elaborate, and contribute to understanding topics under discussion.
		e48 Ask questions of others that encourage them to participate, elaborate, and contribute to understanding topics under discussion.

Performance Task# 07.02 Create and navigate through a worksheet.

SSS Strand: Reading		Essential Work Skills
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.
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
LA.A 2.3.4	L Uses a variety of reading materials to develop personal preferences in reading.	No Essential Work Skill
LA.A 2.3.6	H Uses a variety of reference materials, including indexes, magazines, newspapers, and journals; and tools, including card catalogs and computer catalogs, to gather information for research topics.	e03 Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.

SSS Strand: Listening, Viewing, and Speaking		Essential Work Skills

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 1.3.3	L	Acknowledges the feelings and messages sent in a conversation.		No Essential Work Skill
LA.C 3.3.2	L	Asks questions and makes comments and observations that reflect understanding and application of content, processes, and experiences.	e48	Ask questions of others that encourage them to participate, elaborate, and contribute to understanding topics under discussion.
			e48	Ask questions of others that encourage them to participate, elaborate, and contribute to understanding topics under discussion.

Performance Task# 07.03 Change column width and row height.

SSS Strand: Reading			Essential Work Skills	
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.
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
LA.A 2.3.5	H	Locates, organizes, and interprets written information for a variety of purposes, including classroom research, collaborative decision making, and performing a school or real-world task.	e03	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
LA.A 2.3.6	H	Uses a variety of reference materials, including indexes, magazines, newspapers, and journals; and tools, including card catalogs and computer catalogs, to gather information for research topics.	e03	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.

SSS Strand: Listening, Viewing, and Speaking			Essential Work Skills	
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.
			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 3.3.2	L	Asks questions and makes comments and observations that reflect understanding and application of content, processes, and experiences.	e48	Ask questions of others that encourage them to participate, elaborate, and contribute to understanding topics under discussion.
			e48	Ask questions of others that encourage them to participate, elaborate, and contribute to understanding topics under discussion.

Performance Task# 07.04 Format the contents of a cell - change fonts and font sizes and align text, format numbers.

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

LA.A 2.3.6 H	Uses a variety of reference materials, including indexes, magazines, newspapers, and journals; and tools, including card catalogs and computer catalogs, to gather information for research topics.	e03	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
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.
SSS Strand: Listening, Viewing, and Speaking		Essential Work Skills	
LA.C 3.3.2 L	Asks questions and makes comments and observations that reflect understanding and application of content, processes, and experiences.	e48	Ask questions of others that encourage them to participate, elaborate, and contribute to understanding topics under discussion.
Performance Task# 07.05 Merge cells			
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	
LA.A 2.3.6 H	Uses a variety of reference materials, including indexes, magazines, newspapers, and journals; and tools, including card catalogs and computer catalogs, to gather information for research topics.	e03	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
SSS Strand: Listening, Viewing, and Speaking		Essential Work Skills	
LA.C 3.3.1 L	Understands how volume, stress, pacing, and pronunciation can positively or negatively affect an oral presentation.	e92	Identify and interpret vocal characteristics that influence meaning such as tone, volume, pitch, and rate.
Performance Task# 07.06 Use the Undo and Redo features.			
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	
LA.A 2.3.6 H	Uses a variety of reference materials, including indexes, magazines, newspapers, and journals; and tools, including card catalogs and computer catalogs, to gather information for research topics.	e03	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
SSS Strand: Listening, Viewing, and Speaking		Essential Work Skills	
LA.C 3.3.2 L	Asks questions and makes comments and observations that reflect understanding and application of content, processes, and experiences.	e48	Ask questions of others that encourage them to participate, elaborate, and contribute to understanding topics under discussion.
Performance Task# 07.07 Autoformat the worksheet if available. AutoFormat applies borders, shading, and data formatting.			
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	
LA.A 2.3.6 H	Uses a variety of reference materials, including indexes, magazines, newspapers, and journals; and tools, including card catalogs and computer catalogs, to gather information for research topics.	e03	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
SSS Strand: Listening, Viewing, and Speaking		Essential Work Skills	

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 3.3.3	L	Speaks for various occasions, audiences, and purposes, including conversations, discussions, projects, and informational, persuasive, or technical presentations.	e10	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.

Performance Task# 07.08 Use the auto sum features.

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
LA.A 1.3.4	L	Uses strategies to clarify meaning, such as rereading, note taking, summarizing, outlining, and writing a grade level-appropriate report.	e40	Use writing as a tool for learning in formats such as learning logs, laboratory reports, note-taking, journals and portfolios.
LA.A 2.3.6	H	Uses a variety of reference materials, including indexes, magazines, newspapers, and journals; and tools, including card catalogs and computer catalogs, to gather information for research topics.	e03	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.

SSS Strand: Listening, Viewing, and Speaking		Essential Work Skills		
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.

SSS Strand: Number Sense, Concepts, and Operations		Essential Work Skills		
MA.A 1.3.3	H	Understands concrete and symbolic representations of rational numbers and irrational numbers in real-world situations.	m01	Perform operations with signed (positive and negative) numbers, including decimals, ratios, percents, and fractions.
			m19	Understand the definitions and properties of rational and irrational numbers.
			m24	Understand the basic properties and laws of exponents and scientific notation.
MA.A 3.3.2	H	Selects the appropriate operation to solve problems involving addition, subtraction, multiplication, and division of rational numbers, ratios, proportions, and percents, including the appropriate application of the algebraic order of operations.	m01	Perform operations with signed (positive and negative) numbers, including decimals, ratios, percents, and fractions.
MA.A 4.3.1	H	Uses estimation strategies to predict results and to check the reasonableness of results.	m33	Use the technique of dimensional analysis to convert units of measure (e.g., convert km/hr to m/min) including drawing to scale and applying ratios. Understand and use various techniques for estimating, making and converting measure; and using these to perform dimensional analysis.

Performance Task# 07.09 Create a bar chart, embedded, using the chart wizard.

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
LA.A 2.3.6	H	Uses a variety of reference materials, including indexes, magazines, newspapers, and journals; and tools, including card catalogs and computer catalogs, to gather information for research topics.	e03	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
SSS Strand: Listening, Viewing, and Speaking			Essential Work Skills	
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 3.3.3	L	Speaks for various occasions, audiences, and purposes, including conversations, discussions, projects, and informational, persuasive, or technical presentations.	e10	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.
SSS Strand: Number Sense, Concepts, and Operations			Essential Work Skills	
MA.A 1.3.3	H	Understands concrete and symbolic representations of rational numbers and irrational numbers in real-world situations.	m01	Perform operations with signed (positive and negative) numbers, including decimals, ratios, percents, and fractions.
			m19	Understand the definitions and properties of rational and irrational numbers.
			m24	Understand the basic properties and laws of exponents and scientific notation.
MA.A 3.3.2	H	Selects the appropriate operation to solve problems involving addition, subtraction, multiplication, and division of rational numbers, ratios, proportions, and percents, including the appropriate application of the algebraic order of operations.	m01	Perform operations with signed (positive and negative) numbers, including decimals, ratios, percents, and fractions.
MA.A 4.3.1	H	Uses estimation strategies to predict results and to check the reasonableness of results.	m33	Use the technique of dimensional analysis to convert units of measure (e.g., convert km/hr to m/min) including drawing to scale and applying ratios. Understand and use various techniques for estimating, making and converting measure; and using these to perform dimensional analysis.

Total Number of Student Performance Standards in this course:

40

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