

<b>Computer Applications in Business 4</b>		<b>8200212</b>	
<b>Outcome # 06.0 DEVELOP AND UTILIZE BUSINESS-RELATED SOFT SKILLS- THE STUDENT WILL BE ABLE TO:</b>			
<b>Performance Task# 06.41 Understand the importance of proper grooming and appearance for the workplace.</b>			
<b>SSS Strand: Language</b>		<b>Essential Work Skills</b>	
<b>LA.D 1.3.3</b>	<b>L</b> Demonstrates an awareness of the difference between the use of English in formal and informal settings.	<b>e61</b>	Understand that diction is different in formal and informal speaking situations.
<b>LA.D 1.4.1</b>	<b>L</b> Applies an understanding that language and literature are primary means by which culture is transmitted.	<b>e23</b>	Understand the personal, social, cultural and historical significance of a text.
<b>Performance Task# 06.42 Utilize problem solving skills in programming areas.</b>			
<b>SSS Strand: Data Analysis and Probability</b>		<b>Essential Work Skills</b>	
<b>MA.E 1.3.1</b>	<b>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</b>	<b>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# 06.43 Utilize brainstorming techniques to solve a problem.</b>			
<b>SSS Strand: Data Analysis and Probability</b>		<b>Essential Work Skills</b>	
<b>MA.E 1.3.1</b>	<b>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</b>	<b>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# 06.44 Demonstrate the ability to use impromptu skills.</b>			
<b>SSS Strand:</b>		<b>Essential Work Skills</b>	

**Performance Task# 06.45 Research sources of employment.**

<b>SSS Strand: Reading</b>		<b>Essential Work Skills</b>	
<b>LA.A 2.3.5</b>	<b>H</b> 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.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
<b>LA.A 2.3.8</b>	<b>H</b> 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.	<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: 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.	<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>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# 06.46 Discuss employment benefits.**

<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.

**Performance Task# 06.47 Discuss child labor laws.**

<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 2.3.5</b>	<b>H</b> 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.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.

<b>Performance Task# 06.48 Evaluate appropriate procedures for changing jobs.</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>Performance Task# 06.49 Evaluate a quality completed job application.</b>			
<b>SSS Strand: Writing</b>		<b>Essential Work Skills</b>	
<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>Performance Task# 06.50 Identify characteristics of ethical behavior in the workplace.</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>Performance Task# 06.51 Understand the importance of personal integrity in the workplace.</b>			
<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 1.3.4</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.
<b>Performance Task# 06.52 Develop an understanding of the skills that transfer from school to work.</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>SSS Strand: Language</b>		<b>Essential Work Skills</b>	
<b>LA.D 1.3.1</b>	<b>L</b> Understands that there are patterns and rules in semantic structure, symbols sounds, and meanings conveyed through the English language.	No Essential Work Skill	
<b>SSS Strand: The Nature of Science</b>		<b>Essential Work Skills</b>	

SC.H 3.3.7 M Knows that computers speed up and extend people's ability to collect, sort, and analyze data; prepare research reports; and share data and ideas with others. No Essential Work Skill

**Outcome # 09.0 DEVELOP AND APPLY DATABASE SKILLS: STUDENTS WILL BE ABLE TO:**

**Performance Task# 09.10 The student will be able to edit records in datasheet view.**

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 1.3.2	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 2.3.7	H	Synthesizes and separates collected information into useful components using a variety of techniques, such as source cards, note cards, spreadsheet and outlines.	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# 09.11 Add and delete records in datasheet view.**

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 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	

<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 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.

**Performance Task# 09.12 Cut, copy and paste data in datasheet view.**

<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 2.3.5</b>	<b>H</b>	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.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
<b>LA.A 2.3.7</b>	<b>H</b>	Synthesizes and separates collected information into useful components using a variety of techniques, such as source cards, note cards, spreadsheet and outlines.	<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: 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 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.

**Performance Task# 09.13 Change the datasheet layout.**

<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>LA.A 2.3.5</b>	<b>H</b>	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.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
<b>LA.A 2.3.7</b>	<b>H</b>	Synthesizes and separates collected information into useful components using a variety of techniques, such as source cards, note cards, spreadsheet and outlines.	<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: 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 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.

**Performance Task# 09.14 Hide columns in a table.**

<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>LA.A 2.3.5</b>	<b>H</b>	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.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
<b>LA.A 2.3.7</b>	<b>H</b>	Synthesizes and separates collected information into useful components using a variety of techniques, such as source cards, note cards, spreadsheet and outlines.	<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: 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 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.

**Performance Task# 09.15 Create a form.**

<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>LA.A 2.3.5</b>	<b>H</b>	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.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
<b>LA.A 2.3.7</b>	<b>H</b>	Synthesizes and separates collected information into useful components using a variety of techniques, such as source cards, note cards, spreadsheet and outlines.	<b>e03</b>	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# 09.16 Enter and edit data in a form.**

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 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 2.3.7	H Synthesizes and separates collected information into useful components using a variety of techniques, such as source cards, note cards, spreadsheet and outlines.	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# 09.17 Create a query.**

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 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.

<b>LA.A 2.3.7 H</b>	Synthesizes and separates collected information into useful components using a variety of techniques, such as source cards, note cards, spreadsheet and outlines.	<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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<b>SSS Strand: Listening, Viewing, and Speaking</b>	<b>Essential Work Skills</b>
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<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.
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<b>LA.C 3.3.3 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.
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**Outcome # 10.0 DEVELOP AND APPLY WEB DESIGN SKILLS: STUDENTS WILL BE ABLE TO:**

**Performance Task# 10.21 Demonstrate proficiency using HTML editor by creating a Web page.**

<b>SSS Strand: Writing</b>	<b>Essential Work Skills</b>
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<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.
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		<b>e40</b>	Use writing as a tool for learning in formats such as learning logs, laboratory reports, note-taking, journals and portfolios.
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<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.
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<b>LA.B 2.3.3 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.
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		<b>e62</b>	Understand the needs of a specific audience and write and speak in ways that address these needs.
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<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# 10.22 Define principles of acceptable Web design.**

<b>SSS Strand: Reading</b>	<b>Essential Work Skills</b>
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<b>LA.A 2.3.1 H</b>	Determines the main idea or essential message in a text and identifies relevant details and facts and patterns of organization.	<b>e05</b>	Identify, collect and/or select pertinent information while reading.
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		<b>e15</b>	Discriminate important ideas from unimportant ideas while reading.
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		<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.
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<b>LA.A 2.3.5 H</b>	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.	<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: Writing</b>		<b>Essential Work Skills</b>	
<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>Performance Task# 10.23 Understand how different Web browsers interpret pages.</b>			
<b>SSS Strand: Reading</b>		<b>Essential Work Skills</b>	
<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 2.3.6 H</b>	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.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
<b>Performance Task# 10.24 Understand the role of plug-ins.</b>			
<b>SSS Strand: Language</b>		<b>Essential Work Skills</b>	
<b>LA.D 2.3.4 L</b>	Understands how the multiple media tools of graphics, pictures, color, motion, and music can enhance communication in television, film, radio, and advertising.	<b>e68</b>	Apply an understanding of the meaning of graphics, layout, white space, italics, parentheses, and other visual aids.
<b>Performance Task# 10.25 Understand graphic, audio, and movie file formats and how they affect file size.</b>			
<b>SSS Strand: Reading</b>		<b>Essential Work Skills</b>	
<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 2.3.6 H</b>	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.	<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: Language</b>		<b>Essential Work Skills</b>	
<b>LA.D 2.3.4 L</b>	Understands how the multiple media tools of graphics, pictures, color, motion, and music can enhance communication in television, film, radio, and advertising.	<b>e68</b>	Apply an understanding of the meaning of graphics, layout, white space, italics, parentheses, and other visual aids.
<b>Performance Task# 10.27 Use animated graphics, audio, and video files in a Web page.</b>			
<b>SSS Strand: Language</b>		<b>Essential Work Skills</b>	

<b>LA.D 2.3.4</b>	<b>L</b>	Understands how the multiple media tools of graphics, pictures, color, motion, and music can enhance communication in television, film, radio, and advertising.	<b>e68</b>	Apply an understanding of the meaning of graphics, layout, white space, italics, parentheses, and other visual aids.
<b>Performance Task# 10.28 Use image editing software to create and edit images.</b>				
<b>SSS Strand: Language</b>			<b>Essential Work Skills</b>	
<b>LA.D 2.3.4</b>	<b>L</b>	Understands how the multiple media tools of graphics, pictures, color, motion, and music can enhance communication in television, film, radio, and advertising.	<b>e68</b>	Apply an understanding of the meaning of graphics, layout, white space, italics, parentheses, and other visual aids.
<b>Performance Task# 10.29 Demonstrate proficiency in compressing and decompressing files.</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# 10.30 Understand the importance of regular file backup.</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# 10.31 Publish a Web page for others to see.</b>				
<b>SSS Strand: Language</b>			<b>Essential Work Skills</b>	
<b>LA.D 2.3.1</b>	<b>L</b>	Selects language that shapes reactions, perceptions, and beliefs.	<b>e72</b>	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.
			<b>e89</b>	Identify and interpret levels of language, idiomatic expressions, and figures of speech that enhance oral communication.
<b>LA.D 2.3.4</b>	<b>L</b>	Understands how the multiple media tools of graphics, pictures, color, motion, and music can enhance communication in television, film, radio, and advertising.	<b>e68</b>	Apply an understanding of the meaning of graphics, layout, white space, italics, parentheses, and other visual aids.
<b>LA.D 2.3.5</b>	<b>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.
<b>LA.D 2.3.6</b>	<b>L</b>	Understands specific ways that mass media can potentially enhance or manipulate information.	<b>e56</b>	Understand and use graphics such as graphs, charts, visual aids, white space, bold print, headers and other graphics to enhance meaning.
<b>LA.D 2.3.7</b>	<b>L</b>	Understands that laws exist that govern what can and cannot be done with mass media.		No Essential Work Skill
<b>Performance Task# 10.37 Use animated graphics, audio and video files in a Web page.</b>				
<b>SSS Strand: Language</b>			<b>Essential Work Skills</b>	
<b>LA.D 2.3.4</b>	<b>L</b>	Understands how the multiple media tools of graphics, pictures, color, motion, and music can enhance communication in television, film, radio, and advertising.	<b>e68</b>	Apply an understanding of the meaning of graphics, layout, white space, italics, parentheses, and other visual aids.

**Outcome # 11.0 DEVELOP AND APPLY PROGRAMMING SKILLS- THE STUDENT WILL BE ABLE TO:**

**Performance Task# 11.01 Background: Give a brief history of computers; describe how hardware and software make up computer architecture; understand the binary presentation of data and programs and computers; discuss the evolution of programming languages; describe the software development process; describe the fundamental concepts of object-oriented programming.**

**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: 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 provides 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.

**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: 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 1.3.4 H** Understands that numbers can be represented in a variety of equivalent forms, including integers, fractions, decimals, percents, scientific notation, exponents, radicals, and absolute value.

**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.

<b>Performance Task# 11.02 Program: Discuss the importance of the selected programming language; Describe the structure of a simple program; Write a simple program; Edit, compile, and run a program; Format a program for visual effects; Identify compile-time errors.</b>		
<b>SSS Strand: Reading</b>		<b>Essential Work Skills</b>
<b>LA.A 2.3.6 H</b>	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.	<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: 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.
<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.
<b>SSS Strand: Listening, Viewing, and Speaking</b>		<b>Essential Work Skills</b>
<b>LA.C 1.3.4 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>SSS Strand: Language</b>		<b>Essential Work Skills</b>
<b>LA.D 1.3.3 L</b>	Demonstrates an awareness of the difference between the use of English in formal and informal settings.	<b>e61</b> Understand that diction is different in formal and informal speaking situations.

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

**33**

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