



CORRELATION CURRICULUM FRAMEWORKS

COURSE TITLE: Computer Applications

COURSE NUMBER:

SUBMISSION TITLE: *A Guide to Microsoft Office XP Professional / A Guide to Microsoft Office 2003*

PUBLISHER: Lawrenceville Press, Inc.

INTENDED OUTCOMES (Number and outcome)	PAGE(S) OR LOCATION(S) WHERE TAUGHT	I/M*
1. Appropriate use of varied input and output devices, and file management and transfer concepts.	Chapters 2 through 17 <i>Chapters 1 through 15 Technology and Operating System Supplements: http://www.lvp.com/download.htm Teacher Resource Materials: Ch 2 Lessons</i>	I I
2. Ergonomic principles applicable to the configuration of computer workstations. (Basic)	online chapter - http://www.lvp.com/chapters/keyboarding_skills.pdf , page 1 <i>Social and Ethical Implications of Computer Use Supplement: http://www.lvp.com/download.htm Text: page 57</i>	M
3. Information systems (Basic)	online chapter - http://www.lvp.com/chapters/keyboarding_skills.pdf <i>Keyboarding Skills Supplement http://www.lvp.com/download.htm Text: p. 3-7, 20, 88, 209, 257-258</i>	I
3.1 Keyboarding skills.		
3.2 Current and emerging computer technology and software.	Chapter 1, pages 7 through 14;online chapter –	I

<p>3.3 Communications and networking systems.</p>	<p>http://www.lvp.com/chapters/intro.pdf pages 13 through 18</p> <p><i>Technology Supplements:</i> http://www.lvp.com/download.htm <i>Text: p. 1, 35, 39, 146, 204, 556</i> <i>Teacher Resource Materials: Ch 2 Lessons</i></p> <p>online chapter – http://www.lvp.com/chapters/intro.pdf pages 13 through 16</p> <p><i>Technology Supplements:</i> http://www.lvp.com/download.htm <i>Text: p. Chapter 2 and 3</i> <i>Teacher Resource Materials: Ch 2 Lessons</i></p>	<p> </p> <p> </p> <p> </p>
<p>3.4 Install and update software.</p>	<p>n/a</p> <p><i>Web Supplements:</i> http://www.lvp.com/download.htm <i>Text: p. 46, 58, 123</i></p>	<p> </p> <p> </p>
<p>3.5 Reference sources such as on-line help, vendor bulletin boards, tutorials, and manuals available for application software. (Basic/Intermediate)</p>	<p>Appendix A, pp. 1 through 4</p> <p><i>Text: Chapter 2, Appendix A</i></p>	<p> </p> <p> </p>
<p>3.6 Troubleshooting problems with computer software, hardware, peripherals, and other office equipment. (Basic/Intermediate)</p>	<p>Chapter 3, pages 3 through 19</p> <p><i>Technology Supplements:</i> http://www.lvp.com/download.htm <i>Teacher Resource Materials: Ch 2 Lessons</i> <i>Text: Chapters 1 through 15, Appendix A</i></p>	<p> </p> <p> </p>
<p>3.7 Activities for demonstrating proficiency in keyboarding.</p>	<p>online chapter - http://www.lvp.com/chapters/keyboarding_skills.pdf - all practices and reviews</p>	<p> </p>

	<p><i>Keyboarding Skills Supplement</i> http://www.lvp.com/download.htm Text: p. 3-7, 20, 88, 209, 257-258 <i>Chapter Exercises and Practices</i></p>	
3.8 Activities for demonstrating proficiency in troubleshooting computer problems.	n/a	
	<p><i>Text: Appendix A</i> Operating Systems Supplements http://www.lvp.com/download.htm</p>	
4. Word Processing		
4.1 Creating, editing and manipulating documents using word processing software.	<p>Chapters 3 through 7</p> <p><i>Text: Chapters 4 through 6</i> <i>Teacher Resource Materials: Chapters 4 through 6</i></p>	
4.2 Activities for demonstrating proficiency with word processing software. (Basic)	<p>Chapters 3 through 6, all practices, reviews, and exercises</p> <p><i>Text: Chapters 4 through 6, Practices and Exercises</i> <i>Teacher Resource Materials: Chapters 4 through 6</i></p>	
4.3 Activities for demonstrating proficiency with advanced word processing skills. (Intermediate)	<p>Chapter 7</p> <p><i>Text: Chapter 6, Practices and Exercises</i> <i>Teacher Resource Materials: Chapter 6</i></p>	
5. Spreadsheets		
5.1 Using words, symbols, variables, tables, and graphs. (Basic/Intermediate)	Chapters 8 through-11	

5.2 Mathematical processes and tools. (Basic)	<p><i>Text: Chapters 7 through 10</i> <i>Teacher Resource Materials: Chapters 7 through 10</i></p> <p>Chapter 8, pp. 14 through 44</p> <p><i>Chapter 7, p. 217-236, Chapter 8, Chapter 10</i></p>	I
5.3 The impact of changing parameters of given functions. (Basic)	<p>Chapter 8, pp. 14 through 44</p> <p><i>Chapter 8, Chapter 10</i></p>	I
5.4 Limitations of using statistical techniques and data in making inferences and valid arguments. (Basic)	<p>Chapter 11, page 1</p> <p><i>Chapters 8 through 10</i></p>	M
5.5 Activities for demonstrating proficiency with spreadsheets. (Intermediate)	<p>Chapters 8 through 11, all practices, reviews, and exercises</p> <p><i>Chapters 7 through 10, Practices and Exercises</i></p>	I
6. Databases (Basic)		
6.1 Creating, editing and manipulating documents using databases.	<p>Chapters 13 through 16</p> <p><i>Text: Chapters 11 through 13</i> <i>Teacher Resource Materials: Chapters 11 through 13</i></p>	I
6.2 Multiple systems for organizing data.	<p>Chapters 13 through 16</p> <p><i>Text: Chapters 11 through 13</i> <i>Teacher Resource Materials: Chapters 11 through 13</i></p>	I
6.3 Charts, tables, and plots.	<p>Chapter 13, pp. 1 through 42</p> <p><i>Chapter 13</i></p>	I
6.4 Activities for demonstrating proficiency with databases. (Intermediate)	<p>Chapters 13 through 16, all practices, reviews, and exercises</p> <p><i>Chapters 13 through 16, Practices and</i></p>	I

<p>8.4 Activities for demonstrating proficiency with electronic research. (Intermediate)</p> <p>9. The impact of computers on society and the need for their ethical use. (Basic)</p> <p>10. Using information management tools and logical planning to describe the tasks, resources, and timelines necessary for the completion of specified projects. (Intermediate/advanced)</p> <p>10.1 Activities for demonstration of proficiency at both intermediate and advanced levels of using information management tools.</p> <p>11. Using Input and output devices, for file management and transfer concepts. (Intermediate)</p> <p>12. Access strategies and appropriate use of the Internet and electronic communications. (Intermediate)</p>	<p><i>Teacher Resource Materials: Chapters 2 and 3</i> <i>Web and Technology Supplements:</i> http://www.lvp.com/download.htm</p> <p>online chapter – http://www.lvp.com/chapters/web.pdf, all practices reviews, exercises online chapter – http://www.lvp.com/chapters/intro.pdf, pages 19 through 21 <i>Chapter 2 Exercises, 164, 168, 172, 204, 226, 249, 255 – 257, 289, 292, 295, 298, 331, 335-336, 338-339, 467-468, 530-532, 556-557</i></p> <p>Chapter 2 Chapter 3 <i>Text: Chapter 2 and 3</i> <i>Web and Technology Supplements:</i> http://www.lvp.com/download.htm</p> <p>Chapter 2, pp. 1 through 20, all practices, reviews, exercises Chapter 3, pages 20 through 22 <i>Text: Chapter 2 and 3, Practices and Reviews</i></p> <p>Chapters 2-17 <i>Text: Chapters 1 through 15</i> <i>Teacher Resource Materials: Chapters 1 through 15</i> <i>Operating Systems and Technology Supplements:</i> http://www.lvp.com/download.htm</p> <p>online chapter – http://www.lvp.com/chapters/intro.pdf, pages 16 through 19</p>	<p> </p> <p> </p> <p> </p> <p> </p> <p> </p> <p> </p> <p> </p> <p> </p> <p> </p> <p> </p>
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<p>13. Creating visual organizers and design solutions (e.g., storyboards, flowcharts, schematic drawings) for specified problems. (Intermediate)</p> <p>13.1 Activities that provide the opportunity to demonstrate proficiency with these skills and concepts.</p> <p>14. Productivity and multimedia tools and peripherals. (Intermediate)</p> <p>15. Activities to demonstrate skill in using technology to increase productivity and enhance performance. (Basic/Intermediate/Advanced)</p>	<p><i>Text: Chapter 2 and 3</i> <i>Web Supplements:</i> http://www.lvp.com/download.htm</p> <p>Chapter 17 <i>Chapters 14-15</i></p> <p>Chapter 17, all practices, reviews, exercises <i>Text: p. 205, Chapter 14, 15, Practices and Exercises</i> <i>Microsoft Office 2003 Publisher supplement</i> http://www.lvp.com/download.htm</p> <p>Chapter 17 <i>Text: Chapter 14 – 15</i></p> <p>Chapters 3-17, all practices, reviews, exercises <i>Chapters 1-15, Practices, Reviews</i></p>	<p> </p> <p> </p> <p> </p> <p> </p> <p> </p> <p> </p> <p> </p>
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I = Taught Indepth

M = Mentioned only