FORMAT FOR CORRELATION TO THE GEORGIA PERFORMANCE STANDARDS

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Standard (Cite Number)	Standard (Cite specific standard)	Where Taught (If print component, cite page number; if non-print, cite appropriate location.)
BCS-CA1-1	**SOCIAL, ETHICAL, AND HUMAN ISSUES** Students will analyze, develop, and follow policies for managing social, ethical, and legal issues in organizations in a technology-based society. Students will understand and apply the social, legal, and ethical issues related to technology used in personal and professional endeavors. a. Practice respectful and responsible use of technology through abiding by the school technology and internet use policy. b. Model the ability to work independently and as a team member (includes efficient use of time and organization of work).	 **SE:** 26-29 **SE:** 14, 118

	c. Demonstrate an understanding of plagiarism and fair use; respect copyright laws of information producers such as authors and artists, including website developers.	**SE:** 90, 217
	d. Explain the interaction and interdependence between humans and technology.	**SE:** 1-29
	e. State how changes in technology affect the workplace and society.	**SE:** 1-29
	f. Demonstrate ethical behaviors in what is written, spoken, or presented.	**SE:** 26-29, 90, 217
	g. Develop a presentation on ethical and legal issues.	*Opportunities to address this standard appear on the following pages:* **SE:** 26-29, 90, 217
Academic Standards:		
SSCG21	*The student will demonstrate knowledge of criminal activity.*	**SE:** 23-24, 28-29
SSEF6	*The student will explain how productivity, economic growth, and future standards of living are influenced by investment in factories, machinery, new technology, and the health, education, and training of people.*	*Opportunities to address this standard appear on the following pages:* **SE:** 1-29
	PRODUCTIVITY	

BCS-CA1-2	Students will become productive with the use of a variety of input technologies including word processing and/or desktop publishing, spreadsheet, database, and presentation software to create, edit, and publish industry appropriate software. Students will use technology as a tool to increase productivity in completing a variety of input technologies to create, edit, and publish industry appropriate documents.	
	a. Become familiar with a variety of input technology tools, e.g. speech recognition, hand-writing recognition, and keying.	**SE:** 1-4
	b. Demonstrate appropriate handling and use of supplies and equipment	**SE:** 1-4, 5-8
	c. Apply appropriate use of editing tools, e.g. spell check, thesaurus, find and replace, grammar, and hyphenation.	**SE:** 110-111, 112-113, 124, 126, 128, 274-275, 551-553
	d. Identify and demonstrate the use, movement, and display of a variety of icons, toolbars, and the task pane.	**SE:** 33-43, 44-46
	e. Demonstrate time-management to complete tasks in allotted time.	**SE:** 46, 128-132, 160-164, 192-196, 228-234, 269-272, 301-304, 332-336, 364-368, 416-420, 447-452, 479-484, 511-516, 565-568, 597-600, 628-632
	f. Preview and print using print options.	**SE:** 116, 262-263, 346-347, 354-355, 408-409, 470-473, 560-561
	g. Understand operating system and	**SE:** 33-43, 44-46, 47-71, 72-78

	internet terminology and the basic functions of each.	
Academic Standards:		
ELA10W2	*The student demonstrates competence in a variety of genres.*	*Not addressed in the text.*
ELA10RC3	*The student acquires new vocabulary in each content area and uses it correctly.*	*This standard is addressed throughout the text. See, for example:* **SE:** 44, 72, 122, 222, 266, 330, 360, 414, 476, 508, 592, 624
BCS-CA1-3	Students will use word processing and/or desktop publishing software through a variety of input technologies to create, edit, and publish industry appropriate documents.	
	a. Create a variety of business and technical documents, e.g. newsletters, flyers, and multi-page reports using wizards, templates, or composition.	**SE:** 162-164, 193, 228-229
	b. Apply formatting skills, e.g. fonts, paragraphing, text flow options (widow/orphan), margins, indentations, page orientation, tabulation, breaks, enumeration, bulleting, borders/shading, columns.	**SE:** 133, 134-155, 156-164, 168-169, 174-175, 176-177, 178-179, 180-183, 188-196
	c. Access and edit documents, including the effective use of editing commands, e.g. delete, cut/copy/paste, format painter, undo/redo, repeat, and paste special.	**SE:** 108-109, 125, 126, 136-137, 170-171, 188, 190

	d. Create tables.	**SE:** 208-209, 210-211, 212-213, 222-224, 226-227, 229-230, 231 (Assessment 5, Challenge 1)
	e. Apply skills and style manual usage to cite reference documentation, e.g. bibliography, works cited, footnotes, and endnotes.	*Opportunities to address this standard appear on the following pages:* **SE:** 178-179, 188-190, 192
	f. Apply graphic object skills such as scale, insert, crop, borders, wrap text, autoshapes, fill and line options, shading, text boxes, and WordArt.	**SE:** 181-183, 188-189, 204-205, 206-207, 222-223, 224-226
	g. Apply the appropriate format to a variety of documents that meet employability standards.	**SE:** 133, 134-155, 156-164, 168-169, 174-175, 176-177, 178-179, 180-183, 188-196, 231 (Assessment 6)
Academic Standards:		
ELA9W1	*The student produces writing that establishes an appropriate organizational structure, sets a context and engages the reader, maintains a coherent focus throughout, and signals closure.*	**SE:** 128, 130-132, 162-164
ELA9W3	*The student uses research and technology to support writing.*	**SE:** 88-89, 93, 94, 481
BCS-CA1-4	Students will use spreadsheet software to create, edit, and publish industry appropriate files.	

a. Identify components of the spreadsheet window using industry terminology and efficiently navigate throughout the worksheets and workbook.	**SE:** 236-240, 242-245
b. Demonstrate creating, opening, saving, renaming, inserting, deleting, retrieving, and closing a worksheet and workbooks.	**SE:** 242-245, 267-272, 301-304, 332-336, 364-368
c. Differentiate among and enter text, numbers, formulas, and functions.	**SE:** 246-249, 252-253, 267 (Knowledge Check), 306-307, 308-309, 310-311, 312-313
d. Apply editing and enhancement features to cell contents, e.g. edit, fill, rotate, move, merge, size, number formats, styles, borders, and colors.	**SE:** 280-281, 284-285, 286-287, 288-289, 290-293
e. Apply page setup features, e.g. margins, headers/footers, page order, grid lines, repeating row/column titles, comments, shrink-to-fit, page orientation, and center horizontally/vertically.	**SE:** 314-315, 316-317, 318-319, 320-321
f. Create, insert, modify, and position appropriate graphics.	**SE:** 322-323, 324-325, 326-327, 328-329, 330-336
g. Apply freeze rows and columns and window tile.	**SE:** 296-297, 298-299
h. Create, enter, and edit formulas using arithmetic expressions and math order of operations.	**SE:** 250-255, 280-281
i. Apply and edit functions, e.g. SUM, MIN, MAX, AVE, COUNT.	**SE:** 252-253, 306-307, 308-309, 310-311, 312-313, 332-333

	j. Apply relative, absolute, and mixed cell references in formulas.	**SE:** 254-255, 281, 299 (Knowledge Check 4)
	k. Copy, move, and verify accuracy of formulas.	**SE:** 256-259, 278-279, 280-281
	l. Create effective charts or graphs which represent relevant data most effectively.	**SE:** 320-321, 322-323, 324-325, 331-332, 333, 335-336
	m. Edit and label chart components such as axis, legends, titles, etc.	**SE:** 321, 325
	n. Print charts and graphs in industry standard format on separate sheet or embedded with data.	**SE:** 332 (Review 2), 333 (Assessment 3), 335-336
Academic Standards:		
MM1G2	*Students will understand and use the language of mathematical argument and justification.*	**SE:** 250-255, 280-281
MM1P1	*Students will solve problems (using appropriate technology).*	**SE:** 269-272, 301-304, 332-336, 364-368
MM1P2	*Students will reason and evaluate mathematical arguments.*	*Opportunities to address this standard appear on the following pages:* **SE:** 252-253, 306-307, 308-309, 310-311, 312-313, 332-333
MM1P3	*Students will communicate mathematically.*	**SE:** 250-255, 280-281
MM1P4	*Students will make connections among mathematical ideas and to other*	*Opportunities to address this standard appear on the following pages:* **SE:** 252-253, 306-307, 308-309, 310-311, 312-313, 332-333

	disciplines.	
MM1P5	*Students will represent mathematics in multiple ways.*	**SE:** 246-249, 252-253, 267, 306-307, 308-309, 310-311, 312-313
BCS-CA1-5	**Students will use database software to create, edit, and publish industry appropriate files.**	
	a. Define and apply basic terminology associated with database design, creation, and use.	**SE:** 384-388, 390, 398, 424, 438, 442
	b. Plan, create, and modify a database table structure using design view.	**SE:** 424-425, 444, 445-446, 447 (Assessment 1), 456-457, 476-477, 478 (Review 2), 479 (Assessment 1), 498-501
	c. Input, edit, and delete data in tables.	**SE:** 422-423, 424-425, 426-427
	d. Differentiate between and use multiple views.	**SE:** 394-395, 424-425, 414, 444 (Features Summary)
	e. Demonstrate database skills by planning/creating a table that includes field properties with or without a primary key, accessing/retrieving, saving, and printing.	**SE:** 422-423, 424-425, 426-427, 444-452
	f. Create a database using multiple tables to establish relationships between tables.	**SE:** 438-439, 440-441, 445-446
	g. Demonstrate report creation that involves group, sort, wizards, labels, and calculated fields and format to industry	**SE:** 440-441, 462-463, 470-473, 474-475, 476-484

	standards.	
	h. Organize and analyze data, e.g. sorting, identifying, finding, filtering, and viewing.	**SE:** 404-405, 414, 415, 416, 417-418, 460-461, 478
	i. Create and use queries.	**SE:** 462-463, 498-501, 508-509, 510-511, 512-513, 514-516
Academic Standard:		
MM2P3	*Students will communicate mathematically.*	*Not addressed in this text.*
BCS-CA1-6	Students will use presentation software to create, edit, and publish industry appropriate files.	
	a. Apply industry standards in creating and presenting all presentations.	**SE:** 537, 538-539, 540-543, 544-545, 546-547, 548-549, 550-553, 554-555, 556-557, 558-559, 560-561, 562-568, 569-600, 601-632
	b. Apply presentation software skills by creating, accessing/retrieving, saving, and printing files.	**SE:** 538-539, 540-543, 544-545, 560-561, 562-568
	c. Use views appropriately to create and manipulate presentation---normal, outline, notes, slide sorter view.	**SE:** 546-547, 548-549, 562-563, 564, 570-571
	d. Use appropriate slide layouts and design templates to create presentations.	**SE:** 570-571, 572-573, 574-575, 576-577, 578-579, 580-581, 582-583, 584-585, 586-587, 592-600
	e. Analyze situations and select the appropriate printing output: handouts, slides, notes, page, or outline.	**SE:** 545, 560-561, 567-568

	f. Use basic design guidelines to enhance visual presentations.	**SE:** 584-585, 586-587, 588-589, 590-591, 592-600
	g. Create a presentation with graphics, sound, transitions, embedded objects, and specialized features (charts, organizational charts, hyperlinks).	**SE:** 558-559, 562, 565, 584-585, 586-587, 588-589, 590-591, 592-600
	h. Create an autorun looping presentation with message and proper timing.	**SE:** 566 (Assessment 3), 621, 622-623, 628 (Assessment 2)
	i. Demonstrate presentation skills by creating well-organized, audience-appropriate presentations such as informative, entertaining, instructional, etc., using proper public speaking techniques.	**SE:** 54-555, 565-568, 597-600, 622-623, 628-632
	j. Navigate an on-screen presentation using keyboard, mouse, pointer operations, and other navigational tools.	**SE:** 554-555, 556-557, 563
Academic Standard:		
ELA9LSV2	*The student formulates reasoned judgments about written and oral communication in various media genres. The student delivers focused, coherent, and polished presentations that convey a clear and distinct perspective, demonstrate solid reasoning, and combine traditional rhetorical strategies of narration, exposition, persuasion, and*	**SE:** 554-555, 565-568, 597-600, 622-623, 628-632

	description.	
	COMMUNICATIONS	
	Students will use appropriate technology to communicate effectively with peers, teachers, experts, and other audiences.	
BCS-CA1-7	Students will understand how telecommunications can be used to collaborate, publish, and interact with peers, teachers, experts, and other audiences.	
	a. Describe telecommunications skills needed to communicate effectively with peers, experts, teachers, and other audiences, e.g. using e-mail, e-learning, video conferencing, instant messaging, chat and blogs, newsgroups, net meetings.	**SE:** 6, 14, 129
	b. Use appropriate technology to plan, develop, edit, and present material to different types of audiences, e.g. paper, web page, multimedia presentation, publications, speech, hypermedia.	**SE:** 554-555, 565-568, 597-600, 622-623, 628-632
	c. Use technology to enhance the effectiveness of communication, identifying appropriate and non-biased resources.	*Opportunities to address this standard appear on the following pages:* **SE:** 6, 14, 129, 554-555, 565-568, 597-600, 622-623, 628-632
Academic Standards:		

ELA9LVS1	*The student participates in student-to-teacher, student-to-student, and group verbal interactions.*	*This standard is not addressed in this text.*
ELA9LSV2	*The student formulates reasoned judgments about written and oral communication in various media genres. The student delivers focused, coherent, and polished presentations that convey a clear and distinct perspective, demonstrate solid reasoning, and combine traditional rhetorical strategies of narration, exposition, persuasion, and description.*	*Opportunities to address this standard appear on the following pages:* **SE:** 554-555, 565-568, 597-600, 622-623, 628-632
ELA9W2	*The student demonstrates competence in a variety of genres.*	*Opportunities to address this standard appear on the following pages:* **SE:** 554-555, 565-568, 597-600, 622-623, 628-632
BCS-CA1-8	Students will use a variety of forms of communication in the successful pursuit of employment.	
	a. Compose and produce an effective application letter and resume.	*Opportunities to address this standard appear on the following pages:* **SE:** 419
	b. Utilize the proper format for a thank you letter for a job interview.	*Opportunities to address this standard appear on the following pages:* **SE:** 231, 419
	c. Differentiate among suitable business attire, e.g. casual, business-casual, professional business, and formal attire.	*This standard is not addressed in this text.*

Academic Standards:		
ELA9LSV1	*The student participates in student-to teacher, student-to-student, and group verbal interactions.*	*This standard is not addressed in this text.*
ELA9LSV2	*The student formulates reasoned judgments about written and oral communication in various media genres. The student delivers focused, coherent, and polished presentations that convey a clear and distinct perspective, demonstrate solid reasoning, and combine traditional rhetorical strategies of narration, exposition, persuasion, and description.*	*Opportunities to address this standard appear on the following pages:* **SE:** 554-555, 565-568, 597-600, 622-623, 628-632
ELA9W2	*The student demonstrates competence in a variety of genres.*	**SE:** 231
	INFORMATION RESEARCH	
	Students will use technology to access, review, evaluate, and select information from multiple resources.	
BCS-CA1-9	Students will use technology to access, review, evaluate, and select information from multiple resources for reporting purposes.	
	a. Evaluate and select various job search strategies.	**SE:** 419

	b. Research emerging trends in the field of computer technology, related applications, and potential employment opportunities.	**SE:** 419
	c. Evaluate and select appropriate sources of information (e.g. print, video, electronic, and human) for a specific research problem or question.	**SE:** 84-85, 88-89, 92, 93, 94, 113, 274-275
	d. Demonstrate the ability to use bookmarks and internet search engines to access information by identifying and conducting basic and advanced searches using internet/intranet search engines, directories, biographical dictionaries and thesauri.	**SE:** 84-85, 88-89, 94
	e. Validate the accuracy of information during a research topic by reviewing each author's credentials, perspective, or bias.	*Opportunities to address this standard appear on the following pages:* **SE:** 84-85, 88-89, 94
Academic Standards:		
ELA9W2	*The student demonstrates competence in a variety of genres.*	*This standard is not addressed in this text.*
ELA9W3	*The student uses research and technology to support writing.*	*Opportunities to address this standard appear on the following pages:* **SE:** 84-85, 88-89, 92, 93, 94, 113, 274-275
	PROBLEM SOLVING	

BCS-CA1-10	Students will be able to solve real-world and/or business-related problems by developing problem-solving strategies.	
	Students will develop strategies for solving problems.	
	a. Identify, prevent, or solve problems using technical or electronic equipment.	**SE:** 46, 128-132, 160-164, 192-196, 228-234, 269-272, 301-304, 332-336, 364-368, 416-420, 447-452, 479-484, 511-516, 565-568, 597-600, 628-632
	b. Identify, evaluate, and use resources such as hardware, software, and online support for problem identification and solution.	**SE:** 49-51, 116-117, 260-261, 410-411, 550-553
	c. Work in a team to solve problems and share knowledge.	*Opportunities to address this standard appear on the following pages:* **SE:** 46, 128-132, 160-164, 192-196, 228-234, 269-272, 301-304, 332-336, 364-368, 416-420, 447-452, 479-484, 511-516, 565-568, 597-600, 628-632
Academic Standards:		
MM1P1	*Students will solve problems (using appropriate technology).*	**SE:** 46, 128-132, 160-164, 192-196, 228-234, 269-272, 301-304, 332-336, 364-368, 416-420, 447-452, 479-484, 511-516, 565-568, 597-600, 628-632
SCSh3	*Students will identify and investigate problems scientifically.*	*Opportunities to address this standard appear on the following pages:* **SE:** 46, 128-132, 160-164, 192-196, 228-234, 269-272, 301-304, 332-336, 364-368, 416-420, 447-452, 479-484, 511-516, 565-568, 597-600, 628-632
ELA10LSV1	*The student participates in student-to-teacher, student-to-student, and group verbal interactions.*	*This standard is not addressed in this text.*