

**SOUTH CAROLINA  
CORRELATION  
CURRICULUM FRAMEWORKS**

COURSE TITLE: **Business Computer Applications 1 and 2**

COURSE NUMBER: **5008, 5009**

SUBMISSION TITLE ***Marquee Series Word 2003, Marquee Series Office 2003, Brief Edition, Marquee Series Office 2003, Marquee Series Access 2003, Marquee Series Excel 2003, Marquee Series PowerPoint 2003***

PUBLISHER: **EMC/Paradigm Publishing**

INTENDED OUTCOMES (Number and outcome)	PAGE(S) OR LOCATIONS(S) WHERE TAUGHT
<b>A. SAFETY</b> The student will be able to:	
1. Identify good work attitudes that affect safety on the job.	These textbooks teach students how to use these specific applications, and do not cover safety issues.
2. Identify major causes of work-related accidents in offices.	
3. Demonstrate knowledge of an emergency plan.	
4. Describe the threat of viruses to a computer network, methods of avoiding attacks, and options in dealing with a virus attack.	
5. Identify potential abuse and unethical uses of computers and networks.	
<b>B. STUDENT ORGANIZATIONS</b> The student will be able to:	
1. Explain how related student organizations are integral parts of career and technology courses.	N/A

<b>INTENDED OUTCOMES</b> (Number and outcome)	<b>PAGE(S) OR LOCATIONS(S)</b> <b>WHERE TAUGHT</b>
2. Explain the goals and objectives of related student organizations.	N/A
3. List opportunities available to students through participation in related student organization conferences and other activities.	N/A
4. Explain how participation in career and technology education student organizations can promote lifelong responsibility for community service and professional development.	N/A
<b>C. WORD PROCESSING SOFTWARE APPLICATIONS</b> The student will be able to:	
1. Create, save, and open word processing files.	Marquee Series Word 2003 - pp. 1-3 Marquee Series Office 2003, Brief Edition - Word pp. iv-viii, 1-3, 5, 24-25 Marquee Series Office 2003 - Word pp. iv, 2-3, 4, 5, 26
2. Create, format, and edit business letters, memoranda, reports, tables, and resumes in mailable form.	Marquee Series Word 2003 - pp. 1, 30, 31-32, 69, 106-107, 108-109, 110-112, 131-132, 134, 135 Marquee Series Office 2003, Brief Edition - Word pp. 1, 30-33, 69 Marquee Series Office 2003 - Word pp. 1, 30-32, 69, 106-111, 112-113, 131-132, 134, 135
3. Demonstrate the use of character formatting features (bold, underline, italics, font styles and sizes, superscript, and subscript).	Marquee Series Word 2003 - pp. 34, 35, 38-39, 52, 91, 116 Marquee Series Office 2003, Brief Edition - Word pp. 34, 35, 36, 38-39, 52, 91 Marquee Series Office 2003 - Word pp. 33, 34-37, 38, 39, 52, 65, 69, 91, 116

<b>INTENDED OUTCOMES</b> (Number and outcome)	<b>PAGE(S) OR LOCATIONS(S)</b> <b>WHERE TAUGHT</b>
4. Demonstrate the use of paragraph formatting features (tabs, indentations, line spacing, and enumerated items).	Marquee Series Word 2003 - pp. 42-43, 44-45, 46-47, 52, 56, 67 Marquee Series Office 2003, Brief Edition - Word pp. 33, 42-43, 44-45, 46-47, 50-53, 66, 67-68 Marquee Series Office 2003 - Word pp. 42-43, 44-45, 46-47, 52, 66, 67
5. Demonstrate the use of page formatting features (margins, justification, vertical placement, orientation, page breaks, headers, and footers).	Marquee Series Word 2003 - pp. 40, 82-83, 86, 100, 105, 116-117, 132-133 Marquee Series Office 2003, Brief Edition - Word pp. 40, 82-83, 86, 100 Marquee Series Office 2003 - Word pp. 40, 82-83, 86, 100, 105, 116, 117
6. Demonstrate document editing using spell/grammar check, thesaurus, search/replace, and other document properties (readability, word count, and line count).	Marquee Series Word 2003 - pp.10, 11, 12, 14-15, 17, 30, 74-77 Marquee Series Office 2003, Brief Edition - Word pp. 10-15, 17, 30, 32 Marquee Series Office 2003 - Word pp. 4-5, 10, 11, 12, 14-15, 17, 30
7. Create documents using mail merge features.	Marquee Series Word 2003 pp. 120, 133 Marquee Series Office 2003, Brief Edition - Word pp. N/A Marquee Series Office 2003 - Word pp. 120-124
<b>D. SPREADSHEET SOFTWARE APPLICATIONS</b> The student will be able to:	
1. Define spreadsheet terminology (cell, row, column, range, label, value, formula, function, worksheet, relative, absolute, and legend).	Marquee Series Excel 2003 - pp. 1, 2, 6, 12, 14, 33, 41, 65, 97 Marquee Series Office 2003, Brief Edition - Excel pp. 1, 2, 6, 10-12, 14-15, 16-19, 33, 34-64, 55, 65, 69, 74-75, 78, 80, 89 Marquee Series Office 2003 - Excel & Integrated 1 pp. 1, 2, 6, 10-12, 14-15, 16-19, 33, 34-35, 36-41, 48-49, 55, 65, 69, 74-75, 97, 102, 112

<b>INTENDED OUTCOMES</b> (Number and outcome)	<b>PAGE(S) OR LOCATIONS(S)</b> <b>WHERE TAUGHT</b>
2. Create worksheets using spreadsheet commands, functions, and formulas.	Marquee Series Excel 2003 - pp. 2-32 Marquee Series Office 2003, Brief Edition - Excel & Integrated pp. 1, 10-11, 16, 65, 69 Marquee Series Office 2003 - Excel 1 pp. 1, 10-11, 16, 65, 69, 97
3. Enhance worksheets by inserting, deleting, moving, and copying columns and rows.	Marquee Series Excel 2003 - pp. 36-43 Marquee Series Office 2003, Brief Edition - Excel pp. 10, 14-15, 36, 38, 65, 68, 70, 87, 89 Marquee Series Office 2003 - Excel & Integrated 1 pp. 10, 36, 38, 40-41, 65, 68, 70, 100, 101
4. Create appropriate charts with titles and legends.	Marquee Series Excel 2003 - pp. 80-83, 84-85, 144 Marquee Series Office 2003, Brief Edition - Excel pp. 80-83, 84-85 Marquee Series Office 2003 - Excel & Integrated 1 pp. 80-85
5. Create worksheets requiring the copying of formulas using absolute, mixed, and/or relative cell references.	Marquee Series Excel 2003 - pp. 41 Marquee Series Office 2003, Brief Edition - Excel pp. 1, 10-11, 14-15, 16, 54, 72, 73 Marquee Series Office 2003 - Excel & Integrated 1 pp. 14-15, 41, 72
6. Rename and rearrange worksheets.	Marquee Series Excel 2003 - pp. 33-64, 98-99 Marquee Series Office 2003, Brief Edition - Excel pp. N/A Marquee Series Office 2003 - Excel & Integrated 1 pp. 99

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<b>E. PRESENTATION SOFTWARE APPLICATIONS</b> The student will be able to:	
1. Identify components of a presentation program (layout views, slide, toolbars, and dialog box).	Marquee Series PowerPoint 2003 - pp. iiv-viii, 9-13 Marquee Series Office 2003, Brief Edition - PowerPoint pp. 6-13, 29, 33-35, 39, 55-57, 59 Marquee Series Office 2003 - PowerPoint & Integrated 3 pp. 12-13, 14-15, 29, 50-51, 118-119, 123-124
2. Plan (storyboard) a presentation.	Marquee Series PowerPoint 2003 - pp. iiv-viii Marquee Series Office 2003, Brief Edition - PowerPoint pp. iv-viii Marquee Series Office 2003 - PowerPoint & Integrated 3 pp. 12-15
3. Use presentation software to create projects incorporating effective use of graphics, fonts, builds, preset animation, and transitions.	Marquee Series PowerPoint 2003 - pp. 24-25, 30, 42-43, 44-45, 56-57, 60, 61, 99 Marquee Series Office 2003, Brief Edition - PowerPoint pp. 24-25, 30, 33, 40, 42-45, 46-47, 56-57, 60, 61 Marquee Series Office 2003 - PowerPoint & Integrated 3 pp. 24-25, 30, 40-42, 44, 46, 56-57, 61, 70, 73, 99
4. Deliver presentation.	Marquee Series PowerPoint 2003 - pp. 5, 20-21, 26-27, 30, 88-89, 120-121 Marquee Series Office 2003, Brief Edition - PowerPoint pp. 5, 20-21, 26-27 Marquee Series Office 2003 - PowerPoint & Integrated 3 pp. 5, 20-21, 88-89, 104-105, 120-121

<b>INTENDED OUTCOMES</b> (Number and outcome)	<b>PAGE(S) OR LOCATIONS(S)</b> <b>WHERE TAUGHT</b>
<b>DATABASE SOFTWARE APPLICATIONS</b> The student will be able to:	
5. Define database terminology (query, DBMS, field, record, file, and data type).	Marquee Series Access 2003 - pp. iiv, 2, 3, 37, 65 Marquee Series Office 2003, Brief Edition - Access pp. 2, 3, 34, 37, 38-39, 40-41, 65, 66-67, 69, 70, 72-73, 74 Marquee Series Office 2003 - Access & Integrated 2 pp. 65-67, 69, 72-73, 90, 100, 104-107, 108-109
6. Plan and create a database.	Marquee Series Access 2003 - pp. 5, 31, 126-127 Marquee Series Office 2003, Brief Edition - Access pp. 5 Marquee Series Office 2003 - Access & Integrated 2 pp. 5, 124, 126-127
7. Add, edit, and print database tables.	Marquee Series Access 2003 - pp. 1, 8, 18, 37, 84, 87, 146 Marquee Series Office 2003, Brief Edition - Access pp. 8-15, 18-19 Marquee Series Office 2003 - Access & Integrated 2 pp. 1, 8, 48, 53, 84, 87, 99, 146
8. Find, sort, and query records.	Marquee Series Access 2003 - pp. 1, 8, 9, 16, 17, 66, 67, 70, 72, 74, 97, 117 Marquee Series Office 2003, Brief Edition - Access pp. 8-9, 16-17, 65, 69 Marquee Series Office 2003 - Access & Integrated 2 pp. 8, 16, 66-67, 69, 72-73, 85, 124
9. Print filtered records, tables, and queries.	Marquee Series Access 2003 - pp. 18, 84, 87, 97, 100-101 Marquee Series Office 2003, Brief Edition - Access pp. N/A Marquee Series Office 2003 - Access & Integrated 2 pp. 97, 100, 101

<b>INTENDED OUTCOMES</b> (Number and outcome)	<b>PAGE(S) OR LOCATIONS(S)</b> <b>WHERE TAUGHT</b>
<b>F. PROJECT/SIMULATION LEARNING</b> The student will be able to:	
1. Produce documents integrating word processing, spreadsheet, database, and/or presentation files.	Marquee Series Office 2003, Brief Edition - pp. N/A Marquee Series Office 2003, Brief Edition - Integrated pp. 1-28 Marquee Series Office 2003 - Excel Integrated 1 pp. 137-148 - Access Integrated 2 pp. 137-146 - PowerPoint Integrated pp. 129-140
2. Apply problem solving and critical thinking skills to projects and/or simulations (cross-curricular or team teaching).	Marquee Series Office 2003, Brief Edition - Integrated pp. 1-28 Marquee Series Office 2003 - Excel Integrated 1 pp. 137-148 - Access Integrated 2 pp. 137-146 - PowerPoint Integrated pp. 129-140