

**SOUTH CAROLINA
CORRELATION
CURRICULUM FRAMEWORKS**

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

COURSE NUMBER: **5008, 5009**

SUBMISSION TITLE ***Benchmark Series Word 2003, Benchmark Series Office 2003, Benchmark Series Excel 2003, Benchmark Series PowerPoint 2003, Benchmark Series Access 2003***

PUBLISHER: **EMC/Paradigm Publishing**

INTENDED OUTCOMES (Number and outcome)	PAGE(S) OR LOCATIONS(S) WHERE TAUGHT
A. SAFETY 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. STUDENT ORGANIZATIONS The student will be able to:	
1. Explain how related student organizations are integral parts of career and technology courses.	N/A

INTENDED OUTCOMES (Number and outcome)	PAGE(S) OR LOCATIONS(S) WHERE TAUGHT
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
C. WORD PROCESSING SOFTWARE APPLICATIONS The student will be able to:	
1. Create, save, and open word processing files.	Benchmark Series Word 2003 pp. 7-17 Benchmark Series Office 2003 - Word pp. 7-34
2. Create, format, and edit business letters, memoranda, reports, tables, and resumes in mailable form.	Benchmark Series Word 2003 pp. 203-204, 228-229, 249-251-254, 256-274, 276-277, 279-281, 289, 317, 318 Benchmark Series Office 2003 - Word pp. 3-4, 153, 226-247, 249-281
3. Demonstrate the use of character formatting features (bold, underline, italics, font styles and sizes, superscript, and subscript).	Benchmark Series Word 2003 - pp. 35, 36, 37-42, 45, 46, 58, 79, 222-224, 312 Benchmark Series Office 2003 - Word pp. 35-63
4. Demonstrate the use of paragraph formatting features (tabs, indentations, line spacing, and enumerated items).	Benchmark Series Word 2003 - pp. 70-74, 77, 81, 82, 90-98, 310 Benchmark Series Office 2003 - Word pp. 35-63

<p>5. Demonstrate the use of page formatting features (margins, justification, vertical placement, orientation, page breaks, headers, and footers).</p>	<p>Benchmark Series Word 2003 - pp. 68, 105, 106, 107, 108-109, 118-119, 125, 140, 207, 208-212, 213-215, 240 Benchmark Series Office 2003 - Word pp. 65-104, 207-243</p>
<p>6. Demonstrate document editing using spell/grammar check, thesaurus, search/replace, and other document properties (readability, word count, and line count).</p>	<p>Benchmark Series Word 2003 - pp. 10, 37, 121, 127, 128, 129-130, 131, 132, 133, 136-139, 141 Benchmark Series Office 2003 - Word pp. 127, 133, 134, 136, 217</p>
<p>7. Create documents using mail merge features.</p>	<p>Benchmark Series Word 2003 - pp. N/A Benchmark Series Office 2003 - Word pp. N/A</p>
<p>D. SPREADSHEET SOFTWARE APPLICATIONS The student will be able to:</p>	
<p>1. Define spreadsheet terminology (cell, row, column, range, label, value, formula, function, worksheet, relative, absolute, and legend).</p>	<p>Benchmark Series Excel 2003 - pp. 2-4, 10-12, 71-72, 89-90, 92 Benchmark Series Office 2003 – Excel pp. 7-11</p>
<p>2. Create worksheets using spreadsheet commands, functions, and formulas.</p>	<p>Benchmark Series Excel 2003 - pp. 7-32, 69-96 Benchmark Series Office 2003 – Excel pp. 7-68</p>
<p>3. Enhance worksheets by inserting, deleting, moving, and copying columns and rows.</p>	<p>Benchmark Series Excel 2003 - pp. 51-55, 69-96 Benchmark Series Office 2003 – Excel pp. 145-149, 164-170, 250-252</p>
<p>4. Create appropriate charts with titles and legends.</p>	<p>Benchmark Series Excel 2003 pp. 227, 228-229 Benchmark Series Office 2003 – Excel pp. 213-235</p>

INTENDED OUTCOMES (Number and outcome)	PAGE(S) OR LOCATIONS(S) WHERE TAUGHT
5. Create worksheets requiring the copying of formulas using absolute, mixed, and/or relative cell references.	Benchmark Series Excel 2003 - pp. 71-72, 89-90, 91, 92 Benchmark Series Office 2003 - Excel pp. 69-76, 89-90, 92
6. Rename and rearrange worksheets.	Benchmark Series Excel 2003 - pp. 152-153, 170 Benchmark Series Office 2003 - Excel pp. 181-187, 187-191, 207
E. PRESENTATION SOFTWARE APPLICATIONS The student will be able to:	
1. Identify components of a presentation program (layout views, slide, toolbars, and dialog box).	Benchmark Series PowerPoint 2003 - pp. 7-11 Benchmark Series Office 2003 - PowerPoint pp. 8
2. Plan (storyboard) a presentation.	Benchmark Series PowerPoint 2003 - pp. 7-11 Benchmark Series Office 2003 - PowerPoint pp. 7-8
3. Use presentation software to create projects incorporating effective use of graphics, fonts, builds, preset animation, and transitions.	Benchmark Series PowerPoint 2003 - pp. 24-25, 33, 61, 63, 83, 91, 111, 112-114, 115, 116, 149, 224 Benchmark Series Office 2003 - PowerPoint pp. 9-18, 22-31, 131-162, 163-184
4. Deliver presentation.	Benchmark Series PowerPoint 2003 - pp. 211-236 Benchmark Series Office 2003 - PowerPoint pp. 18-21, 35-38, 181-184

INTENDED OUTCOMES (Number and outcome)	PAGE(S) OR LOCATIONS(S) WHERE TAUGHT
DATABASE SOFTWARE APPLICATIONS The student will be able to:	
5. Define database terminology (query, DBMS, field, record, file, and data type).	Benchmark Series Access 2003 - pp. 1-4, 8, 34, 124, 226 Benchmark Series Office 2003 - Access pp. 8, 9-11, 34, 104-106, 107-108, 108-110, 113-115, 124, 125, 131, 219-221, 226
6. Plan and create a database.	Benchmark Series Access 2003 - pp. 7-40 Benchmark Series Office 2003 - Access pp. 7-20
7. Add, edit, and print database tables.	Benchmark Series Access 2003 - pp. 17, 24, 25-34, 44-46, 57-58, 61, 67, 85 Benchmark Series Office 2003 - Access pp. 17-23, 24-25, 26-32, 50-54, 67-76, 77-80
8. Find, sort, and query records.	Benchmark Series Access 2003 - pp. 93-130, 131-138 Benchmark Series Office 2003 - Access pp. 33-34, 77-80, 93-108, 108-120
9. Print filtered records, tables, and queries.	Benchmark Series Access 2003 - pp. 120-122, 124-130, 131-138 Benchmark Series Office 2003 - Access pp. 120-124
F. PROJECT/SIMULATION LEARNING The student will be able to:	
1. Produce documents integrating word processing, spreadsheet, database, and/or presentation files.	Benchmark Series Office 2003 - Integrated Project pp. IP1-IP8
2. Apply problem solving and critical thinking skills to projects and/or simulations (cross-curricular or team teaching).	Benchmark Series Office 2003 - Integrated Project pp. IP1-IP8