

**COMPUTER APPLICATIONS IN BUSINESS 1 (#8200520)**

CORRELATION OF STANDARDS WITH

**GOODHEART-WILCOX*****PRINCIPLES OF INFORMATION TECHNOLOGY*** ©2017BY **KATHLEEN M. AUSTIN AND LORRAINE N. BERGKVIST**

<b>STANDARDS</b>	<b>CORRELATING PAGES</b>
Describe and use communication features of information technology – the student will be able to:	
Define important Internet communications protocols and their roles in delivering basic Internet services.	p. 512–515
Identify basic principles of the Domain Name System (DNS).	p. 513
Identify security issues related to Internet clients.	p. 573–578, p. 644–646
Identify and use principles of personal information management (PIM), including common applications.	p. 589–603
Efficiently transmit text and binary files using popular Internet services.	p. 597
Conduct a webcast and related services.	p. 612–613
Represent technical issues to a non-technical audience.	p. 623–624, p. 633 Application and Extension of Knowledge #1, #3
Describe how information technology is used in the Business, Management and Administration career cluster – the student will be able to:	
Identify information technology (IT) careers in the Business, Management and Administration career cluster, including the responsibilities, tasks and skills they require.	p. 685–699
Relate information technology project management concepts and terms to careers in the Business, Management and Administration career cluster.	p. 685–699
Manage information technology components typically used in professions of the Business, Management and Administration career cluster.	p. 186–189, p. 191–205
Identify security-related ethical and legal IT issues faced by professionals in the Business, Management and Administration career cluster.	p. 659–661
Develop and apply electronic presentation skills utilizing current technology – the student will be able to:	
Apply fill effects, lines and shapes.	p. 357–359
Demonstrate ability to order, group and rotate objects.	p. 238–241
Demonstrate ability to animate graphics.	p. 375–376
Apply slide transitions and timings.	p. 373–374
Incorporate text, tables, charts and graphic transitions into document.	p. 383–389
Add sound using various media (e.g. Internet and/or files).	p. 360, p. 376–377
Apply action buttons.	—
Insert hyperlink to a file or Internet site.	p. 376–377
Rearrange slide order through slide sorter.	p. 366–368
Create note page to aid in oral presentation of slide show.	p. 389–392
Customize timing and rehearsing to coordinate with oral presentation.	p. 363–365, p. 373–376
Apply communication skills in presenting the report.	p. 349–353, p. 396 Application and Extension of Knowledge #4–5
Develop and apply keyboarding skills utilizing current technology – the student will be able to:	
Demonstrate knowledge of alphanumeric and command keys.	p. 50–52, p. 218–219
Demonstrate and review correct reach technique for alphanumeric keyboarding.	p. 268–269
Demonstrate accuracy using correct reach techniques for numeric and symbol keyboarding.	p. 268–269

<b>Develop and apply spreadsheet skills – the student will be able to:</b>	
The student will be able to identify the parts of the spreadsheet screen.	p. 401–403
Create and navigate through a worksheet.	p. 401–408
Change column width and row height.	p. 414–415
Format the contents of a cell-change fonts and font sizes and align text, format numbers.	p. 410–414
Merge cells.	p. 416
Use Undo and Redo features.	p. 241–242
AutoFormat the worksheet if available. AutoFormat applies borders, shading, and data formatting.	p. 426–427
Use the auto sum feature.	p. 437–440
Create a bar chart, embedded, using the chart wizard.	p. 450–455
<b>Develop and apply word processing skills utilizing current technology – the student will be able to:</b>	
Apply margins, tabs, line spacing and paragraph indents.	p. 271–278
Insert and manipulate graphics, word art and text boxes.	p. 238–241
Utilize the Word/character count command.	p. 295–296
Insert date and time.	p. 380–381
Understand printing options including shrink to fit, gutters, and document orientation.	p. 228–230
Move text in a document: dragging and dropping.	p. 244–246
Explore the Format painter.	p. 249
Create bulleted and numbered lists.	p. 235–237
Create a table-Inserting, moving, and entering data.	p. 280–283
Create table-insert/delete columns, rows, cells.	p. 280–283
Format a table-changing column/row width/height.	p. 280–283
Apply table alignment on document.	p. 280–283
Use the tools on the Table and Borders toolbar.	p. 280–283
<b>Develop and utilize business-related soft skills – the student will be able to:</b>	
Demonstrate the understanding the importance of positive attitude in obtaining and maintaining a job.	p. 704–708
Identify grooming/dress standards in various workplace environments.	—
Demonstrate problem solving skills.	p. 706
Demonstrate an awareness of teamwork.	p. 702–703
Make an impromptu presentation.	p. 703
Make a prepared presentation.	p. 349–354, p. 703
<b>Identify and understand computer hardware – the student will be able to:</b>	
Discuss the use of different computer platforms.	p. 94–95
<b>Identify components of network systems – the student will be able to:</b>	
Identify structure to access Internet, including hardware and software components.	p. 511–526
Identify and configure user customization features in web browsers, including preferences, caching, and cookies.	p. 518–523
Recognize essential database concepts.	p. 465–467, p. 527–528
Define and use additional networking and Internet services.	p. 511–532, p. 558–564, p. 567–570
<b>Perform activities using the World Wide Web – the student will be able to:</b>	
Master Intermediate vocabulary.	p. 532 Build Your Vocabulary, p. 549 Build Your Vocabulary
Understand how the Internet works.	p. 511–526
Discuss Internet privacy, ethics, etiquette and copyright laws.	p. 335–340, p. 531–532, p. 623–628
Evaluate websites.	p. 528–531
Save a webpage.	—
Print a webpage - problem solve printing issues.	—
Download files.	p. 521
Download graphics.	p. 521
Copy and paste from browser to other applications.	p. 244–246

Use information technology tools – the student will be able to:	
Identify the functions of web browsers, and use them to access the World Wide Web and other computer resources typically used in the Business, Management and Administration career cluster.	p. 518–523
Use e-mail clients to send simple messages and files to other Internet users.	p. 589–603
Demonstrate ways to communicate effectively using Internet technology.	p. 589–603, p. 609–617
Use different types of web search engines effectively to locate information relevant to the Business, Management and Administration career cluster.	p. 527–531