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C O R R E L A T E D T O

Mississippi Curriculum Framework for Business and Computer Technology
I and II - Competencies and Suggested Objectives

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Mississippi Curriculum Framework for Business and Computer Technology I and II
- Competencies and Suggested Objectives

<p>MISSISSIPPI CURRICULUM FRAMEWORK FOR BUSINESS AND COMPUTER TECHNOLOGY I AND II - COMPETENCIES AND SUGGESTED OBJECTIVES</p>	<p>Learning Computers and Technology © 2008, (Weixel et al)</p>
<p>BUSINESS AND COMPUTER TECHNOLOGY I</p>	
<p>UNIT 1: ORIENTATION (3 hours)</p>	
<p>Competencies and Suggested Objectives</p>	
<p>1. Identify school and program policies and procedures related to Business and Computer Technology.</p>	
<p>a. Preview the school handbook and all safety procedures for classroom level and building level.</p>	
<p>b. Preview course objectives and program policies.</p>	
<p>2. Discuss educational, occupational, and leadership opportunities.</p>	
<p>a. Identify and describe leadership opportunities available from student youth organizations (FBLA).</p>	

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<p>Standards</p>	
<p><i>Academic Standards</i></p>	
<p>E1 Produce writing which reflects increasing proficiency through planning, writing, revising, and editing and which is specific to audience and purpose.</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
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<p>E2 Communicate ideas for a variety of school and other life situations through listening, speaking, and reading aloud.</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92,99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>

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<p>E3 Read, evaluate, and use print, non-print, and technological sources to research issues and problems, to present information, and to complete projects.</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485, -486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
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<p>E4 Work individually and as a member of a team to analyze and interpret information, to make decisions, to solve problems, and to reflect, using increasingly complex and abstract thinking.</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92,99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
<p>E5 Complete oral and written presentations which exhibit interaction and consensus within a group.</p>	<p>SE: 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584</p>
<p>E9 Sustain progress toward fluent control of grammar, mechanics, and usage of standard English in the context of writing and speaking.</p>	

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<p><i>Workplace Skills</i></p>	
<p>WP1 Allocates resources (time, money, materials and facilities, and human resources).</p>	
<p>WP2 Acquires, evaluates, organizes and maintains, and interprets/communicates information, including the use of computers.</p>	
<p>WP3 Practices interpersonal skills related to careers including team member participation, teaching other people, serving clients/customers, exercising leadership, negotiation, and working with culturally diverse.</p>	
<p>WP6 Employs thinking skills including creative thinking, decision making, problem solving, reasoning, and knowing how to learn.</p>	
<p>WP7 Basic Skills: Employs basic academic skills including reading, writing, arithmetic and mathematics, speaking, and listening.</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
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<p>WP8 Personal Qualities: Practices work ethics related to individual responsibility, integrity, honesty, and personal management.</p>	
<p><i>National Educational Technology Standards for Students</i></p>	
<p>T2 Social, ethical, and human issues</p>	
<p>T4 Technology communications tools</p>	<p>SE: 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584</p>
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<p>T5 Technology research tools</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92,99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
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<p>T6 Technology problem-solving and decision-making tools</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485, -486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
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<p align="center"><i>National Standards for Business Education</i></p>	
<p>CD1 Assess personal skills, abilities, and aptitudes and personal strengths and weaknesses as they relate to career exploration and development.</p>	
<p>CD3 Relate the importance of workplace expectations to career development.</p>	
<p>CD4 Apply knowledge gained from individual assessment to a comprehensive set of goals and an individual career plan.</p>	
<p>CD5 Develop strategies to make an effective transition from school to career.</p>	
<p>CD6 Relate the importance of lifelong learning to career success.</p>	

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<p>CM1 Communicate in a clear, courteous, concise, and correct manner on personal and professional levels.</p>	
<p>CM2 Apply basic social communication skills in personal and professional situations.</p>	
<p>CM3 Use technology to enhance the effectiveness of communication.</p>	<p>SE: 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584</p>
	<p>TM: 106-165</p>
<p>CO5 Incorporate appropriate leadership and supervision techniques, customer service strategies, and personal ethics standards to communicate effectively with various business constituencies.</p>	
<p>IT3 Identify, evaluate, select, install, use, upgrade, customize, and diagnose and solve problems with various types of operating systems, environments, and utilities.</p>	
<p>IT5 Identify, evaluate, select, install, use, upgrade, and customize application software; diagnose and solve problems resulting from an application software's installation and use.</p>	

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<p>IT6 Use input technologies appropriately to enter and manipulate text and data.</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92,99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
	<p>TM: 3-51, 52-105, 106-165, 166-197</p>
<p>IT7 Gather, evaluate, use, and cite information from information technology sources.</p>	
<p>MG1 Analyze the management functions and their implementation and integration within the business environment.</p>	
<p>MG2 Analyze management theories and their application within the business environment.</p>	
<p>MG3 Analyze the organization of a business.</p>	
<p>MG4 Develop personal management skills to function effectively and efficiently in a business environment.</p>	

**Mississippi Curriculum Framework for Business and Computer Technology I and II
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<p>MG6 Describe human resource functions and their importance to an organization's successful operation.</p>	
<p align="center">BUSINESS AND COMPUTER TECHNOLOGY I</p>	
<p align="center">UNIT 2: WORK ENVIRONMENT (12 hours)</p>	
<p align="center">Competencies and Suggested Objectives</p>	
<p>1. Explore safety policies and procedures related to the work environment.</p>	
<p>a. Identify OSHA standards for computer workstations.</p>	
<p>b. Research office safety policies for the workplace.</p>	
<p>2. Examine ergonomic factors related to the work environment.</p>	
<p>a. Define terms related to ergonomics.</p>	
<p>b. Explore and identify factors to consider in creating an ergonomically sound environment, including the Americans with Disabilities Act (ADA).</p>	
<p>3. Discuss ethics in the workplace.</p>	
<p>a. Discuss and analyze ethics and their effects in the workplace.</p>	
<p>b. Conduct research on ethics in business.</p>	
<p>4. Use communications and time management principles to manage personal productivity.</p>	
<p>a. Apply strategies for decision-making and problem-solving activities.</p>	

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<p>b. Conduct small group activities aimed at problem solving and decision making.</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92,99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
	<p>TM: 3-51, 52-105, 106-165, 166-197</p>
<p>5. Use human relations skills in the office to work effectively as a team member.</p>	
<p>a. Cultivate personal qualities for the workplace.</p>	
<p>b. Demonstrate ability to cooperate and work with others.</p>	
<p>Standards</p>	
<p><i>Academic Standards</i></p>	
<p>B1 Utilize critical thinking and scientific problem solving in designing and performing biological research and experimentation.</p>	

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<p>E1 Produce writing which reflects increasing proficiency through planning, writing, revising, and editing and which is specific to audience and purpose.</p>	<p>SE: 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584</p>
<p>E2 Communicate ideas for a variety of school and other life situations through listening, speaking, and reading aloud.</p>	<p>TM: 106-165</p> <p>403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584</p>
	<p>TM: 106-165</p>

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<p>E3 Read, evaluate, and use print, non-print, and technological sources to research issues and problems to present information, and to complete projects.</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485, -486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
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<p>E4 Work individually and as a member of a team to analyze and interpret information, to make decisions, to solve problems, and to reflect, using increasingly complex and abstract thinking.</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92,99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
	<p>TM: 3-51, 52-105, 106-165, 166-197</p>
<p>E5 Complete oral and written presentations which exhibit interaction and consensus within a group.</p>	<p>SE: 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584</p>
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<p>E9 Sustain progress toward fluent control of grammar, mechanics, and usage of standard English in the context of writing and speaking.</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92,99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206</p>
	<p>TM: 3-51</p>
<p>E10 Use language and critical thinking strategies to serve as tools for learning.</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92,99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
	<p>TM: 3-51, 52-105, 106-165, 166-197</p>
<p><i>Workplace Skills</i></p>	
<p>WP1 Allocates resources (time, money, materials and facilities, and human resources).</p>	
<p>WP2 Acquires, evaluates, organizes and maintains, and interprets/communicates information, including the use of computers.</p>	

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<p>WP3 Practices interpersonal skill related to careers including team member participation, teaching other people, serving clients/customers, exercising leadership, negotiation, and working with culturally diverse.</p>	
<p>WP4 Applies systems concepts including basic understanding, monitoring and correction system performance, and designing and improving systems.</p>	
<p>WP6 Employs thinking skills including creative thinking, decision making, problem solving, reasoning, and knowing how to learn.</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
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<p>WP7 Basic Skills: Employs basic academic skills including reading, writing, arithmetic and mathematics, speaking, and listening.</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92,99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
	<p>TM: 3-51, 52-105, 106-165, 166-197</p>
<p>WP8 Personal Qualities: Practices work ethics related to individual responsibility, integrity, honesty, and personal management.</p>	
<p align="center"><i>National Educational Technology Standards for Students</i></p>	
<p>T2 Social, ethical, and human issues</p>	

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<p align="center">MISSISSIPPI CURRICULUM FRAMEWORK FOR BUSINESS AND COMPUTER TECHNOLOGY I AND II - COMPETENCIES AND SUGGESTED OBJECTIVES</p>	<p align="center">Learning Computers and Technology © 2008, (Weixel et al)</p>
<p>T3 Technology productivity tools</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485, -486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
	<p>TM: 3-51, 52-105, 106-165, 166-197</p>
<p>T4 Technology communications tools</p>	<p>SE: 403-404, 408-409, 414, 417-418, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485, -486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584</p>
	<p>TM: 106-165</p>

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<p>T5 Technology research tools</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485, -486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
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<p>T6 Technology problem-solving and decision-making tools</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92,99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
	<p>TM: 3-51, 52-105, 106-165, 166-197</p>
<p><i>National Standards for Business Education</i></p>	
<p>CM1 Communicate in a clear, courteous, concise, and correct manner on personal and professional levels.</p>	
<p>CM2 Apply basic social communication skills in personal and professional situations.</p>	
<p>CM5 Incorporate appropriate leadership and supervision techniques, customer service strategies, and personal ethics standards to communicate effectively with various business constituencies.</p>	
<p>IB4 Describe the environmental factors that define what is considered ethical business behavior in a global business environment.</p>	

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<p>IT6 Use input technologies appropriately to enter and manipulate text and data.</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485, -486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
	<p>TM: 3-51, 52-105, 106-165, 166-197</p>
<p>IT16 Analyze, develop, and follow policies for managing privacy and ethical issues in organizations and in a technology-based society.</p>	
<p>MG5 Examine the role of ethics and social responsibility in decision making.</p>	
<p>BUSINESS AND COMPUTER TECHNOLOGY I</p>	
<p>UNIT 3: OFFICE SYSTEMS (10 hours)</p>	
<p>Competencies and Suggested Objectives</p>	
<p>1. Identify components related to a computer.</p>	
<p>a. Identify internal components.</p>	
<p>b. Identify external components.</p>	

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<p>2. Demonstrate a basic understanding of computer systems. (ongoing)</p>	
<p>a. Define terminology related to computer systems.</p>	
<p>b. Define and use Windows functions.</p>	
<p>c. Demonstrate the ability to perform operating systems commands.</p>	
<p>3. Discuss and demonstrate software installation and maintenance. (ongoing)</p>	
<p>a. Describe software installation.</p>	
<p>b. Describe basic driver installation.</p>	
<p>c. Examine basic troubleshooting techniques.</p>	
<p>Standards</p>	
<p>Academic Standards</p>	
<p>E3 Read, evaluate, and use print, non-print, and technological sources to research issues and problems, to present information, and to complete projects.</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485, -486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
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<p>E4 Work individually and as a member of a team to analyze and interpret information, to make decisions, to solve problems, and to reflect, using increasingly complex and abstract thinking.</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92,99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
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<p>E5 Complete oral and written presentations which exhibit interaction and consensus within a group.</p>	
<p><i>Workplace Skills</i></p>	
<p>WP2 Acquires, evaluates, organizes and maintains, and interprets/communicates information, including the use of computers.</p>	
<p>WP4 Applies systems concepts including basic understanding, monitoring and correction system performance, and designing and improving system.</p>	
<p>WP5 Selects, applies, and maintains/troubleshoots technology.</p>	

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<p>WP6 Employs thinking skills including creative thinking, decision making, problem solving, reasoning, and knowing how to learn.</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92,99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
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<p>WP7 Basic Skills: Employs basic academic skills including reading, writing, arithmetic and mathematics, speaking, and listening.</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92,99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
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<p>WP8 Personal Qualities: Practices work ethics related to individual responsibility, integrity, honesty, and personal management.</p>	

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MISSISSIPPI CURRICULUM FRAMEWORK FOR BUSINESS AND COMPUTER TECHNOLOGY I AND II - COMPETENCIES AND SUGGESTED OBJECTIVES		Learning Computers and Technology © 2008, (Weixel et al)
<i>National Educational Technology Standards for Students</i>		
T1	Basic operations and concepts	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p> <p>TM: 3-51, 52-105, 106-165, 166-197</p>
T2	Social, ethical, and human issues	
T4	Technology communications tools	<p>SE: 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584</p> <p>TM: 106-165</p>
		TM: 106-165

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Correlated to:

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- Competencies and Suggested Objectives**

<p align="center">MISSISSIPPI CURRICULUM FRAMEWORK FOR BUSINESS AND COMPUTER TECHNOLOGY I AND II - COMPETENCIES AND SUGGESTED OBJECTIVES</p>	<p align="center">Learning Computers and Technology © 2008, (Weixel et al)</p>
<p>T5 Technology research tools</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485, -486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
	<p>TM: 3-51, 52-105, 106-165, 166-197</p>

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<p>T6 Technology problem-solving and decision-making tools</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
	<p>TM: 3-51, 52-105, 106-165, 166-197</p>
<p align="center"><i>National Standards for Business Education</i></p>	
<p>CM3 Use technology to enhance the effectiveness of communication.</p>	<p>SE: 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584</p>
	<p>TM: 106-165</p>

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<p align="center">MISSISSIPPI CURRICULUM FRAMEWORK FOR BUSINESS AND COMPUTER TECHNOLOGY I AND II - COMPETENCIES AND SUGGESTED OBJECTIVES</p>	<p align="center">Learning Computers and Technology © 2008, (Weixel et al)</p>
<p>IT2 Describe current and emerging computer architecture; configure, install, and upgrade hardware; diagnose and repair hardware problems.</p>	
<p>IT3 Identify, evaluate, select, install, use, upgrade, customize, and diagnose and solve problems with various types of operating systems, environments, and utilities.</p>	
<p>IT5 Identify, evaluate, select, install, use, upgrade, and customize application software diagnose and solve problems resulting from an application software's installation and use.</p>	
<p>IT6 Use input technologies appropriately to enter and manipulate text and date.</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485, -486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
	<p>TM: 3-51, 52-105, 106-165, 166-197</p>

Mississippi Curriculum Framework for Business and Computer Technology I and II
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BUSINESS AND COMPUTER TECHNOLOGY I		
UNIT 4: DOCUMENT PROCESSING (42 hours)		
Competencies and Suggested Objectives		
1. Perform basic keyboarding techniques. (ongoing)		
a. Perform proper keyboarding techniques.		
b. Build touch-typing skill.		
c. Develop speed and accuracy.		
2. Utilize word processing applications.		
a. Create and format documents.		SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206
		TM: 3-51
b. Proofread and edit documents using proofreaders' marks.		SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206
		TM: 3-51
c. Utilize formatting techniques in creating documents.		SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206
		TM: 3-51
d. Preview and print documents.		SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206
		TM: 3-51

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e. Save documents.	SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92,99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206
	TM: 3-51
f. Format letters, memos, and reports in various styles.	SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92,99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206
	TM: 3-51
g. Create envelopes and labels.	SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92,99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206
	TM: 3-51
h. Insert and format graphics in a document.	SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92,99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206
	TM: 3-51
i. Use document templates.	SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92,99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206
	TM: 3-51

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<p>j. Use mail merge.</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92,99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206</p>
	<p>TM: 3-51</p>
<p>Standards</p>	
<p><i>Academic Standards</i></p>	
<p>E1 Produce writing which reflects increasing proficiency through planning, writing, revising, and editing and which is specific to audience and purpose.</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92,99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
	<p>TM: 3-51, 52-105, 106-165, 166-197</p>
<p>E9 Sustain progress toward fluent control of grammar, mechanics, and usage of standard English in the context of writing and speaking.</p>	

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<i>Workplace Skills</i>	
WP2 Acquires, evaluates, organizes and maintains, and interprets/communicates information, including the use of computers.	
WP5 Selects, applies, and maintains/troubleshoots technology.	
WP7 Basic Skills: Employs basic academic skills including reading, writing, arithmetic and mathematics, speaking, and listening.	
<i>National Educational Technology Standards for Students</i>	
T1 Basic operations and concepts	SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485, -486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708
	TM: 3-51, 52-105, 106-165, 166-197
T2 Social, ethical, and human issues	

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Correlated to:

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<p>T3 Technology productivity tools</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
	<p>TM: 3-51, 52-105, 106-165, 166-197</p>
<p>T4 Technology communications tools</p>	<p>SE: 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584</p>
	<p>TM: 106-165</p>

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<p>T5 Technology research tools</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485, -486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
	<p>TM: 3-51, 52-105, 106-165, 166-197</p>

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<p>T6 Technology problem-solving and decision-making tools</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
	<p>TM: 3-51, 52-105, 106-165, 166-197</p>
<p align="center"><i>National Standards for Business Education</i></p>	
<p>CM1 Communicate in a clear, courteous, and concise, and correct manner on personal and professional levels.</p>	
<p>CM3 Use technology to enhance the effectiveness of communication.</p>	<p>SE: 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584</p>

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MISSISSIPPI CURRICULUM FRAMEWORK FOR BUSINESS AND COMPUTER TECHNOLOGY I AND II - COMPETENCIES AND SUGGESTED OBJECTIVES	Learning Computers and Technology © 2008, (Weixel et al)
	TM: 106-165
IT5 Identify, evaluate, select, install, use, upgrade, and customize application software; diagnose and solve problems resulting from an application software's installation and use.	
IT6 Use input technologies appropriately to enter and manipulate text and data.	SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708
	TM: 3-51, 52-105, 106-165, 166-197
IT7 Gather, evaluate, use, and cite information from information technology sources.	SE: 565-568, 600-602, 668-669, 695
	TM: 158-194

Mississippi Curriculum Framework for Business and Computer Technology I and II
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BUSINESS AND COMPUTER TECHNOLOGY I		
UNIT 5: BUSINESS COMMUNICATIONS AND PRESENTATION SKILLS (38 hours)		
Competencies and Suggested Objectives		
1. Develop reading, writing, listening, and speaking skills.		
a. Identify and describe the terms related to communication skills.		
b. Complete activities for reading and locating information.		
c. Develop proper listening techniques.		
d. Develop effective speaking skills.		
2. Demonstrate effective oral communications.		
a. Compare and contrast acceptable and unacceptable telephone techniques.		
3. Plan and create a professional-quality presentation using multimedia equipment.		
a. Plan and create a presentation.	SE: 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584	
	TM: 106-165	
b. Edit and format a presentation.	SE: 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584	
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<p>c. Present a project and provide a hard copy.</p>	<p>SE: 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584</p>
	<p>TM: 106-165</p>
<p>Standards</p>	
<p>Academic Standards</p>	
<p>E1 Produce writing which reflects increasing proficiency through planning, writing, revising, and editing and which is specific to audience and purpose.</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92,99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314,318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
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<p>E2 Communicate ideas for a variety of school and other life situations through listening, speaking, and reading aloud.</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485, -486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
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<p>E3 Read, evaluate, and use print, non-print, and technological sources to research issues and problems, to present information, and to complete projects.</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92,99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
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<p>E9 Sustain progress toward fluent control of grammar, mechanics, and usage of standard English in the context of writing and speaking.</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92,99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
	<p>TM: 3-51, 52-105, 106-165, 166-197</p>

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Correlated to:

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- Competencies and Suggested Objectives**

<p align="center">MISSISSIPPI CURRICULUM FRAMEWORK FOR BUSINESS AND COMPUTER TECHNOLOGY I AND II - COMPETENCIES AND SUGGESTED OBJECTIVES</p>	<p align="center">Learning Computers and Technology © 2008, (Weixel et al)</p>
<p><i>Workplace Skills</i></p>	
<p>WP2 Acquires, evaluates, organizes and maintains, and interprets/communicates information, including the use of computers.</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
	<p>TM: 3-51, 52-105, 106-165, 166-197</p>
<p>WP3 Practices interpersonal skills related to careers including team member participation, teaching other people, serving clients/customers, exercising leadership, negotiation, and working with culturally diverse.</p>	

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<p>WP6 Employs thinking skills including creative thinking, decision making, problem solving, reasoning, and knowing how to learn.</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92,99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
	<p>TM: 3-51, 52-105, 106-165, 166-197</p>

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<p>WP7 Basic Skills: Employs basic academic skills including reading, writing, arithmetic and mathematics, speaking, and listening.</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92,99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
	<p>TM: 3-51, 52-105, 106-165, 166-197</p>
<p>WP8 Personal Qualities: Practices work ethics related to individual responsibility, integrity, honesty, and personal management.</p>	
<p align="center"><i>National Educational Technology Standards for Students</i></p>	
<p>T2 Social, ethical, and human issues</p>	

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<p>T3 Technology productivity tools</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485, -486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
	<p>TM: 3-51, 52-105, 106-165, 166-197</p>
<p>T4 Technology communications tools</p>	<p>SE: 403-404, 408-409, 414, 417-418, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485, -486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584</p>
	<p>TM: 106-165</p>
<p>T5 Technology research tools</p>	

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<p>T6 Technology problem-solving and decision-making tools</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92,99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
	<p>TM: 3-51, 52-105, 106-165, 166-197</p>
<p align="center"><i>National Standards for Business Education</i></p>	
<p>CM1 Communicate in a clear, courteous, concise, and correct manner on personal and professional levels.</p>	
<p>CM2 Apply basic social communication skills in personal and professional situations.</p>	

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CM3 Use technology to enhance the effectiveness of communication.	SE: 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584
	TM: 106-165
CM4 Integrate all forms of communication in the successful pursuit of employment.	
IT1 Assess the impact of information technology on society.	
IT6 Use input technologies appropriately to enter and manipulate text and data.	SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92,99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708

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	TM: 3-51, 52-105, 106-165, 166-197
IT14 Develop the technical and interpersonal skills and knowledge to support the user community.	
BUSINESS AND COMPUTER TECHNOLOGY I	
UNIT 6: TELECOMMUNICATIONS (30 hours)	
Competencies and Suggested Objectives	
1. Demonstrate telecommunications.	
a. Identify emerging technologies in telecommunications.	
b. Demonstrate the proper use of telecommunications components.	
2. Utilize on-line resources.	
a. Identify acceptable rules and procedures for Internet use.	
b. Discuss copyright laws for on-line resources.	
c. Conduct on-line research.	
d. Access and explore an electronic mail account.	
3. Design a website using HTML programming.	
a. Develop HTML skills using a text editor.	
b. Discuss the components of a quality website.	
c. Complete a comprehensive website project.	
d. Discuss and/or demonstrate uploading a website.	

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<p>Standards</p>	
<p><i>Academic Standards</i></p>	
<p>E1 Produce writing which reflects increasing proficiency through planning, writing, revising, and editing and which is specific to audience and purpose.</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
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<p align="center">MISSISSIPPI CURRICULUM FRAMEWORK FOR BUSINESS AND COMPUTER TECHNOLOGY I AND II - COMPETENCIES AND SUGGESTED OBJECTIVES</p>	<p align="center">Learning Computers and Technology © 2008, (Weixel et al)</p>
<p>E3 Read, evaluate, and use print, non-print, and technological sources to research issues and problems, to present information, and to complete projects.</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92,99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
	<p>TM: 3-51, 52-105, 106-165, 166-197</p>
<p>E5 Compile oral and written presentations which exhibit interaction and consensus within a group.</p>	
<p>E9 Sustain progress toward fluent control of grammar, mechanics, and usage of standard English in the context of writing and speaking.</p>	
<p><i>Workplace Skills</i></p>	
<p>WP2 Acquires, evaluates, organizes and maintains, and interprets/communicates information, including the use of computers.</p>	
<p>WP4 Applies systems concepts including basic understanding, monitoring and correction system performance, and designing and improving systems.</p>	

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Correlated to:

**Mississippi Curriculum Framework for Business and Computer Technology I and II
- Competencies and Suggested Objectives**

MISSISSIPPI CURRICULUM FRAMEWORK FOR BUSINESS AND COMPUTER TECHNOLOGY I AND II - COMPETENCIES AND SUGGESTED OBJECTIVES		Learning Computers and Technology © 2008, (Weixel et al)
WP5	Selects, applies, and maintains/troubleshoots technology.	
WP6	Employs thinking skills including creative thinking, decision making, problem solving, reasoning, and knowing how to learn.	
WP7	Basic Skills: Employs basic academic skills including reading, writing, arithmetic and mathematics, speaking, and listening.	
WP8	Personal Qualities: Practices work ethics related to individual responsibility, integrity, honesty, and personal management.	
<i>National Educational Technology Standards for Students</i>		
T1	Basic operations and concepts	SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708/
		TM: 3-51, 52-105, 106-165, 166-197
T2	Social, ethical, and human issues	
T3	Technology productivity tools	

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T4	Technology communications tools	SE: 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584
		TM: 106-165
T5	Technology research tools	
T6	Technology problem-solving and decision-making tools	SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92,99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314,318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708
		TM: 3-51, 52-105, 106-165, 166-197

Mississippi Curriculum Framework for Business and Computer Technology I and II
- Competencies and Suggested Objectives

<p>MISSISSIPPI CURRICULUM FRAMEWORK FOR BUSINESS AND COMPUTER TECHNOLOGY I AND II - COMPETENCIES AND SUGGESTED OBJECTIVES</p>	<p>Learning Computers and Technology © 2008, (Weixel et al)</p>
<p><i>National Standards for Business Education</i></p>	
<p>CM1 Communicate in a clear, courteous, concise, and correct manner on personal and professional levels.</p>	
<p>CM3 Use technology to enhance the effectiveness of communication.</p>	<p>SE: 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584</p>
	<p>TM: 106-165</p>
<p>IT7 Gather, evaluate, use, and cite information from information technology sources.</p>	
<p>IT9 Design, develop, test, and implement programs.</p>	
<p>IT16 Describe, analyze, develop, and follow policies for managing privacy and ethical issues in organizations and in a technology-based society.</p>	
<p>BUSINESS AND COMPUTER TECHNOLOGY I</p>	
<p>UNIT 7: BUSINESS DATA MANAGEMENT (30 hours)</p>	
<p>Competencies and Suggested Objectives</p>	
<p>1. Manually prepare personal and business names for alphabetic filing.</p>	
<p>a. Index, sort, code, and file personal and business names.</p>	
<p>b. Discuss subject, geographic, and numeric filing.</p>	
<p>c. Define and demonstrate methods of document duplication and file retention.</p>	
<p>2. Utilize database applications.</p>	
<p>a. Identify database terminology and concepts.</p>	
<p>b. Create a database.</p>	
<p>c. Generate reports and labels.</p>	
<p>d. Perform mail merge.</p>	
<p>Standards</p>	
<p><i>Academic Standards</i></p>	
<p>A2 Recognize, create, extend, and apply patterns, relations, and functions and their applications.</p>	

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<p>E9 Produce writing which reflects increasing proficiency through planning, writing, revising, and editing and which is specific to audience and purpose.</p>	
<p>E10 Use language and critical thinking strategies to serve as tools for learning.</p>	
<p><i>Workplace Skills</i></p>	
<p>WP2 Acquires, evaluates, organizes and maintains, and interprets/communicates information, including the use of computers.</p>	
<p>WP4 Applies systems concepts including basic understanding, monitoring and correction system performance, and designing and improving systems.</p>	
<p>WP6 Employs thinking skills including creative thinking, decision making, problem solving, reasoning, and knowing how to learn.</p>	
<p>WP7 Basic Skills: Employs basic academic skills including reading, writing, arithmetic and mathematics, speaking, and listening.</p>	
<p><i>National Educational Technology Standards for Students</i></p>	
<p>T2 Social, ethical, and human issues</p>	
<p>T3 Technology productivity tools</p>	
<p>T4 Technology communications tools</p>	<p>SE: 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584</p>
	<p>TM: 106-165</p>

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<p><i>National Standards for Business Education</i></p>	
<p>IT6 Use input technologies appropriately to enter and manipulate text and data.</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
	<p>TM: 3-51, 52-105, 106-165, 166-197</p>
<p>IT8 Use, plan, develop, and maintain database management systems.</p>	
<p>BUSINESS AND COMPUTER TECHNOLOGY I</p>	
<p>UNIT 8: BUSINESS FINANCE AND SPREADSHEET APPLICATIONS (40 hours)</p>	
<p>Competencies and Suggested Objectives</p>	
<p>1. Manage a checking account.</p>	
<p>a. Complete a deposit slip.</p>	
<p>b. Prepare checks.</p>	
<p>c. Record information in a check register.</p>	
<p>d. Reconcile a bank statement.</p>	
<p>e. Explore on-line banking options.</p>	

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<p>2. Develop business financial skills.</p>	
<p>a. Demonstrate the 10-key touch method.</p>	
<p>b. Use the 10-key touch method to perform basic financial applications.</p>	
<p>3. Develop proficiency in spreadsheet applications.</p>	
<p>a. Solve problems using basic mathematical concepts.</p>	
<p>b. Use spreadsheet templates provided within the software package.</p>	
<p>c. Create graphs and charts.</p>	
<p>Standards</p>	
<p><i>Academic Standards</i></p>	
<p>A2 Recognize, create, extend, and apply patterns, relations, and functions and their applications.</p>	
<p>A5 Utilize various formulas in problem-solving situations.</p>	

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<p>E1 Produce writing which reflects increasing proficiency through planning, writing, revising, and editing and which is specific to audience and purpose.</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92,99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
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<p>E3 Read, evaluate, and use print, non-print, and technological sources to research issues and problems, to present information, and to complete projects.</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92,99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
	<p>TM: 3-51, 52-105, 106-165, 166-197</p>
<p>E4 Work individually and as a member of a team to analyze and interpret information, to make decisions, to solve problems, and to reflect, using increasingly complex and abstract thinking.</p>	
<p>E10 Use language and critical thinking strategies to serve as tools for learning.</p>	
<p>H4 Demonstrate the ability to use social studies tools (e.g., timelines, maps, globes, resources, graphs, a compass, technology, etc.).</p>	
<p><i>Workplace Skills</i></p>	
<p>WP2 Acquires, evaluates, organizes and maintains, and interprets/communicates information, including the use of computers.</p>	

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<p>WP4 Applies systems concepts including basic understanding, monitoring and correction system performance, and designing and improving systems.</p>	
<p>WP5 Selects, applies, and maintains/troubleshoots technology.</p>	
<p>WP6 Employs thinking skills including creative thinking, decision making, problem solving, reasoning, and knowing how to learn.</p>	
<p>WP7 Basic Skills: Employs basic academic skills including reading, writing, arithmetic and mathematics, speaking, and listening.</p>	
<p>WP8 Personal Qualities: Practices work ethics related to individual responsibility, integrity, honesty, and personal management.</p>	
<p align="center"><i>National Educational Technology Standards for Students</i></p>	
<p>T1 Basic operations and concepts</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>

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Correlated to:

**Mississippi Curriculum Framework for Business and Computer Technology I and II
- Competencies and Suggested Objectives**

MISSISSIPPI CURRICULUM FRAMEWORK FOR BUSINESS AND COMPUTER TECHNOLOGY I AND II - COMPETENCIES AND SUGGESTED OBJECTIVES		Learning Computers and Technology © 2008, (Weixel et al)
		TM: 3-51, 52-105, 106-165, 166-197
T2	Social, ethical, and human issues	
T3	Technology productivity tools	
T4	Technology communications tools	SE: 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584
		TM: 106-165
T5	Technology research tools	
T6	Technology problem-solving and decision-making tools	SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92,99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314,318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708

Mississippi Curriculum Framework for Business and Computer Technology I and II
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	<p>TM: 3-51, 52-105, 106-165, 166-197</p>
<p><i>National Standards for Business Education</i></p>	
<p>CP1 Apply basic mathematical operations to solve problems.</p>	
<p>CP2 Solve problems involving whole numbers, decimals, fractions, percents, ratios, averages, and proportions.</p>	
<p>CP4 Use international standards of measurement when solving problems.</p>	
<p>CP5 Analyze and interpret data using common statistical procedures.</p>	
<p>CP6 Use mathematical procedures to analyze and solve business problems.</p>	
<p>PF6 Evaluate services provided by financial deposit institutions to transfer funds.</p>	
<p>IT5 Identify, evaluate, select, install, use, upgrade, and customize application software; diagnose and solve problems resulting from an application software's installation and use.</p>	

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<p>IT6 Use input technologies appropriately to enter and manipulate text and data.</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92,99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485, -486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
	<p>TM: 3-51, 52-105, 106-165, 166-197</p>
<p>BUSINESS AND COMPUTER TECHNOLOGY I</p>	
<p>UNIT 9: EMPLOYABILITY SKILLS (15 hours)</p>	
<p>Competencies and Suggested Objectives</p>	
<p>Develop personal skills necessary for securing and maintaining employment.</p>	
<p>a. Perform a self-assessment to determine a career.</p>	
<p>b. Research careers.</p>	
<p>c. Investigate training and/or educational requirements for careers.</p>	
<p>2. Develop professional skills necessary for securing and maintaining employment.</p>	
<p>a. Discuss the job search process.</p>	
<p>b. Discuss employment options.</p>	
<p>c. Prepare job search documents.</p>	

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Correlated to:

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d. Perform interview techniques.	
Standards.	
<i>Academic Standards</i>	
A2 Recognize, create, extend, and apply patterns, relations, and functions and their patterns.	
A5 Utilize various formulas in problem-solving situations.	
E1 Produce writing which reflects increasing proficiency through planning, writing, revising, and editing and which is specific to audience and purpose.	SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708
	TM: 3-51, 52-105, 106-165, 166-197
E9 Sustain progress toward fluent control of grammar, mechanics, and usage of standard English in the context of writing and speaking.	
<i>Workplace Skills</i>	
WP1 Allocates resources (time, money, materials and facilities, and human resources).	

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<p>WP3 Practices interpersonal skills related to careers including team member participation, teaching other peoples, serving clients/customers, exercising leadership, negotiation, and working with culturally diverse.</p>	
<p>WP6 Employs thinking skills including creative thinking, decision making, problem solving, reasoning, and knowing how to learn.</p>	
<p><i>National Educational Technology Standards for Students</i></p>	
<p>T2 Social, ethical, and human issues</p>	
<p>T3 Technology productivity tools</p>	
<p>T4 Technology communications tools</p>	<p>SE: 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584</p>
<p>TM: 106-165</p>	
<p>T5 Technology research tools</p>	

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<p>T6 Technology problem-solving and decision-making tools</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92,99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
	<p>TM: 3-51, 52-105, 106-165, 166-197</p>
<p align="center"><i>National Standards for Business Education</i></p>	
<p>CD1 Assess personal skills, abilities, and aptitudes and personal strengths and weaknesses as they relate to career exploration and development.</p>	
<p>CD3 Relate the importance of workplace expectations to career development.</p>	
<p>CD4 Apply knowledge gained through individual assessment to a comprehensive set of goals and an individual career plan.</p>	

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<p>BUSINESS AND COMPUTER TECHNOLOGY II</p>	
<p>UNIT 1: ORIENTATION (3 hours)</p>	
<p>Competencies and Suggested Objectives</p>	
<p>1. Review school and program policies and procedures related to Business and Computer Technology.</p>	
<p>a. Discuss the school handbook and all safety procedures for classroom level and building level.</p>	
<p>b. Discuss course objectives and program policies.</p>	
<p>2. Discuss educational, occupational, and leadership opportunities.</p>	
<p>a. Identify and describe leadership opportunities available from student youth organizations (FBLA).</p>	

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<p>Standards</p>	
<p><i>Academic Standards</i></p>	
<p>E1 Produce writing which reflects increasing proficiency through planning, writing, revising, and editing and which is specific to audience and purpose.</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
	<p>TM: 3-51, 52-105, 106-165, 166-197</p>
<p>E2 Communicate ideas for a variety of school and other life situations through listening, speaking, and reading aloud.</p>	

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<p>E3 Read, evaluate, and use print, non-print, and technological sources to research issues and problems, to present information, and to complete projects.</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92,99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
	<p>TM: 3-51, 52-105, 106-165, 166-197</p>
<p>E4 Work individually and as a member of a team to analyze and interpret information, to make decisions, to solve problems, and to reflect, using increasingly complex and abstract thinking.</p>	
<p>E5 Complete oral and written presentations which exhibit interaction and consensus within a group.</p>	
<p>E9 Sustain progress toward fluent control of grammar, mechanics, and usage of standard English in the context of writing and speaking.</p>	

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<p><i>Workplace Skills</i></p>	
<p>WP1 Allocates resources (time, money, materials and facilities, and human resources).</p>	
<p>WP2 Acquires, evaluates, organizes and maintains, and interprets/communicates information, including the use of computers.</p>	
<p>WP3 Practices interpersonal skills related to careers including team member participation, teaching other people, serving clients/customers, exercising leadership, negotiation, and working with culturally diverse.</p>	
<p>WP6 Employs thinking skills including creative thinking, decision making, problem solving, reasoning, and knowing how to learn.</p>	
<p>WP7 Basic Skills: Employs basic academic skills including reading, writing, arithmetic and mathematics, speaking, and listening.</p>	
<p>WP8 Personal Qualities: Practices work ethics related to individual responsibility, integrity, honesty, and personal management.</p>	
<p><i>National Educational Technology Standards for Students</i></p>	
<p>T2 Social, ethical, and human issues</p>	
<p>T4 Technology communications tools</p>	<p>SE: 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584</p>
<p>TM: 106-165</p>	
<p>T5 Technology research tools</p>	

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Correlated to:

**Mississippi Curriculum Framework for Business and Computer Technology I and II
- Competencies and Suggested Objectives**

<p align="center">MISSISSIPPI CURRICULUM FRAMEWORK FOR BUSINESS AND COMPUTER TECHNOLOGY I AND II - COMPETENCIES AND SUGGESTED OBJECTIVES</p>	<p align="center">Learning Computers and Technology © 2008, (Weixel et al)</p>
<p>T6 Technology problem-solving and decision-making tools</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485, -486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
	<p>TM: 3-51, 52-105, 106-165, 166-197</p>
<p align="center"><i>National Standards for Business Education</i></p>	
<p>CD1 Assess personal skills, abilities, and aptitudes and personal strengths and weaknesses as they relate to career exploration and development.</p>	
<p>CD3 Relate the importance of workplace expectations to career development.</p>	
<p>CD4 Apply knowledge gained from individual assessment to a comprehensive set of goals and an individual career plan.</p>	
<p>CD5 Develop strategies to make an effective transition from school to career.</p>	
<p>CD6 Relate the importance of lifelong learning to career success.</p>	

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<p>CO1 Communicate in a clear, courteous, concise, and correct manner on personal and professional levels.</p>	
<p>CO2 Apply basic social communication skills in personal and professional situations.</p>	
<p>CO3 Use technology to enhance the effectiveness of communication.</p>	
<p>CO5 Incorporate appropriate leadership and supervision techniques, customer service strategies, and personal ethics standards to communicate effectively with various business constituencies.</p>	
<p>IT3 Identify, evaluate, select, install, use, upgrade, customize, and diagnose and solve problems with various types of operating systems, environments, and utilities.</p>	
<p>IT5 Identify, evaluate, select, install, use, upgrade, and customize application software; diagnose and solve problems resulting from an application software's installation and use.</p>	

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<p>IT6 Use input technologies appropriately to enter and manipulate text and data.</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485, -486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
	<p>TM: 3-51, 52-105, 106-165, 166-197</p>
<p>IT7 Gather, evaluate, use, and cite information from information technology sources.</p>	
<p>MG1 Analyze the management functions and their implementation and integration within the business environment.</p>	
<p>MG4 Develop personal management skills to function effectively and efficiently in a business environment.</p>	
<p>MG6 Describe human resource functions and their importance to an organization's successful operation.</p>	

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BUSINESS AND COMPUTER TECHNOLOGY II	
UNIT 2: APPLICATION MANAGEMENT (70 hours)	
Competencies and Suggested Objectives	
1. Perform basic keyboarding techniques. (ongoing)	
a. Perform proper keyboarding techniques.	
b. Develop speed and accuracy.	
2. Utilize a word processing software package.	
a. Demonstrate how to produce documents using word processing software package formatting features.	
b. Utilize merge features.	
3. Construct a database project and manipulate data.	
a. Plan and design a database with multiple tables.	
b. Generate reports using statistical database functions.	
4. Work efficiently with spreadsheet files.	
a. Produce documents using built-in functions and formulas to include if then, else, lookup, payment, etc.	
b. Create and enhance graphs using spreadsheet data by adding data labels, exploding pies, elevating, rotating, etc.	
5. Complete an integration activity using a software suite.	
a. Integrate a database file into a word processing file.	
b. Integrate spreadsheet file into word processing and presentation files.	
6. Utilize speech recognition software. (ongoing)	
a. Complete initial training.	
b. Create business documents by dictating voice commands and text.	
c. Format/edit text and navigate in documents utilizing voice commands.	
7. Utilize handwriting recognition software. (ongoing)	
a. Start and adjust the writing pad.	
b. Input data and create documents with handwriting recognition tools.	
c. Utilize handwriting recognition tools to correct, edit, and format text.	

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<p>Standards</p>	
<p><i>Academic Standards</i></p>	
<p>A2 Recognize, create, extend, and apply patterns, relations, and function and their applications.</p>	
<p>A8 Analyze data and apply concepts of probability.</p>	
<p><i>Workplace Skills</i></p>	
<p>WP2 Acquires, evaluates, organizes and maintains, and interprets/communicates information, including the use of computers.</p>	
<p><i>National Educational Technology Standards for Students</i></p>	
<p>T4 Technology communications tools</p>	<p>SE: 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584</p>
	<p>TM: 106-165</p>
<p>T5 Technology research tools</p>	

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<p>T6 Technology problem-solving and decision-making tools</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
	<p>TM: 3-51, 52-105, 106-165, 166-197</p>
<p align="center"><i>National Standards for Business Education</i></p>	
<p>CM3 Use technology to enhance the effectiveness of communication.</p>	<p>SE: 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584</p>
	<p>TM: 106-165</p>
<p>CP1 Apply basic mathematical operations to solve problems.</p>	

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<p>CP2 Solve problems involving whole numbers, decimals, fractions, percents, ratios, averages, and proportions.</p>	
<p>CP3 Use algebraic operations to solve problems.</p>	
<p>CP5 Analyze and interpret data using common statistical procedures.</p>	
<p>IT5 Identify, evaluate, select, install, use, upgrade, and customize application software; diagnose and solve problems resulting from an application software's installation and use.</p>	
<p>IT6 Use input technologies appropriately to enter and manipulate text and data.</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
	<p>TM: 3-51, 52-105, 106-165, 166-197</p>
<p>IT7 Gather, evaluate, use, and cite information from information technology sources.</p>	

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<p>IT8 Use, plan, develop, and maintain database management systems.</p>	
<p>BUSINESS AND COMPUTER TECHNOLOGY II</p>	
<p>UNIT 3: NETWORKING AND SUPPORT SYSTEMS (10 hours)</p>	
<p>Competencies and Suggested Objectives</p>	
<p>1. Discuss and demonstrate key networking terms and components.</p>	
<p>a. Discuss important networking terms.</p>	
<p>b. Demonstrate the use of networking components.</p>	
<p>2. Discuss network administration and support.</p>	
<p>a. Discuss the responsibilities of network administrators.</p>	
<p>3. Discuss network and web security.</p>	
<p>a. Discuss and research issues related to network and Internet security.</p>	
<p>b. Discuss and research preventive measures to secure networks and data.</p>	

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Standards	
<i>Academic Standards</i>	
E3 Read, evaluate, and use print, non-print, and technological sources to research issues and problems, to present information, and to complete projects.	SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708
	TM: 3-51, 52-105, 106-165, 166-197
E4 Work individually and as a member of a team to analyze and interpret information, to make decisions, to solve problems, and to reflect, using increasingly complex and abstract thinking.	
<i>Workplace Skills</i>	
WP1 Allocates resources (time, money, materials and facilities, and human resources).	
WP2 Acquires, evaluates, organizes and maintains, and interprets/communicates information, including the use of computers.	

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<p>WP4 Applies systems concepts including basic understanding, monitoring and correction system performance, and designing and improving systems.</p>	
<p>WP5 Selects, applies, and maintains/troubleshoots technology.</p>	
<p>WP6 Employs thinking skills including creative thinking, decision making, problem solving, reasoning, and knowing how to learn.</p>	
<p align="center"><i>National Educational Technology Standards for Students</i></p>	
<p>T1 Basic operations and concepts</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
	<p>TM: 3-51, 52-105, 106-165, 166-197</p>
<p>T2 Social, ethical, and human issues</p>	
<p>T3 Technology productivity tools</p>	

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- Competencies and Suggested Objectives**

MISSISSIPPI CURRICULUM FRAMEWORK FOR BUSINESS AND COMPUTER TECHNOLOGY I AND II - COMPETENCIES AND SUGGESTED OBJECTIVES	Learning Computers and Technology © 2008, (Weixel et al)
T4 Technology communications tools	SE: 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584
	TM: 106-165
T5 Technology research tools	
T6 Technology problem-solving and decision-making tools	SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92,99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314,318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708
	TM: 3-51, 52-105, 106-165, 166-197

Mississippi Curriculum Framework for Business and Computer Technology I and II
- Competencies and Suggested Objectives

<p>MISSISSIPPI CURRICULUM FRAMEWORK FOR BUSINESS AND COMPUTER TECHNOLOGY I AND II - COMPETENCIES AND SUGGESTED OBJECTIVES</p>	<p>Learning Computers and Technology © 2008, (Weixel et al)</p>
<p><i>National Standards for Business Education</i></p>	
<p>IT2 Describe current and emerging computer architecture; configure, install, and upgrade hardware; diagnose and repair hardware problems.</p>	
<p>IT3 Identify, evaluate, select, install, use, upgrade, customize, and diagnose and solve problems with various types of operating systems, environments, and utilities.</p>	
<p>IT10 Analyze and design information systems using appropriate development tools.</p>	
<p>IT11 Develop the skills to design, deploy, and administer networks and communication systems.</p>	
<p>IT12 Use, evaluate, and deploy communications and networking applications.</p>	
<p>IT13 Plan the selection and acquisition of information technologies.</p>	
<p>IT14 Develop the technical and interpersonal skills and knowledge the support the user community.</p>	
<p>IT15 Design and implement risk management policies and procedures for information technology.</p>	
<p>IT16 Describe, analyze, develop, and follow policies for managing privacy and ethical issues in organizations and in a technology-based society.</p>	
<p>IT17 Describe information and career paths in information technology.</p>	
<p>BUSINESS AND COMPUTER TECHNOLOGY II</p>	
<p>UNIT 4: WEB PAGE DESIGN AND INTRODUCTORY PROGRAMMING (20 hours)</p>	
<p>Competencies and Suggested Objectives</p>	
<p>1. Explore and utilize advanced web page design applications.</p>	
<p>a. Investigate computer programs for developing websites.</p>	
<p>b. Construct a website using a computer program.</p>	
<p>c. Explore advanced web page design applications.</p>	
<p>2. Discuss and utilize computer programming languages.</p>	
<p>a. Discuss and research current computer programming languages.</p>	

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Correlated to:

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<p>b. Introduce computer programming applications and techniques using Microsoft Visual Basic®.</p>	
<p>Standards</p>	
<p><i>Academic Standards</i></p>	
<p>A2 Recognize, create, extend, and apply patterns, relations, and functions and their patterns.</p>	
<p>A5 Utilize various formulas in problem-solving situations.</p>	
<p>E1 Produce writing which reflects increasing proficiency through planning, writing, revising, and editing and which is specific to audience and purpose.</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485, -486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
	<p>TM: 3-51, 52-105, 106-165, 166-197</p>

Mississippi Curriculum Framework for Business and Computer Technology I and II
- Competencies and Suggested Objectives

<p>MISSISSIPPI CURRICULUM FRAMEWORK FOR BUSINESS AND COMPUTER TECHNOLOGY I AND II - COMPETENCIES AND SUGGESTED OBJECTIVES</p>	<p>Learning Computers and Technology © 2008, (Weixel et al)</p>
<p>E3 Read, evaluate, and use print, non-print, and technological sources to research issues and problems, to present information, and to complete projects.</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92,99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
	<p>TM: 3-51, 52-105, 106-165, 166-197</p>
<p>E4 Work individually and as a member of a team to analyze and interpret information, to make decisions, to solve problems, and to reflect, using increasingly complex and abstract thinking.</p>	
<p>E9 Sustain progress toward fluent control of grammar, mechanics, and usage of standard English in the context of writing and speaking.</p>	
<p>Workplace Skills</p>	
<p>WP1 Allocates resources (time, money, materials and facilities, and human resources).</p>	
<p>WP2 Acquires, evaluates, organizes and maintains, and interprets/communicates information, including the use of computers.</p>	

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<p>WP4 Applies systems concepts including basic understanding, monitoring and correction system performance, and designing and improving systems.</p>	
<p>WP5 Selects, applies, and maintains/troubleshoots technology.</p>	
<p>WP6 Employs thinking skills including creative thinking, decision making, problem solving, reasoning, and knowing how to learn.</p>	
<p align="center"><i>National Educational Technology Standards for Students</i></p>	
<p>T1 Basic operations and concepts</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
	<p>TM: 3-51, 52-105, 106-165, 166-197</p>
<p>T2 Social, ethical, and human issues</p>	

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<p>T3 Technology productivity tools</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485, -486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
	<p>TM: 3-51, 52-105, 106-165, 166-197</p>
<p>T4 Technology communications tools</p>	<p>SE: 403-404, 408-409, 414, 417-418, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485, -486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584</p>
	<p>TM: 106-165</p>
<p>T5 Technology research tools</p>	

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T6 Technology problem-solving and decision-making tools	SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485, -486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708
	TM: 3-51, 52-105, 106-165, 166-197
<i>National Standards for Business Education</i>	
IT7 Gather, evaluate, use, and cite information from information technology sources.	
IT9 Design, develop, test, and implement programs.	
IT10 Analyze and design information systems using appropriate development tools.	
BUSINESS AND COMPUTER TECHNOLOGY II	
UNIT 5: EFFECTIVE COMMUNICATION AND MANAGEMENT SKILLS (15 hours)	
Competencies and Suggested Objectives	
1. Examine office support procedures.	
a. Demonstrate making travel arrangements.	

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<p>b. Identify the responsibilities of organizing meetings and/or conferences.</p>	
<p>c. Discuss and/or demonstrate teleconferencing and videoconferencing.</p>	
<p>2. Examine effective management techniques.</p>	
<p>a. Utilize an electronic device such as a PDA to emphasize the importance of time management.</p>	
<p>b. Develop ways to reduce stress.</p>	
<p>c. Recognize the importance of ethical behavior within the business environment.</p>	
<p>3. Develop personal and professional skills.</p>	
<p>a. Demonstrate proper business etiquette.</p>	
<p>b. Compare and contrast international business etiquette.</p>	
<p>4. Enhance writing skills.</p>	
<p>a. Demonstrate personal writing skills.</p>	
<p>b. Demonstrate penmanship.</p>	
<p>c. Demonstrate technical writing skills.</p>	
<p>5. Enhance reading and speaking skills.</p>	
<p>a. Demonstrate reading and speaking skills.</p>	

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<p>Standards</p>	
<p><i>Academic Standards</i></p>	
<p>E1 Produce writing which reflects increasing proficiency through planning, writing, revising, and editing and which is specific to audience and purpose.</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
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<p>E2 Communicate ideas for a variety of school and other life situations through listening, speaking, and reading aloud.</p>	

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- Competencies and Suggested Objectives**

<p align="center">MISSISSIPPI CURRICULUM FRAMEWORK FOR BUSINESS AND COMPUTER TECHNOLOGY I AND II - COMPETENCIES AND SUGGESTED OBJECTIVES</p>	<p align="center">Learning Computers and Technology © 2008, (Weixel et al)</p>
<p>E3 Read, evaluate, and use print, non-print, and technological sources to research issues and problems, to present information, and to complete projects.</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485, -486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
	<p>TM: 3-51, 52-105, 106-165, 166-197</p>
<p>E10 Use language and critical thinking strategies to serve as tools for learning.</p>	
<p>H4 Demonstrate the ability to use social studies tools (e.g., timelines, maps, globes, resources, graphs, a compass, technology, etc.).</p>	
<p>Workplace Skills</p>	
<p>WP1 Allocates resources (time, money, materials and facilities, and human resources).</p>	
<p>WP2 Acquires, evaluates, organizes and maintains, and interprets/communicates information including the use of computers.</p>	
<p>WP6 Employs thinking skills including creative thinking, decision making, problem solving, reasoning, and knowing how to learn.</p>	

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Correlated to:

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- Competencies and Suggested Objectives**

MISSISSIPPI CURRICULUM FRAMEWORK FOR BUSINESS AND COMPUTER TECHNOLOGY I AND II - COMPETENCIES AND SUGGESTED OBJECTIVES	Learning Computers and Technology © 2008, (Weixel et al)
WP7 Basic Skills: Employs basic academic skills including reading, writing, arithmetic and mathematics, speaking and listening.	
WP8 Personal Qualities: Practices work ethics related to individual responsibility, integrity, honesty and personal management.	
<i>National Educational Technology Standards for Students</i>	
T2 Social, ethical, and human issues	
T3 Technology productivity tools	
T4 Technology communications tools	SE: 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584
	TM: 106-165
<i>National Standards for Business Education</i>	
CM1 Communicate in a clear, courteous, concise, and correct manner on personal and professional levels.	
CM2 Apply basic social communication skills in personal and professional situations.	
CM3 Use technology to enhance the effectiveness of communication.	SE: 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584
	TM: 106-165
CM5 Incorporate appropriate leadership and supervision techniques, customer service strategies, and personal ethics standards to communicate effectively with various business constituencies.	

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<p align="center">MISSISSIPPI CURRICULUM FRAMEWORK FOR BUSINESS AND COMPUTER TECHNOLOGY I AND II - COMPETENCIES AND SUGGESTED OBJECTIVES</p>	<p align="center">Learning Computers and Technology © 2008, (Weixel et al)</p>
<p>IT6 Use input technologies appropriately to enter and manipulate text and data.</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92,99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
	<p>TM: 3-51, 52-105, 106-165, 166-197</p>
<p>IT7 Gather, evaluate, use, and cite information from information technology sources.</p>	
<p>IB1 Explain the role of international business, analyze how it impacts business at all levels (including the local, state, national, and international levels).</p>	
<p>IB2 Describe the interrelatedness of the social, cultural, political, legal, and economic factors that shape and impact the international business environment.</p>	
<p>IB3 Apply communication strategies necessary and appropriate for effective and profitable international business relations.</p>	

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<p>IB4 Describe the environmental factors that define what is considered ethical business behavior in a global business environment.</p>	
<p>MG4 Develop personal management skills to function effectively and efficiently in a business environment.</p>	
<p>MG5 Examine the role of ethics and social responsibility in decision making.</p>	
<p>MG8 Utilize information and technology tools to conduct business effectively and efficiently.</p>	
<p>BUSINESS AND COMPUTER TECHNOLOGY II</p>	
<p>UNIT 6: EXPLORING BUSINESS CAREERS (17 hours)</p>	
<p>Competencies and Suggested Objectives</p>	
<p>1. Research employment opportunities in business-related fields.</p>	
<p>a. Explore employment opportunities.</p>	
<p>2. Compile and organize a personal portfolio for employment purposes.</p>	
<p>a. Create or update a title page, letter of application, resume, and two letters of recommendation.</p>	
<p>b. Organize the portfolio in an acceptable format that could be used in a multimedia presentation.</p>	
<p>c. Construct an electronic portfolio.</p>	
<p>3. Participate in simulated interviews.</p>	
<p>a. Participate in a simulated job interview.</p>	
<p>b. Participate in a simulated performance review.</p>	
<p>c. Participate in a simulated exit interview.</p>	

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<p>Standards</p>	
<p><i>Academic Standards</i></p>	
<p>E1 Produce writing which reflects increasing proficiency through planning, writing, revising, and editing and which is specific to audience and purpose.</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
	<p>TM: 3-51, 52-105, 106-165, 166-197</p>
<p>E2 Communicate ideas for a variety of school and other life situations through listening, speaking, and reading aloud.</p>	

Mississippi Curriculum Framework for Business and Computer Technology I and II
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<p>E3 Read, evaluate, and use print, non-print, and technological sources to research issues and problems, to present information, and to complete projects.</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92,99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
	<p>TM: 3-51, 52-105, 106-165, 166-197</p>
<p>E4 Work individually and as a member of a team to analyze and interpret information, to make decisions, to solve problems, and to reflect, using increasingly complex and abstract thinking.</p>	
<p><i>Workplace Standards</i></p>	
<p>WP3 Practices interpersonal skills related to careers including team member participation, teaching other people, serving clients/customers, exercising leadership, negotiation, and working with culturally diverse.</p>	
<p>WP6 Employs thinking skills including creative thinking, decision making, problem solving, reasoning, and knowing how to learn.</p>	

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<p>WP7 Basic Skills: Employs basic academic skills including reading, writing, arithmetic and mathematics, speaking, and listening.</p>	
<p>WP8 Personal Qualities: Practices work ethics related to individual responsibility, integrity, honesty, and personal management.</p>	
<p align="center"><i>National Educational Technology Standards for Students</i></p>	
<p>T1 Basic operations and concepts</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
	<p>TM: 3-51, 52-105, 106-165, 166-197</p>
<p>T2 Social, ethical, and human issues</p>	

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<p>T3 Technology productivity tools</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
	<p>TM: 3-51, 52-105, 106-165, 166-197</p>
<p>T4 Technology communications tools</p>	<p>SE: 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584</p>
	<p>TM: 106-165</p>
<p>T5 Technology research tools</p>	

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<p>T6 Technology problem-solving and decision-making tools</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485, -486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
	<p>TM: 3-51, 52-105, 106-165, 166-197</p>
<p align="center"><i>National Standards for Business Education</i></p>	
<p>CD1 Assess personal skills, abilities, and aptitudes and personal strengths and weaknesses as they relate to career exploration and development.</p>	
<p>CD2 Utilize career resources to develop a career information database that includes international career opportunities.</p>	
<p>CD3 Relate the importance of workplace expectations to career development.</p>	
<p>CD4 Apply knowledge gained from individual assessment to a comprehensive set of goals and an individual career plan.</p>	

Mississippi Curriculum Framework for Business and Computer Technology I and II
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<p>MISSISSIPPI CURRICULUM FRAMEWORK FOR BUSINESS AND COMPUTER TECHNOLOGY I AND II - COMPETENCIES AND SUGGESTED OBJECTIVES</p>	<p>Learning Computers and Technology © 2008, (Weixel et al)</p>
<p>CD5 Develop strategies to make an effective transition from school to career.</p>	
<p>CD6 Relate the importance of lifelong learning to career success.</p>	
<p>CM1 Communicate in a clear, courteous, concise, and correct manner on personal and professional levels.</p>	
<p>CM2 Apply basic social communication skills in personal and professional situations.</p>	
<p>CM4 Integrate all forms of communication in the successful pursuit of employment.</p>	
<p>IT17 Describe positions and career paths in information technology.</p>	
<p>PF2 Identify various forms of income and analyze factors that affect income as a part of the career decision-making process.</p>	
<p>BUSINESS AND COMPUTER TECHNOLOGY II</p>	
<p>UNIT 7: DESKTOP PUBLISHING (15 hours)</p>	
<p>Competencies and Suggested Objectives</p>	
<p>1. Research desktop publishing software and design guidelines.</p>	
<p>a. Discuss desktop publishing concepts and terminology.</p>	
<p>b. Discuss the difference between desktop publishing and word processing.</p>	
<p>c. Investigate design guidelines for desktop published documents.</p>	
<p>d. Research the Internet for tutorials of DTP programs.</p>	
<p>2. Create professional-quality desktop publishing documents.</p>	
<p>a. Discuss different publishing formats.</p>	
<p>b. Publish information using desktop publishing software.</p>	
<p>c. Conduct research and summarize information to design and create DTP projects utilizing appropriate teamwork skills.</p>	

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<p>Standards</p>	
<p><i>Academic Standards</i></p>	
<p>E1 Produce writing which reflects increasing proficiency through planning, writing, revising, and editing and which is specific to audience and purpose.</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
	<p>TM: 3-51, 52-105, 106-165, 166-197</p>
<p>E9 Sustain progress toward fluent control of grammar, mechanics, and usage of standard English in the context of writing and speaking.</p>	
<p><i>Workplace Skills</i></p>	
<p>WP2 Acquires, evaluates, organizes and maintains, and interprets/communicates information, including the use of computers.</p>	
<p>WP5 Selects, applies, and maintains/troubleshoots technology.</p>	
<p>WP7 Basic Skills: Employs basic academic skills including reading, writing, arithmetic and mathematics, speaking, and listening.</p>	

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<i>National Educational Technology Standards for Students</i>		
T2	Social, ethical, and human issues	
T3	Technology productivity tools	
T4	Technology communications tools	SE: 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584
		TM: 106-165
T5	Technology research tools	
T6	Technology problem-solving and decision-making tools	SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92,99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708

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	<p>TM: 3-51, 52-105, 106-165, 166-197</p>
<p><i>National Standards for Business Education</i></p>	
<p>CM1 Communicate in a clear, courteous, concise, and correct manner on personal and professional levels.</p>	
<p>CM3 Use technology to enhance the effectiveness of communication.</p>	<p>SE: 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584</p>
	<p>TM: 106-165</p>
<p>IT5 Identify, evaluate, select, install, use, upgrade, and customize application software; diagnose and solve problems resulting from an application software’s installation and use.</p>	

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<p>IT6 Use input technologies appropriately to enter and manipulate text and data.</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485, -486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
	<p>TM: 3-51, 52-105, 106-165, 166-197</p>
<p>IT7 Gather, evaluate, use, and cite information from information technology sources.</p>	
<p align="center">BUSINESS AND COMPUTER TECHNOLOGY II</p>	
<p align="center">UNIT 8: PERSONAL FINANCIAL SKILLS (10 hours)</p>	
<p align="center">Competencies and Suggested Objectives</p>	
<p>1. Develop consumer awareness with regard to personal financial skills.</p>	
<p>a. Demonstrate an understanding of tax forms. (1) Complete a W-4 form. (2) Complete tax forms.</p>	
<p>b. Complete a loan application.</p>	
<p>c. Discuss credit cards.</p>	

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<p>d. Discuss types of insurance.</p>	
<p>Standards</p>	
<p><i>Academic Standards</i></p>	
<p>A2 Recognize, create, extend, and apply patterns, relations, and functions and their applications.</p>	
<p>A5 Utilize various formulas in problem-solving situations.</p>	
<p>E1 Produce writing which reflects increasing proficiency through planning, writing, revising, and editing and which is specific to audience and purpose.</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485, -486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
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<p>E3 Read, evaluate, and use print, non-print, and technological sources to research issues and problems, to present information, and to complete projects.</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485, -486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
	<p>TM: 3-51, 52-105, 106-165, 166-197</p>
<p>E4 Work individually and as a member of a team to analyze and interpret information, to make decisions, to solve problems, and to reflect, using increasingly complex and abstract thinking.</p>	
<p>E10 Use language and critical thinking strategies to serve as tools for learning.</p>	
<p>H4 Demonstrate the ability to use social studies tools (e.g., timelines, maps, globes, resources, graphs, a compass, technology, etc.).</p>	

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<i>Workplace Skills</i>	
WP2 Acquires, evaluates, organizes and maintains, and interprets/communicates information, including the use of computers.	
WP6 Employs thinking skills including creative thinking, decision making, problem solving, reasoning, and knowing how to learn.	
WP7 Basic Skills: Employs basic academic skills including reading, writing, arithmetic and mathematics, speaking, and listening.	
WP8 Personal Qualities: Practices work ethics related to individual responsibility, integrity, honesty, and personal management.	
<i>National Educational Technology Standards for Students</i>	
T1 Basic operations and concepts	SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485, -486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708
	TM: 3-51, 52-105, 106-165, 166-197

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T2	Social, ethical, and human issues	
T3	Technology productivity tools	SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708
		TM: 3-51, 52-105, 106-165, 166-197
T4	Technology communications tools	SE: 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584/
		TM: 106-165
T5	Technology research tools	

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Correlated to:

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<p>T6 Technology problem-solving and decision-making tools</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92,99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
	<p>TM: 3-51, 52-105, 106-165, 166-197</p>
<p align="center"><i>National Standards for Business Education</i></p>	
<p>CP1 Apply basic mathematical operations to solve problems.</p>	
<p>CP2 Solve problems involving whole numbers, decimals, fractions, percents, ratios, averages, and proportions.</p>	
<p>CP4 Use international standards of measurement when solving problems.</p>	
<p>CP6 Use mathematical procedures to analyze and solve business problems.</p>	
<p>PF1 Use rational decision-making process as it applies to the roles of citizens, workers, and consumers.</p>	

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<p>PF2 Identify various forms of income and analyze factors that affect income as part of the career decision-making process.</p>	
<p>PF3 Develop and evaluate a spending/savings plan.</p>	
<p>PF4 Evaluate savings and investment options to meet short- and long-term goals.</p>	
<p>PF5 Apply a decision-making model to maximize consumer satisfaction when buying goods and services.</p>	
<p>PF6 Evaluate services provided by financial deposit institutions to transfer funds.</p>	
<p>PF7 Analyze factors that affect the choice of credit, the cost of credit, and the legal aspects of using credit.</p>	
<p>PF8 Analyze choices available to consumers for protection against risk and financial loss.</p>	
<p>BUSINESS AND COMPUTER TECHNOLOGY II</p>	
<p>UNIT 9: BUSINESS ACCOUNTING (40 hours)</p>	
<p>Competencies and Suggested Objectives</p>	
<p>1. Demonstrate accounting procedures.</p>	
<p>a. Define terminology related to accounting principles.</p>	
<p>b. Prepare journals and general ledgers.</p>	
<p>c. Complete a payroll problem.</p>	
<p>2. Demonstrate accounting procedures using a computer.</p>	
<p>a. Complete an accounting cycle using a computer.</p>	
<p>b. Complete a payroll problem using a computer.</p>	
<p>3. Analyze and interpret financial reports.</p>	
<p>a. Explain a balance sheet.</p>	
<p>b. Explain an income statement.</p>	
<p>c. Explain a statement of owner's equity.</p>	
<p>Standards</p>	
<p>Academic Standards</p>	
<p>A3 Simplify algebraic expressions, solve and graph equations, inequalities and systems in one and two variables.</p>	

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<p>E3 Read, evaluate, and use print, non-print, and technological sources to research issues and problems, to present information, and to complete projects.</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92,99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
	<p>TM: 3-51, 52-105, 106-165, 166-197</p>
<p>E4 Work individually and as a member of a team to analyze and interpret information, to make decisions, to solve problems, and to reflect, using increasingly complex and abstract thinking.</p>	
<p>E10 Use language and critical thinking strategies to serve as tools for learning.</p>	
<p>H4 Demonstrate the ability to use social studies tools (e.g., timelines, maps, globes, resources, graphs, a compass, technology, etc.).</p>	
<p>Workplace Skills</p>	
<p>WP2 Acquires, evaluates, organizes and maintains, and interprets/communicates information, including the use of computers.</p>	

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<p>WP4 Applies systems concepts including basic understanding, monitoring and correction system performance, and designing and improving systems.</p>	
<p>WP5 Selects, applies, and maintains/troubleshoots technology.</p>	
<p>WP6 Employs thinking skills including creative thinking, decision making, problem solving, reasoning, and knowing how to learn.</p>	
<p>WP7 Basic Skills: Employs basic academic skills including reading, writing, arithmetic and mathematics, speaking, and listening.</p>	
<p>WP8 Personal Qualities: Practices work ethics related to individual responsibility, integrity, honesty, and personal management.</p>	
<p align="center"><i>National Educational Technology Standards for Students</i></p>	
<p>T1 Basic operations and concepts</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>

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		TM: 3-51, 52-105, 106-165, 166-197
T2	Social, ethical, and human issues	
T3	Technology productivity tools	SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708
		TM: 3-51, 52-105, 106-165, 166-197
T4	Technology communications tools	SE: 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584
		TM: 106-165
T5	Technology research tools	

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<p>T6 Technology problem-solving and decision-making tools</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92,99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
	<p>TM: 3-51, 52-105, 106-165, 166-197</p>
<p><i>National Standards for Business Education</i></p>	
<p>A1 Complete and explain the purpose of the various steps in the accounting cycle.</p>	
<p>A2 Apply generally accepted accounting principles to determine the value of assets, liabilities, and owner's equity.</p>	
<p>A3 Prepare, interpret, and analyze financial statements using manual and computerized systems for service, merchandising, and manufacturing businesses.</p>	
<p>A4 Apply appropriate accounting principles to payroll, income taxation, managerial systems, and various forms of ownership.</p>	

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<p>A5 Use planning and control principles to evaluate the performance of an organization and apply differential analysis and present-value concepts to make decisions.</p>	
<p>CP3 Use algebraic operations to solve problems.</p>	
<p>CP4 Use international standards of measurement when solving problems.</p>	
<p>CP5 Analyze and interpret data using common statistical procedures.</p>	
<p>CP6 Use mathematical procedures to analyze and solve business problems.</p>	
<p>IT5 Identify, evaluate, select, install, use, upgrade, and customize application software; diagnose and solve problems resulting from an application software's installation and use.</p>	
<p>IT6 Use input technologies appropriately to enter and manipulate text and data.</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92,99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>

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	<p>TM: 3-51, 52-105, 106-165, 166-197</p>
<p>IT7 Gather, evaluate, use, and cite information from information technology sources.</p>	
<p>IT16 Describe, analyze, develop, and follow policies for managing privacy and ethical issues in organizations and in a technology-based society.</p>	
<p>MG5 Examine the role of ethics and social responsibility in decision making.</p>	
<p>BUSINESS AND COMPUTER TECHNOLOGY II</p>	
<p>UNIT 10: SCHOOL TO CAREERS TRANSITION (20 hours)</p>	
<p>Competencies and Suggested Objectives</p>	
<p>1. Demonstrate job-specific skills introduced during the year by completing a teacher-approved project requiring integration of learned skills. (ongoing)</p>	
<p>a. Participate in a simulation or project which demonstrates proficiency of Business and Computer Technology skills.</p>	

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Standards	
<i>Academic Standards</i>	
E3 Read, evaluate, and use print, non-print, and technological sources to research issues and problems, to present information, and to complete projects.	SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708
	TM: 3-51, 52-105, 106-165, 166-197
E4 Work individually and as a member of a team to analyze and interpret information, to make decisions, to solve problems, and to reflect, using increasingly complex and abstract thinking.	
E10 Use language and critical thinking strategies to serve as tools for learning.	
H4 Demonstrate the ability to use social studies tools (e.g., timelines, maps, globes, resources, graphs, a compass, technology, etc.).	

Mississippi Curriculum Framework for Business and Computer Technology I and II
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<p>MISSISSIPPI CURRICULUM FRAMEWORK FOR BUSINESS AND COMPUTER TECHNOLOGY I AND II - COMPETENCIES AND SUGGESTED OBJECTIVES</p>	<p>Learning Computers and Technology © 2008, (Weixel et al)</p>
<p><i>Workplace Skills</i></p>	
<p>WP1 Allocates resources (time, money, materials and facilities, and human resources).</p>	
<p>WP2 Acquires, evaluates, organizes and maintains, and interprets/communicates information including the use of computers.</p>	
<p>WP6 Employs thinking skills including creative thinking, decision making, problem solving, reasoning, and knowing how to learn.</p>	
<p>WP7 Basic Skills: Employs basic academic skills including reading, writing, arithmetic and mathematics, speaking and listening.</p>	
<p>WP8 Personal Qualities: Practices work ethics related to individual responsibility, integrity, honesty and personal management.</p>	

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<i>National Educational Technology Standards for Students</i>		
T1	Basic operations and concepts	SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708
		TM: 3-51, 52-105, 106-165, 166-197
T2	Social, ethical, and human issues	

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<p align="center">MISSISSIPPI CURRICULUM FRAMEWORK FOR BUSINESS AND COMPUTER TECHNOLOGY I AND II - COMPETENCIES AND SUGGESTED OBJECTIVES</p>	<p align="center">Learning Computers and Technology © 2008, (Weixel et al)</p>
<p>T3 Technology productivity tools</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485, -486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
	<p>TM: 3-51, 52-105, 106-165, 166-197</p>
<p>T4 Technology communications tools</p>	<p>SE: 403-404, 408-409, 414, 417-418, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485, -486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584</p>
	<p>TM: 106-165</p>
<p>T5 Technology research tools</p>	

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<p>T6 Technology problem-solving and decision-making tools</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485, -486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
	<p>TM: 3-51, 52-105, 106-165, 166-197</p>
<p align="center"><i>National Standards for Business Education</i></p>	
<p>CD3 Relate the importance of workplace expectations to career development.</p>	
<p>CD5 Develop strategies to make an effective transition from school to career.</p>	
<p>CM1 Communicate in a clear, courteous, concise, and correct manner on personal and professional levels.</p>	
<p>CM2 Apply basic social communication skills in personal and professional situations.</p>	

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<p align="center">MISSISSIPPI CURRICULUM FRAMEWORK FOR BUSINESS AND COMPUTER TECHNOLOGY I AND II - COMPETENCIES AND SUGGESTED OBJECTIVES</p>	<p align="center">Learning Computers and Technology © 2008, (Weixel et al)</p>
<p>CM3 Use technology to enhance the effectiveness of communication.</p>	<p>SE: 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584</p>
<p>CM5 Incorporate appropriate leadership and supervision techniques, customer service strategies, and personal ethics standards to communicate effectively with various business constituencies.</p>	<p>TM: 106-165</p>
<p>CP1 Apply basic mathematical operations to solve problems.</p>	
<p>CP2 Solve problems involving whole numbers, decimals, fractions, percents, ratios, averages, and proportions.</p>	
<p>CP6 Use mathematical procedures to analyze and solve business problems.</p>	

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<p>IT6 Use input technologies appropriately to enter and manipulate text and data.</p>	<p>SE: 21-22, 25, 29-30, 32-33, 35-36, 39-40, 43-44, 45-46, 51-52, 55-57, 59-60, 61-62, 63-64, 67-68, 69-70, 71-72, 73-74, 80, 84, 88, 92,99-100, 105-106, 108-109, 110-111, 114-115, 120-122, 127-128, 129-130, 131-132, 135-136, 144-145, 150-152, 163-164, 169-171, 174-175, 176-177, 182-183, 187-189, 191, 195-196, 197-198, 199-200, 201-202, 203-204, 205-206, 212, 216, 217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245, 248, 250, 254, 258-259, 260-261, 265, 268, 270, 271-272, 275, 276-277, 281-283, 285, 287-288, 289-290, 292, 296, 301, 302-303, 304, 305-306, 313-314, 318-319, 322-323, 325-326, 329-330, 334-336, 338-340, 343-344, 345-346, 348-349, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 403-404, 408-409, 414, 417-418,, 421-422, 423-424, 425-426, 427-428, 420-430, 431-432, 433-434, 435-436, 437-438, 439-440, 445, 447-448, 455, 458-459, 462, 463-464, 467, 468, 469, 475-476, 477, 481, 485,-486, 496-497, 500-501, 504-505, 510-511, 512-513, 518-519, 523-524, 526-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 550-551, 553-554, 557-558, 559-560, 563-564, 565, 567-568, 569-571, 573-574, 577-578, 579-580, 581-582, 583-584, 591, 594-595, 598-599, 601-602, 603, 607, 608-610, 616, 621, 628, 638, 642, 646, 647-648, 649-650, 651-652, 658, 665-667, 672-673, 674-675, 676-678, 679-680, 681-682, 689-691, 693-694, 700, 701-702, 703-704, 707-708</p>
	<p>TM: 3-51, 52-105, 106-165, 166-197</p>
<p>MG4 Develop personal management skills to function effectively and efficiently in a business environment.</p>	
<p>MG8 Utilize information and technology tools to conduct business effectively and efficiently.</p>	

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