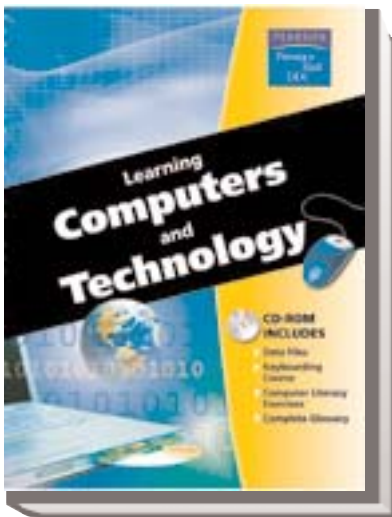


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Learning

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

South Carolina - Course Standards - Computer Applications 1
Grades 9-12

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SOUTH CAROLINA - COURSE STANDARDS - COMPUTER APPLICATIONS 1	Learning Computers and Technology (Weixel) © 2008
COURSE CODE: 5008	
A. SAFETY AND ETHICS	
1. Identify major causes of work-related accidents in offices.	
2. Describe the threats to a computer network, methods of avoiding attacks, and options in dealing with virus attacks.	
3. Identify potential abuse and unethical uses of computers and networks.	
4. Explain the consequences of illegal, social, and unethical uses of information technologies (e.g., piracy; illegal downloading; licensing infringement; inappropriate uses of software, hardware, and mobile devices).	
5. Differentiate between freeware, shareware, and public domain software copyrights.	SE: 58-60 TM: 13
6. Discuss computer crimes, terms of use, and legal issues such as copyright laws, fair use laws, and ethics pertaining to scanned and downloaded clip art images, photographs, documents, video, recorded sounds and music, trademarks, and other elements for use in Web publications.	
7. Identify netiquette including the use of e-mail, social networking, blogs, texting, and chatting.	SE: 41-46 TM: 9
8. Describe ethical and legal practices in business professions such as safeguarding the confidentiality of business-related information.	
B. EMPLOYABILITY SKILLS	
1. Identify positive work practices (e.g., appropriate dress code for the workplace, personal grooming, punctuality, time management, organization).	
2. Demonstrate positive interpersonal skills (e.g., communication, respect, teamwork).	
C. STUDENT ORGANIZATIONS	
1. Explain how related student organizations are integral parts of career and technology education courses.	
2. Explain the goals and objectives of related student organizations.	
3. List opportunities available to students through participation in related student organization conferences/competitions, community service, philanthropy, and other activities.	
4. Explain how participation in career and technology education student organizations can promote lifelong responsibility for community service and professional development.	SE: 423-424 TM: 112

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D. WORD PROCESSING SOFTWARE APPLICATIONS	
1. Create word processing files/folders.	<p>SE: 1-9, 21-22, 25, 29-30, 32-33, 35-36, 39-40, 45-46, 51-52, 55-57, 59-60, 63-64, 67-68, 69-70, 72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 110-111, 114-115, 120-122, 134-136, 144-145, 150-152, 156, 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, 227-229, 230-231, 236, 439-440, 462, 463-464, 467, 469, 477, 481, 518</p> <p>TM: 3, 4, 5, 6, 7, 8, 10, 11, 12, 13, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30-31, 34, 35, 36, 37, 38, 39, 44, 45, 46, 47, 48, 49, 50, 55, 56, 58, 120, 125, 126, 127, 129, 132, 133, 142</p>
2. Save word processing files.	<p>SE: 1-9, 21-22, 25, 29-30, 32-33, 35-36, 39-40, 45-46, 51-52, 55-57, 59-60, 63-64, 67-68, 69-70, 72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 110-111, 114-115, 120-122, 134-136, 144-145, 150-152, 156, 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, 227-229, 230-231, 236, 439-440, 462, 463-464, 467, 469, 477, 481, 518</p> <p>TM: 3, 4, 5, 6, 7, 8, 10, 11, 12, 13, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30-31, 34, 35, 36, 37, 38, 39, 44, 45, 46, 47, 48, 49, 50, 55, 56, 58, 120, 125, 126, 127, 129, 132, 133, 142</p>
3. Open word processing files/folders.	<p>SE: 1-9, 21-22, 25, 29-30, 32-33, 35-36, 39-40, 45-46, 51-52, 55-57, 59-60, 63-64, 67-68, 69-70, 72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 110-111, 114-115, 120-122, 134-136, 144-145, 150-152, 156, 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, 227-229, 230-231, 236, 439-440, 462, 463-464, 467, 469, 477, 481, 518</p> <p>TM: 3, 4, 5, 6, 7, 8, 10, 11, 12, 13, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30-31, 34, 35, 36, 37, 38, 39, 44, 45, 46, 47, 48, 49, 50, 55, 56, 58, 120, 125, 126, 127, 129, 132, 133, 142</p>

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4. Print word processing files.	<p>SE: 1-9, 21-22, 25, 29-30, 32-33, 35-36, 39-40, 45-46, 51-52, 55-57, 59-60, 63-64, 67-68, 69-70, 72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 110-111, 114-115, 120-122, 134-136, 144-145, 150-152, 156, 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, 227-229, 230-231, 236, 439-440, 462, 463-464, 467, 469, 477, 481, 518</p> <p>TM: 3, 4, 5, 6, 7, 8, 10, 11, 12, 13, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30-31, 34, 35, 36, 37, 38, 39, 44, 45, 46, 47, 48, 49, 50, 55, 56, 58, 120, 125, 126, 127, 129, 132, 133, 142</p>
5. Create business letters, memoranda, reports, tables, and resumes.	<p>SE: 1-9, 21-22, 25, 29-30, 32-33, 35-36, 39-40, 45-46, 51-52, 55-57, 59-60, 63-64, 67-68, 69-70, 72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 110-111, 114-115, 120-122, 134-136, 144-145, 150-152, 156, 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, 227-229, 230-231, 235-236, 332-336, 439-440, 446-447, 462, 463-464, 467, 469, 477, 481, 518</p> <p>TM: 3, 4, 5, 6, 7, 8, 10, 11, 12, 13, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30-31, 34, 35, 36, 37, 38, 39, 44, 45, 46, 47, 48, 49, 50, 55, 56, 58, 88, 120, 122, 125, 126, 127, 129, 132, 133, 142</p>
6. Format business letters, memoranda, reports, tables, and resumes.	<p>SE: 45-46, 51-52, 55-57, 59-60, 63-64, 67-68, 69-70, 72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 110-111, 114-115, 120-122, 134-136, 144-145, 150-152, 156, 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, 227-229, 230-231, 235-236, 332-336, 439-440, 446-447, 462, 463-464, 467, 469, 477, 481, 518</p> <p>TM: 3, 4, 5, 6, 7, 8, 10, 11, 12, 13, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30-31, 34, 35, 36, 37, 38, 39, 44, 45, 46, 47, 48, 49, 50, 55, 56, 58, 88, 120, 122, 125, 126, 127, 129, 132, 133, 142</p>

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7. Edit business letters, memoranda, reports, tables, and resumes.	SE: 45-46, 51-52, 55-57, 59-60, 63-64, 67-68, 69-70, 72, 73-74, 80, 84, 88, 92, 99-100, 105-106, 110-111, 114-115, 120-122, 134-136, 144-145, 150-152, 156, 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, 227-229, 230-231, 235-236, 332-336, 439-440, 446-447, 462, 463-464, 467, 469, 477, 481, 518 TM: 3, 4, 5, 6, 7, 8, 10, 11, 12, 13, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30-31, 34, 35, 36, 37, 38, 39, 44, 45, 46, 47, 48, 49, 50, 55, 56, 58, 88, 120, 122, 125, 126, 127, 129, 132, 133, 142
8. Demonstrate the use of character formatting features (bold, underline, italics, font styles and sizes, superscript, and subscript).	SE: 18-22, 31-33, 81-82, 85-88, 94-100, 110-111, 138-145, 439-440, 442-445, 446-447, 466-467 TM: 3, 6, 21, 22, 24, 27, 35, 120, 121, 122, 127
9. Demonstrate the use of paragraph formatting features (tabs, indentations, line spacing, and enumerated/bulleted items).	SE: 34-36, 37-40, 53-57, 89-92, 94-100, 101-106, 108-109, 147-152, 157-158, 160, 163-164, 178, 180, 184, 186 TM: 7, 8, 12, 23, 24, 25, 26, 36, 38, 42, 43
10. Demonstrate the use of page formatting features (margins, alignment, vertical placement, orientation, page breaks, headers, and footers).	SE: 8-32, 37-40, 47-52, 65-68, 89-92, 94-100, 101-106, 108-109, 138-145, 157, 160, 163-164, 166-171, 172-175, 182-183, 458-459 TM: 3, 8, 11, 16, 23, 24, 25, 26, 35, 38, 39, 40, 42, 155
11. Demonstrate document editing using spell/grammar check, thesaurus, search/replace, and other document properties (readability, word count, and line count).	SE: 3, 7, 99, 108-109, 112-115, 140, 143 TM: 24, 26, 28, 35
12. Create documents using mail merge features.	SE: 604-607 TM: 172
E. SPREADSHEET SOFTWARE APPLICATIONS	
1. Define spreadsheet terminology (cell, row, column, range, label, value, formula, function, worksheet, workbook, relative, absolute, and legend).	SE: 209, 213, 216, 218, 223, 226, 242, 246, 249, 251, 255, 262, 266, 269, 273, 284, 286, 291, 293, 297, 308, 315, 227, 331, 337, 342, 347, 353, 356, 359, 368 TM: 51, 52, 53, 54, 55, 61, 62, 63, 64, 65, 67, 68, 69, 71, 73, 75, 77, 78, 79, 82, 83, 84, 88 89, 90, 92, 93, 94, 95, 97
2. Create worksheets using spreadsheet commands, functions, and formulas.	SE: 271-272, 276-277, 289-290, 293-296, 302-303, 304, 305-306, 308-314, 315-319, 342-344, 345-346, 347-352, 364, 372, 376, 384, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 462, 470-476, 482-486, 623-624, 626-627 TM: 78, 80, 82, 84, 70, 72, 76, 78, 81, 83, 84, 90, 91, 92, 96, 98, 100, 101, 102, 103, 104, 105, 125, 130, 134, 176-177

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3. Enhance worksheets by inserting, deleting, moving, and copying columns and rows.	SE: 210-212, 266-268, 270, 320-323 TM: 51, 68, 69, 97
4. Create charts with titles and legends to visually represent data.	SE: 219, 220-222, 223-235, 226, 255-259, 278-283, 284-285, 286-288, 291-292, 297-301, 310, 313-314, 327-330, 331-336, 337-340, 347-352, 396, 474, 627 TM: 53, 54, 55, 65, 73, 74, 75, 77, 79, 83, 87, 88, 89, 92, 105, 130, 176-177
5. Create worksheets requiring the copying of formulas using absolute, mixed, and/or relative cell references.	SE: 271-272, 276-277, 289-290, 293-296, 302-303, 304, 305-306, 308-314, 315-319, 342-344, 345-346, 347-352, 364, 372, 376, 384, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 462, 470-476, 482-486, 623-624, 626-627 TM: 78, 80, 82, 84, 70, 72, 76, 78, 81, 83, 84, 90, 91, 92, 96, 98, 100, 101, 102, 103, 104, 105, 125, 130, 134, 176-177
6. Organize workbook by renaming and rearranging worksheets.	SE: 271-272, 276-277, 289-290, 293-296, 302-303, 304, 305-306, 308-314, 315-319, 342-344, 345-346, 347-352, 364, 372, 376, 384, 385-386, 387-388, 389-390, 391-392, 394-395, 396, 462, 470-476, 482-486, 623-624, 626-627 TM: 78, 80, 82, 84, 70, 72, 76, 78, 81, 83, 84, 90, 91, 92, 96, 98, 100, 101, 102, 103, 104, 105, 125, 130, 134, 176-177
7. Print workbook, worksheets, formulas, and print area.	SE: 212, 216-217, 221-222, 224-225, 227-229, 230-231, 233-234, 235-236, 237-238, 239-240, 245-248, 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, 351-352, 355, 357-358, 362-363, 366-367, 370-371, 375-377, 382-383, 385-386, 387-388, 389-390, 391-382, 394-395, 396 TM: 51, 52, 53, 54, 55, 56, 57, 58, 59, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105
F. PRESENTATION SOFTWARE APPLICATIONS	
1. Identify components of a presentation program.	SE: 398, 405, 410, 415, 420, 442, 446, 449-455, 456, 470, 472, 473-476, 489-497, 498-501, 503-505, 507, 508, 525-527, 544-551, 552-554, 555-558, 561-564, 571-574 TM: 106, 109, 110, 111, 121, 122, 123, 124, 130, 135-136, 137, 138, 139, 145, 153, 154, 155, 157, 160

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2. Plan (storyboard) a presentation.	SE: 398, 403-404, 405, 408-409, 410, 414, 415, 417-418, 419, 421-422, 423-424, 425-426, 427-428, 429-430, 431-432, 433-434, 435-436, 437-438, 449-455, 468, 470-476, 481, 496-497, 498, 500-501, 502-505, 507, 510-511, 512-513, 520, 523-524, 525-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 544, 550-551, 552-554, 555, 557-558, 559-560, 561, 563-564, 565, 567-568, 569-570, 571-574, 575, 577-578, 579-580, 581-582, 583-584, 658 TM: 106, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 128, 130, 133, 135-136, 137, 138, 139, 141, 144, 145, 146, 147, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 163, 164, 165, 185
3. Use presentation software to create projects incorporating effective use of graphics, fonts, builds, animation, and transitions.	SE: 398, 403-404, 405, 408-409, 410, 414, 415, 417-418, 419, 421-422, 423-424, 425-426, 427-428, 429-430, 431-432, 433-434, 435-436, 437-438, 449-455, 468, 470-476, 481, 496-497, 498, 500-501, 502-505, 507, 510-511, 512-513, 520, 523-524, 525-527, 528-529, 530-531, 532-533, 534-535, 536-538, 539-540, 541-542, 544, 550-551, 552-554, 555, 557-558, 559-560, 561, 563-564, 565, 567-568, 569-570, 571-574, 575, 577-578, 579-580, 581-582, 583-584, 658 TM: 106, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 128, 130, 133, 135-136, 137, 138, 139, 141, 144, 145, 146, 147, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 163, 164, 165, 185
4. Utilize print options (outline, handouts, notes pages, pure black and white).	SE: 415-418, 496, 497 TM: 110, 135-136, 137
5. Deliver presentation in a professional manner.	SE: 421-422, 423-424, 425-426, 427-428, 429-430, 431-432, 433-434, 435-436, 437-438, 468, 567-568, 569-570, 571-574, 577-578, 579-580, 581-582, 583-584, 658 TM: 111, 112, 113, 114, 115, 116, 117, 118, 119, 128, 158, 159, 160, 161, 163, 164, 165, 185
G. DATABASE SOFTWARE APPLICATIONS	
1. Define database terminology.	SE: 586, 592, 596, 600, 604, 612, 617, 622, 629, 643, 660, 668, 684-685, 692, 695, 705 TM: 166-167, 168, 169, 170, 172, 174, 175, 176-177, 178, 181, 186, 187, 192, 193, 194, 197
2. Create a database.	SE: 601-602, 603, 607, 608-609, 643-646, 651-652, 658, 675, 676-678, 680, 701-702, 703-704, 707 TM: 170, 171, 172, 173, 181, 184, 185, 188, 189, 190, 195, 197

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3. Create a database table.	SE: 587, 591, 594, 602, 603, 607, 608-610, 615-616, 643-646, 651-652, 658, 661-667, 676-678, 680, 685-691, 701-702, 703-704, 707 TM: 166-167, 168, 169, 170, 171, 173, 174, 181, 184, 185, 186, 189, 190, 192, 195
4. Add or delete records in a database table.	SE: 588, 591, 594, 602, 603, 607, 608-610, 614-616, 662-667, 680 TM: 166-167, 168, 170, 171, 172, 173, 174, 186, 190
5. Edit records in a database table.	SE: 589, 591 TM: 166-167
6. Find records.	
7. Sort records.	SE: 588, 589, 591, 618, 620, 621, 647, 652, 669, 670-673, 687, 689, 693-694 TM: 166-167, 175, 182, 184, 187, 192, 193
8. Query records.	SE: 596-599, 619, 620-621, 623, 628, 646, 669-670, 671-673, 675, 680, 693-694, 696, 697-698, 707-708 TM: 169, 175, 176-177, 181, 187, 188, 190, 193, 194
9. Create reports.	SE: 588-591, 594-595, 596-597, 602, 603, 630-632, 662-667, 675, 680, 697, 698-700 TM: 166-167, 168, 169, 170, 171, 178, 186, 188, 190, 194
10. Print filtered records, tables, queries, and reports.	SE: 581, 594-595, 598-599, 621, 630-632, 675, 680, 689-691, 704 TM: 166-167, 168, 169, 175, 178, 188, 190, 192, 196
11. Merge a form letter with a database source.	SE: 604-607, 608-610 TM: 172, 173
http://ed.sc.gov/agency/Standards-and-Learning/Career-and-Technology-Education/bma/index.html	

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