

Pearson Longman
Future Intro - Level 5 Student Book and Practice Plus CD ROM

Correlated to

Arizona Adult Education
English Language Acquisition for Adults
Technology Indicators B-E

| Indicator B: Learners demonstrate a sound understanding of the nature and operation of technology systems and are proficient in their use | | Future Intro Level & Level 1 Student Book |
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| Technology | | |
| Social & Ethical Issues Sub-Indicators | Beginning | |
| 1. Communicates about basic technology components using appropriate and correct vocabulary related to external and internal computer or other technology operations. | Uses correct vocabulary including: X Backspace X Caps lock/Shift keys X CD ROM X CPU X Cursor X Delete <input type="checkbox"/> Desktop X Directional keys X Disk drive X Enter/Return key X Hard drive X Hardware X Icon X Keyboard X Menu X Monitor X Mouse X Open/Close X Print X Printer X Save X Save as X Software X Space bar X Toolbar X Word processing | SEE INTRO LEVEL & LEVEL 1 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| 2. Uses input devices effectively (e.g., keyboard, touch screens, glide pads, | Recognizes and uses computers in everyday life (e.g., gas pumps, ATMs, grocery scanners, copy machines, airline check-in). Uses alpha-numeric keyboard to enter text and data. | Unit 12:200,201 SEE INTRO LEVEL & LEVEL 1 |

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| stylus, joystick, mouse). | | PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| | Performs specific tasks using an application that was previously launched. | SEE INTRO LEVEL & LEVEL 1 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| | Performs point-and-click and scrolling operations with the mouse. | SEE INTRO LEVEL & LEVEL 1 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| 3. Navigates within various applications. | Recognizes toolbar icons of opened programs and their functions. | SEE INTRO LEVEL & LEVEL 1 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| | Uses directional keys, backspace, and space bar. | SEE INTRO LEVEL & LEVEL 1 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| 4. Retrieves and saves files to hard drive, disk, or other memory device. | | SEE INTRO LEVEL & LEVEL 1 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| 5. Prints documents. | Prints using printer icon from toolbar. | SEE INTRO LEVEL & LEVEL 1 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| 6. Identifies and applies strategies for solving routine hardware and software problems that occur in everyday use. | Checks to be sure computer, monitor, and printer are turned on and plugged in. | NA |
| | Asks others for help. | SEE INTRO LEVEL & LEVEL 1 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| Approaching | | |
| 1. Communicates about basic technology components using appropriate and correct vocabulary related to external and internal computer or other technology operations. | Uses correct vocabulary including: X Ctrl+Alt+Del X Copy/cut and paste X Dialog box X Download X E-mail X File X Folder X Font X Help button X Internet X Minimize/Maximize X Peripherals X Pull-down menu X Scroll bar X Spell/Grammar check X Task bar X Undo/Redo X Virus X Virus protection | SEE INTRO LEVEL & LEVEL 1 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |

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| | X Windows X Wizard <input type="checkbox"/> Zip (compression) <input type="checkbox"/> Zip (uncompression) | |
| 2. Uses input devices effectively (e.g., keyboard, touch screens, glide pads, stylus, joystick, mouse). | Turns computer on and off safely | SEE INTRO LEVEL & LEVEL 1 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| | Logs on and use password. | NA |
| | Launches and quit applications. | SEE INTRO LEVEL & LEVEL 1 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| | Uses mouse to highlight and drag. | SEE INTRO LEVEL & LEVEL 1 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| | Uses shortcut keys. | SEE INTRO LEVEL & LEVEL 1 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| 3. Navigates within various applications. | Recognizes multiple ways to perform the same operation. | SEE INTRO LEVEL & LEVEL 1 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| | Opens, closes, minimizes, and maximizes various applications. | SEE INTRO LEVEL & LEVEL 1 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| | Moves through document using various scrolling methods. | SEE INTRO LEVEL & LEVEL 1 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| | Uses pull-down menus. | SEE INTRO LEVEL & LEVEL 1 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| | Applies highlighting, drag-and-drop, and copy/cut and paste. | SEE INTRO LEVEL & LEVEL 1 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| 4. Retrieves and saves files to hard drive, disk, or other memory device. | Names and saves files to a specified location. | SEE INTRO LEVEL & LEVEL 1 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| | Retrieves and opens files. | SEE INTRO LEVEL & LEVEL 1 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| | Recognizes file extensions. | SEE INTRO LEVEL & LEVEL 1 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| 5. Prints documents. | Prints using file menu. | NA |

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| | Prints from print preview. | NA |
| 6. Identifies and applies strategies for solving routine hardware and software problems that occur in everyday use. | Checks connections of computer and peripherals. | NA |
| | Restarts the computer. | NA |
| | Uses Help icon and/or Help Assistant. | SEE INTRO LEVEL & LEVEL 1 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| | Reads a dialog box and follow instructions. | SEE INTRO LEVEL & LEVEL 1 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| | Selects technology appropriate to the task (e.g., Should a word processing program or presentation software be used? Should a tape recorder or MP3 player be used?). | Future Intro Practice Plus CD-ROM |
| Met | | |
| 1. Communicates about basic technology components using appropriate and correct vocabulary related to external and internal computer or other technology operations. | Uses correct vocabulary including: X Application <input type="checkbox"/> Boolean logic X Browser X Formatting X Function keys <input type="checkbox"/> Header/Footer X Hyperlink (link) <input type="checkbox"/> ISP <input type="checkbox"/> Modem <input type="checkbox"/> Operating system <input type="checkbox"/> PDF X Pop-ups/updates/plug-ins X Proofreading marks <input type="checkbox"/> RAM X Search engines X Surfing <input type="checkbox"/> Thesaurus X URL/http://: X Web site | SEE LEVEL 1 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
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| 2. Uses input devices effectively (e.g., keyboard, touch screens, glide pads, stylus, joystick, mouse). | Uses right click function of mouse. | SEE LEVEL 1 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| | Uses shift and control key to highlight multiple areas. | SEE LEVEL 1 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| 3. Navigates within various applications. | Uses right click for appropriate applications. | SEE LEVEL 1 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| | Opens and manages multiple applications. | SEE LEVEL 1 PRACTICE PLUS CD |

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| | | ROM LOCATED IN THE BACK OF THE BOOK |
| | Recognizes shortcuts in pull-down menus. | SEE LEVEL 1 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| 4. Retrieves and saves files to hard drive, disk, or other memory device. | Finds files using search function. | NA |
| | Creates and manages folders. | NA |
| 5. Prints documents. | Prints using print options. | NA |
| 6. Identifies and applies strategies for solving routine hardware and software problems that occur in everyday use. | Uses multiple methods to restart the computer. | NA |
| | Accesses online help. | SEE LEVEL 1 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| | Recognizes the presence and symptoms of a virus and seek assistance for a cure. | NA |
| | Troubleshoots problems with frequently used programs and Internet. | SEE LEVEL 1 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| | Unfreezes computer programs. | NA |
| Exceeds | | |
| 1. Communicates about basic technology components using appropriate and correct vocabulary related to external and internal computer or other technology operations. | Uses correct vocabulary including: <input type="checkbox"/> Defragment <input type="checkbox"/> LAN (WAN) <input type="checkbox"/> MP3 <input type="checkbox"/> Network <input type="checkbox"/> Remote <input type="checkbox"/> Server <input type="checkbox"/> Streaming video/audio <input type="checkbox"/> Template <input type="checkbox"/> Wireless (Wi-Fi) | SEE LEVEL 1 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| 2. Uses input devices effectively (e.g., keyboard, touch screens, glide pads, stylus, joystick, mouse). | Uses function key shortcuts. | SEE LEVEL 1 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| | Assists others with start up/shut down procedures and input devices. | SEE LEVEL 1 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| 3. Navigates within various applications. | Uses function keys as one of the optional approaches to tasks. | SEE LEVEL 1 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| | Works with multiple applications to accomplish a single task (e.g., | NA |

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| | merge addresses, insert spreadsheets). | |
| 4. Retrieves and saves files to hard drive, disk, or other memory device. | Archives/backups up files. | NA |
| | Recognizes the difference between WAN and LAN. | NA |
| | Performs advanced file searches. | NA |
| 5. Prints documents. | Changes default printer. | NA |
| 6. Identifies and applies strategies for solving routine hardware and software problems that occur in everyday use. | Consults manuals to solve problems. | NA |
| | Adds/deletes/reinstalls/ software with permission of instructor. | NA |
| | Checks for viruses and address problem appropriately. | NA |
| | Troubleshoots and repairs problems with peripherals. | NA |
| | Troubleshoots and repairs problems with files and disks. | NA |
| | Installs Spyware/ Adware. | NA |
| | Understands cookies. | NA |

| Indicator C: Learners use technology to enhance learning, productivity, and creativity | | Future 2 Level Student Book |
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| Technology | | |
| Social & Ethical Issues Sub-Indicators | Beginning | |
| 1. Makes informed technology choices for directed, independent, and collaborative learning activities. | Develops awareness of technology (e.g., computers, calculators, VCRs, ATMs, electronic kiosks, cell phones). | Unit 3:57;Unit 4:78;Unit 5:91;Unit 8:148,152;Unit 9:171 And LEVEL 2 PRACTICE PLUS CD ROM IN THE BACK OF THE BOOK |
| 2. Uses technology to support personal productivity, remediate skill deficits, and facilitate learning throughout the curriculum. | Develops awareness of technological and specific software options available to address learning needs/styles. | LEVEL 2 PRACTICE PLUS CD ROM IN THE BACK OF THE BOOK |
| 3. Uses technology for managing personal/ professional information. | Develops awareness of available technology to manage personal information (e.g., finances, taxes, purchases, calendars, schedules, addresses). | LEVEL 2 PRACTICE PLUS CD ROM IN THE BACK OF THE BOOK |
| Approaching | | |
| 1. Makes informed technology choices for directed, independent, and collaborative learning activities. | Selects technology appropriate to the task (e.g., Should a word processing program or presentation software be used? Should a tape recorder or MP3 player be used?). | LEVEL 2 PRACTICE PLUS CD ROM IN THE BACK OF THE BOOK |
| 2. Uses technology to support personal productivity, remediate skill deficits, and facilitate learning throughout the curriculum. | Selects technology based upon personal learning needs/styles (e.g., voice recognition, CD ROM programs, assistive devices, language translator, readers, large print). | LEVEL 2 PRACTICE PLUS CD ROM IN THE BACK OF THE BOOK |
| 3. Uses technology for managing | Selects appropriate format for managing personal | LEVEL 2 PRACTICE PLUS CD ROM IN |

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| personal/ professional information. | information needs. | THE BACK OF THE BOOK |
| Met | | |
| 1. Makes informed technology choices for directed, independent, and collaborative learning activities. | Discusses different products from a consumer's point of view. | LEVEL 2 PRACTICE PLUS CD ROM IN THE BACK OF THE BOOK |
| | Discusses advantages and disadvantages of various technology choices (e.g., different word processing programs). | NA |
| 2. Uses technology to support personal productivity, remediate skill deficits, and facilitate learning throughout the curriculum. | Uses specific technology that addresses personal learning needs/styles. | LEVEL 2 PRACTICE PLUS CD ROM IN THE BACK OF THE BOOK |
| | Accommodates personal learning needs by utilizing calculators, spell/grammar check, and thesaurus. | LEVEL 2 PRACTICE PLUS CD ROM IN THE BACK OF THE BOOK |
| | Customizes desktop and toolbars for personal preferences with permission of instructor. | LEVEL 2 PRACTICE PLUS CD ROM IN THE BACK OF THE BOOK |
| 3. Uses technology for managing personal/ professional information. | Enters data into a simple spreadsheet (e.g., recording attendance hours). | LEVEL 2 PRACTICE PLUS CD ROM IN THE BACK OF THE BOOK |
| | Uses telecommunications to access remote information (e.g., calling ahead to check on availability or location, check e-mail or bank records). | LEVEL 2 PRACTICE PLUS CD ROM IN THE BACK OF THE BOOK |
| Exceeds | | |
| 1. Makes informed technology choices for directed, independent, and collaborative learning activities. | Researches advantages and disadvantages of different products from a consumer's point of view. | NA |
| | Evaluates effectiveness of technology choices. | NA |
| 2. Uses technology to support personal productivity, remediate skill deficits, and facilitate learning throughout the curriculum. | Discusses other forms of technology that addresses others' individual learning needs/styles. | NA |
| | Demonstrates integrated use of three or more forms of technology/media (e.g., word processing, Internet, tape recorder, CD ROM, TV, DVD, VCR). | NA |
| 3. Uses technology for managing personal/ professional information. | Prepares and manages a spreadsheet. | NA |

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| Indicator D: Learners use technology to communicate information and ideas effectively to various audiences | | Future 3 Level Student Book |
| Technology | | |
| Social & Ethical Issues Sub-Indicators | Beginning | |
| 1. Uses online resources to communicate and collaborate. | Prints online forms and job applications and completes them using a pen. | LEVEL 3 PRACTICE PLUS CD ROM IN THE BACK OF THE BOOK |
| 2. Creates products for multiple audiences. | Develops awareness of available multimedia choices that address sound, visuals, motion, and text (e.g., tape recorders, photography equipment, TVs, DVDs, VCRs, computers, peripherals, and | Future 2 Practice Plus CD ROM |

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| | print media). | |
| | Approaching | |
| 1. Uses online resources to communicate and collaborate. | Creates an e-mail account. | LEVEL 3 PRACTICE PLUS CD ROM IN THE BACK OF THE BOOK |
| | Composes, sends, deletes, and receives e-mail. | Unit 5:91;Unit 9:171 |
| | Completes online forms and job applications. | LEVEL 3 PRACTICE PLUS CD ROM IN THE BACK OF THE BOOK |
| 2. Creates products for multiple audiences. | Understands various formatting choices (e.g., font, page set up, margins). | NA |
| | Uses spell/grammar check. | NA |
| | Selects appropriate multimedia according to the task and abilities of the learner. | SEE LEVEL 3 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| | Met | |
| 1. Uses online resources to communicate and collaborate. | Creates and manages an address book (e.g., create new contacts, group lists). | NA |
| | Attaches files to e-mails. | NA |
| | Creates and manages e-mail folders. | NA |
| | Sorts email. | NA |
| | Independently accesses online forms and job applications | SEE LEVEL 3 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| 2. Creates products for multiple audiences. | Selects a design layout and formats a document (e.g., font, page set up, line spacing, indents). | SEE LEVEL 3 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| | Creates a job-related word processing document (e.g., memo, cover letter, résumé). | SEE LEVEL 3 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| | Creates simple tables. | SEE LEVEL 3 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| | Enters data into a spreadsheet or database. | SEE LEVEL 3 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| | Inserts a graphic into a document. | SEE LEVEL 3 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| | Utilizes software tools to edit/revise documents (e.g., dictionary/ thesaurus, track changes, etc.). | SEE LEVEL 3 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| | Exceeds | |
| 1. Uses online resources to communicate and collaborate. | Sets up and uses shared folders. | NA |
| | Accesses and uses instructional chat rooms. | NA |
| | Accesses and uses Instant Messaging. | NA |
| | Communicates via bulletin/message boards, online discussion groups, listservs, and newsgroups. | Unit 4:78 |
| 2. Creates products for multiple audiences. | Uses a template and/or wizard. | NA |
| | Edits a product by inserting "comments" and using "track changes." | NA |
| | Creates a final product using spreadsheet | NA |

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| | software, database software, presentation software, web page design software, and/or desktop publishing. | |
| | Creates a product incorporating two or more media (e.g., sound, animation, digital photography, video capture). | NA |
| | Assists others in creating products. | NA |

| Indicator E: Learners develop and implement a research strategy to find accurate, relevant, and appropriate information sources | | Future Levels 4 and 5 Student Book |
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| Technology | | |
| Social & Ethical Issues Sub-Indicators | Beginning | |
| 1. Utilizes a computer to locate and collect information | Develops awareness of various research tools and resources. | SEE LEVEL 4 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| 2. Interprets and evaluates the accuracy, bias, and comprehensiveness of information sources. | Defines primary source and secondary source. | SEE LEVEL 4 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| 3. Interprets and evaluates the accuracy, bias, and comprehensiveness of information sources. | Saves location of information by using bookmarks/favorites. | SEE LEVEL 4 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| Approaching | | |
| 1. Utilizes a computer to locate and collect information | Selects and uses appropriate research tools and resources to obtain information (e.g., electronic card catalog, search engines, CD ROM). | SEE LEVEL 4 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| | Locates two or more sources of information. | SEE LEVEL 4 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| 2. Interprets and evaluates the accuracy, bias, and comprehensiveness of information sources. | Identifies whether information is from a primary or secondary source. | SEE LEVEL 4 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| 3. Interprets and evaluates the accuracy, bias, and comprehensiveness of information sources. | Lists and organizes collected information (e.g., bookmarks/ favorites, tables, charts, graphs). | SEE LEVEL 4 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| Met | | |
| 1. Utilizes a computer to locate and collect information | Performs a search by subject, keyword, and author. | SEE LEVEL 5 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| | Uses "Find" to locate information in a document. | SEE LEVEL 5 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| | Identifies author/source/ date of information. | SEE LEVEL 5 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| 2. Interprets and evaluates the accuracy, bias, and comprehensiveness of information sources. | Identifies the source of online information using the components of a URL (e.g., .gov, .edu, .com, .net, .uk). | SEE LEVEL 5 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| | Discusses bias, timeliness, and credibility of sources. | SEE LEVEL 5 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| 3. Interprets and evaluates the accuracy, bias, and comprehensiveness of information sources. | Uses folders to manage collected information. | SEE LEVEL 5 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| | Discusses and presents research results informally (e.g., orally, email, draft). | SEE LEVEL 5 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| Exceeds | | |
| 1. Utilizes a computer to locate and collect information | Searches using Boolean logic and/or advanced search techniques. | SEE LEVEL 5 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| 2. Interprets and evaluates the accuracy, bias, and comprehensiveness of information sources. | Verifies accuracy of information by researching two or more sources. | SEE LEVEL 5 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| 3. Interprets and evaluates the accuracy, bias, and comprehensiveness of information sources. | Cites research sources following a prescribed format. | SEE LEVEL 5 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |
| | Formally presents research results. | SEE LEVEL 5 PRACTICE PLUS CD ROM LOCATED IN THE BACK OF THE BOOK |