

WORD PROCESSING

MIS03 14096

Students in Word Processing will use word processing software to create and edit documents such as business letters, envelopes, labels, flyers, reports and newsletters. Improved productivity will be developed by using timesaving shortcuts including templates, merging, tables, and key commands. Students will continue to practice formatting, editing, composition and proofreading.

Credit ¼, ½, OR 1 credit
Max credit = 1

Level Grades 9-12

Prerequisite: Keyboarding or equivalent skill

-These are the standards/competencies taken from the larger Business Education document that are the bare minimum to be covered in the class in any school using this MIS03 code.

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Standard 3	<i>CAREER DEVELOPMENT</i>	
CAREER READINESS EXPECTATIONS		
Topic 3.3	Relate the importance of career readiness skills to career development.	
	Student Competencies	
	<i>WORKPLACE COMMUNICATION AND COLLABORATION SKILLS</i>	
	3.3.42	Demonstrate correct grammar, spelling, and technical writing skills.
	3.3.43	Create presentations for a specific purpose and audience using digital media and visual displays of data.

Standard 4	COMMUNICATION	
FOUNDATIONS OF COMMUNICATION		
Topic 4.1	Listen actively, use the communication process, read and research information, and integrate technology to enhance communication effectiveness.	
Student Competencies		
	BASIC COMMUNICATION PROCESS	
	4.1.14	Choose content appropriate for the purpose and audience.
	4.1.16	Select an appropriate medium to deliver the message.
	READING AND RESEARCH	
	4.1.34	Define and identify plagiarism.
	4.1.35	Document all information sources to give credit and to avoid plagiarism.
	TECHNOLOGY	
	4.1.50	Integrate functions of word processing, spreadsheets, databases, and presentation applications to various workplace scenarios.
	4.1.51	Refine documents using spell check, thesaurus, and grammar check tools.
	4.1.57	Compose informal and formal messages using technology tools.
	4.1.59	Enhance documents by using advanced layout, design, and graphics.
	4.1.60	Identify ethical and legal issues regarding the use of digital information.
WRITTEN COMMUNICATION		
Topic 4.3	Prepare clear, complete, concise, correct, and courteous written messages for personal and professional uses.	
Student Competencies		
	MECHANICS AND WRITING BASICS	
	4.3.6	Proofread business documents to ensure that they are clear, correct, concise, complete, consistent, and courteous.
	4.3.15	Apply a variety of specific proofreading techniques to identify and correct errors.
	4.3.16	Compare drafts to final documents and make editorial changes.
	4.3.19	Discuss misleading and missing information in business documents and the impact on business.
	BUSINESS MESSAGES	
	4.3.21	Compose coherent business messages that request information and action.
	4.3.22	Compose coherent business messages that respond to requests.
	4.3.23	Compose reports and summaries using appropriate documentation styles.
	4.3.24	Compose a variety of personal messages.
	4.3.25	Compose persuasive messages.
	4.3.26	Create promotional materials.
	4.3.27	Apply correct formats to various business messages.
	4.3.29	Prepare charts and graphs.
	4.3.33	Prepare informal and formal reports using professional format and appropriate supporting graphics.

	4.3.35	Evaluate and revise poorly written business messages.
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Standard 7	<i>INFORMATION TECHNOLOGY</i>	
DIGITAL CITIZENSHIP		
Topic 7.3	Demonstrate respectful, responsible, inclusive, and ethical behavior in a digital world.	
	Student Competencies	
	7.3.2	Explore the risks and dangers of sharing personal information in a digital world (e.g., digital footprint, cyberbullying, cyberstalking, identity theft).
	7.3.4	Discuss and apply Internet safety practices.
	7.3.7	Discuss basic issues related to responsible use of technology and describe personal or legal consequences of inappropriate use.
	7.3.12	Demonstrate appropriate etiquette when using information technologies.
OPERATING SYSTEMS		
Topic 7.5	Identify, evaluate, select, install, use, upgrade, and customize operating systems. Diagnose and solve problems with various types of operating system utilities.	
	Student Competencies	
	7.5.2	Manage local and cloud-based files and folders.
INPUT TECHNOLOGIES		
Topic 7.6	Use various input technologies to enter and manipulate information appropriately.	
	Student Competencies	
	7.6.4	Create media using a variety of input technologies.
APPLICATIONS		
Topic 7.7	Identify, evaluate, select, install, use, upgrade, troubleshoot, and customize applications.	
	Student Competencies	
	7.7.9	Apply advanced features of applications for productivity.