



Word Processing High School

1.0 Demonstrate speed and accuracy in keying straight copy material.

- 1.1 Keyboard at a rate of 25 words per minute or above.
- 1.2 Keyboard with less than 2 errors per 25 words typed.
- 1.3 Know the features of various keyboards.
- 1.4 Uses correct keyboarding techniques and proper posture for keying in information.

2.0 Demonstrate knowledge of and competency in producing documents requiring various formats.

- 2.1 Demonstrates the proper formats for simple business written communication (e.g., memos letters, reports, tables, mailing lists, email, faxes etc.).
- 2.2 Demonstrates the proper format for college written communications. (e.g. application letters, reports, email, etc.).
- 2.3 Demonstrates the proper written formats when searching for a job (e.g., application letter, job application forms, resumes, etc.).

3.0 Students will communicate through computer networks and telecommunications.

- 3.1 Access and retrieve electronic information.
- 3.2 Apply appropriate technologies for exploring interpreting and expressing ideas (e.g., word processor, database, spreadsheet, internet, intranet, bulletin boards, etc.).
- 3.3 Knows the impact that computer networks and telecommunications have had on the business world.

4.0 Students will apply learning activities to a simulated “real world” situation.