

Martensdale- St. Marys Community School

Grades 9-12 Business Curriculum

Standard 2: Students will understand the principles of communications.

Grade Level/Course: Word Processing

| <i>Benchmark: The student will:</i> | <i>Course/Grade Level Objectives</i> | <i>Instructional Strategies</i> | <i>Assessments</i> | <i>Instructional Timeline</i> |
|--|---|--|---|--|
| 1. Communicate in a clear, courteous, concise, and correct manner on personal and professional levels. | 2.1 Perform work correctly when given oral instructions.(COM, CAR) 2.1 Follow written instructions. (COM) 2.1 Divide words according to typing rules with the aid of a dictionary. (COM, L/SK) 2.1 Complete letters with missing parts. (CAR, HOTS, L/SK) 2.1 Name the parts of a personal/business letter. | | <ul style="list-style-type: none"> • performance-based daily work • assessment check list • guided practice • independent practice • oral questions and answers • short-answer tests • performance-based tests • teacher observations • speed tests | |
| 2. Apply basic social communication skills in personal and professional | 2.2 Identify and correct keying and formatting mistakes. (CAR) | | | |

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| situations. | <p>2.2 Recognize proofreader's marks. (COM)</p> <p>2.2 Apply capitalization guides correctly while keying. (CAR, COM, L/SK, HOTS)</p> <p>2.2 Apply correct spacing after punctuation. (CAR, L/SK, HOTS)</p> <p>2.2 Apply correct number expression when keying. (CAR, L/SK, HOTS)</p> <p>2.2 Take a telephone message. (COM, CAR)</p> | | | |
| 3. Use technology to enhance the effectiveness of communications. | <p>2.3 Format enumerated items. (CAR)</p> <p>2.3 Format using bold, italics, and underline.</p> | | | |

Standard 3: Students will understand essential computations skills.

Grade Level/Course: Word Processing

| <i>Benchmark: The student will:</i> | <i>Grade Level/Course Objectives</i> | <i>Instructional Strategies</i> | <i>Assessments</i> | <i>Instructional Timeline</i> |
|---|---|--|---------------------------|--------------------------------------|
| 1. Apply basic mathematical operations to solve problems. | <p>3.1 Cite dimension of pica and elite.</p> <p>3.1 Figure margins when given a space line or inches. (HOTS)</p> <p>3.1 Figure keying speed. (HOTS)</p> | | | |

Standard 8: Students will understand and apply information management skills.

Grade Level/Course: Word Processing

| Benchmark: The student will: | Grade Level/Course Objectives | Instructional Strategies | Assessments | Instructional Timeline |
|--|---|---------------------------------|--------------------|-------------------------------|
| 2. Identify, select, evaluate, use, install, upgrade, and customize application software; diagnose and solve problems occurring from an application software installation and use. | 8.2 Identify parts of the computer system. (TECH) 8.2 Identify and use parts of a Word screen. (TECH) | | | |
| 6. Use touch keyboarding skills to enter and manipulate text and data. | 8.6 Key alphabetical drills using the touch method. (CAR, COM, L/SK, TECH) 8.6 Key numeric drills using the touch method. (CAR, COM, L/SK, TECH) 8.6 Key symbolic drills using the touch method. (CAR, COM, L/SK, TECH) 8.6 Key with speed and control on straight, script, rough draft. and statistical copy 8.6 Key a minimum 35 n/wam on a 5' timing with a maximum of 5 errors. | | | |
| 7. Select and use word processing, desktop publishing, database, spreadsheet, presentations graphics, multimedia, and imaging software and industry-and subject | 8.7 Identify widows and orphans. (CAR, HOTS, L/SK) 8.7 Format multi-page unbound report with internal citations, side and paragraph | | | |

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| specific software. | headings, a title page, and a reference page. (CAR, HOTS) 8.7 Paginate a document. (CAR, HOTS, | | | |
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