

# ND BUSINESS EDUCATION FRAMEWORKS

## Word Processing

Course Code	Course Name/Course Description	Grade Levels	High School Credit Options
<b>14096</b>	Word Processing: Students 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.	<b>9-12</b>	<b>1/4, 1/2, or 1</b>
Topic	Performance Expectations		
Document Production	<ul style="list-style-type: none"> <li>• Use basic applications (word processing, spreadsheets, presentations, and graphics) (4.1d.1.5) (Level 1)</li> <li>• Integrate functions of word processing, spreadsheets, databases, and presentation applications to various workplace scenarios (4.1d.1.16)</li> <li>• Enhance documents through the use of advanced layout, design, and graphics (4.1d.1.25)</li> <li>• Edit and revise documents (4.3a.1.6) (Level 1)</li> <li>• Use acceptable standards for grammar, punctuation, and word and number usage (4.3a.1.12)</li> <li>• Compose coherent business messages that request information and action (4.3b.1.6)</li> <li>• Compose coherent business messages that respond to requests (4.3b.1.7)</li> <li>• Apply correct formats to various business messages (4.3b.1.12)</li> <li>• Prepare informal and formal reports using professional format and appropriate supporting graphics (4.3b.1.18)</li> </ul>		
Storage	<ul style="list-style-type: none"> <li>• Compare and contrast various storage devices (e.g., local, removable, remote, cloud) (7.4.1.11)</li> </ul>		
Proofreading	<ul style="list-style-type: none"> <li>• Proofread business documents to ensure that they are clear, correct, concise, complete, consistent, and courteous (4.3a.1.16)</li> <li>• Apply a variety of specific proofreading techniques to identify and correct errors (4.3a.1.24)</li> </ul>		
Ethical Use of Technology	<ul style="list-style-type: none"> <li>• Document properly both print and electronic digital sources to avoid plagiarism (4.3a.1.14)</li> <li>• Discuss copyright rules, creative commons, and regulations (e.g., images, music, video, software) (7.2.1.6) (Level 1)</li> <li>• Demonstrate the appropriate and legal use of intellectual property (7.3.1.9)</li> <li>• Demonstrate legal and ethical behaviors when using information technologies (7.3.1.10)</li> <li>• Implement organization policies and procedures dealing with legal and ethical issues (7.3.1.18)</li> <li>• Identify and discuss privacy issues within an organization (7.15.1.1)</li> </ul>		