

6151 and 6153

TITLE: **The Office Specialist**

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#	Standard	Text Correlation	Correlation Narrative
	Keyboarding (Secondary) 6151		
37	<i>Boot, access, reboot, and shut down an operating system and start and exit software programs.</i>	Projects W1-20; pp 1-128	Students are required to launch, exit and reboot if necessary, an application.
39	<i>Input data and commands using peripherals (e.g., keyboard, light pen, mouse, scanner, audio/voice input, voice recognition).</i>	Projects W1-20; pp 1-128	Students input data provided using a keyboard and a mouse.
40	<i>Key alphabetic, numeric, and symbol information, using a touch system and correct techniques.</i>	Projects W1-20; pp 1-128	Students use proper keyboarding technique to efficiently create documents as assigned
41	<i>Manipulate data/software/operating system using ribbons, launchers, icons, pull-down menus, mouse, and function keys.</i>	Projects W1-20; pp 1-128	Students input and edit data. Using word processing software students use menu and tool bars to manipulate data.
42	<i>Use file external storage device (i.e., Universal Serial Bus [USB], and online (e.g., Google Docs, Web pages, e-mail) management techniques, such as copy, clear cache, move, store, rename, retrieve, save, delete, and create/manipulate directories.</i>	Projects W1-20; pp 1-128	Students create documents, edit them and save them in a student folder as instructed.
43	<i>Improve keyboarding techniques</i>	Projects W1-20; pp 1-128	Students improve keyboarding techniques through practice.
44	<i>Increase keyboarding speed and accuracy</i>	Projects W1-20; pp 1-128	Students improve keyboarding speed and accuracy through practice.
47	<i>Key and format letters, memos, e-mails, reports, outlines, columns, and tables.</i>	Projects W1-20; pp 1-128	Students follow step-by-step instructions to create various business documents such as: memo, block style letter, business envelope, letterhead, mail merge, labels, MLA Style report, newsletter, flyer, and various forms.
48	<i>Edit copy.</i>	Projects W1-20; pp 1-128	Students proofread and edit documents
49	<i>Key, format, and merges addresses on labels and envelopes</i>	Projects W2-4, W6-11, W15-20	Students create labels and a mail merge.
50	<i>Produce documents incorporating graphic elements, including tables and graphs.</i>	Projects W1-20; pp 1-128	Students incorporate graphic images into a document.
51	<i>Obtain assistance for preparing documents from electronic and hard-copy references and documentation (e.g., help screen, spell check, user's manual, dictionary, grammar check, thesaurus, Internet search.</i>	Projects W1-20; pp 1-128	Students use spell check, grammar check and help screens for project completion.
54	<i>Develop or update a resume and an electronic resume</i>	N/A	
56	<i>Create an electronic and/or hard-copy portfolio containing representative samples of student work</i>	Projects W1-20; pp 1-128	Students keep a folder of their work throughout the completion of the projects.

#	Standard	Text Correlation	Correlation Narrative
	Keyboarding Applications 6153		
38	<i>Boot, access, reboot, and shut down an operating system and start and exit software programs.</i>	Projects W1-20; pp 1-128	Students are required to launch, exit and reboot if necessary a word processing program
40	<i>Input data and commands using peripherals (e.g., keyboard, light pen, mouse, scanner, audio/voice input, voice recognition).</i>	Projects W1-20; pp 1-128	Students input data provided using a keyboard and a mouse.
41	<i>Key alphabetic, numeric, and symbol information, using a touch system and correct techniques.</i>	Projects W1-20; pp 1-128	Students use proper keyboarding technique to efficiently create documents as assigned
41	<i>Manipulate data/software/operating system using ribbons, launchers, icons, pull-down menus, mouse, and function keys.</i>	Projects W1-20; pp 1-128	Students input and edit data. Using word processing software students use menu and tool bars to manipulate data.
43	<i>Use file external storage device (i.e., Universal Serial Bus [USB], and online (e.g., Google Docs, Web pages, e-mail) management techniques, such as copy, clear cache, move, store, rename, retrieve, save, delete, and create/manipulate directories.</i>	Projects W1-20; pp 1-128	Students create documents, edit them and save them in a student folder as instructed.
44	<i>Improve keyboarding techniques</i>	Projects W1-20; pp 1-128	Students improve keyboarding techniques through practice.
48	<i>Key and format letters, memos, e-mails, reports, outlines, columns, and tables.</i>	Projects W1-20; pp 1-128	Students follow step-by-step instructions to create various business documents such as: memo, block style letter, business envelope, letterhead, mail merge, labels, MLA Style report, newsletter, flyer, and various forms.
49	<i>Edit copy.</i>	Projects W1-20; pp 1-128	Students proofread and edit documents
50	<i>Key, format, and merges addresses on labels and envelopes</i>	Projects W4 and W17	Students create labels and a mail merge.
51	<i>Produce documents incorporating graphic elements, including tables and graphs.</i>	Projects W2-4, W6-11, W15-20	Students incorporate graphic images into a document.
52	<i>Obtain assistance for preparing documents from electronic and hard-copy references and documentation (e.g., help screen, spell check, user's manual, dictionary, grammar check, thesaurus, Internet search.</i>	Projects W1-20; pp 1-128	Students use spell check, grammar check and help screens for project completion.
60	<i>Develop or update a resume and an electronic resume</i>	N/A	
62	<i>Create an electronic and/or hard-copy portfolio containing representative samples of student work</i>	Projects W1-20; pp 1-128	Students keep a folder of their work throughout the completion of the projects.