

## CCTC - Common Career Technical Core Standards

TITLE: **EduTyping - Standard**



ISBN:

#	Standard	Text Correlation	Correlation Narrative
2	<b>Apply appropriate academic and technical skills:</b> Career-ready individuals readily access and use the knowledge and skills acquired through experience and education to be more productive. They make connections between abstract concepts with real-world applications and they make correct insights about when it is appropriate to apply the use of an academic skill in a workplace situation.	Unit 1: Lessons 1-22; Unit 2: Lessons 1-11; Unit 3: Lessons 1-4 Open Type feature	Fluent keyboarding skills prepare career ready individuals, increasing digital communication efficiency.
4	<b>Communicate clearly, effectively and with reason:</b> Career-ready individuals communicate thoughts, ideas and action plans with clarity, whether using written, verbal and/or visual methods. They communicate in the workplace with clarity and purpose to make maximum use of their own and others' time.	Unit 1: Lessons 1-22; Unit 2: Lessons 1-11; Unit 3: Lessons 1-4 Open Type feature	EduTyping lessons not only build keyboarding accuracy and efficiency, but build vocabulary and grammar and punctuation conventions as well. Students practice with provided content and in the Open Type feature, develop and key their own writing.
6	<b>Demonstrate creativity and innovation:</b> Career-ready individuals regularly think of ideas that solve problems in new and different ways, and they contribute those ideas in a useful and productive manner to improve their organization. They can consider unconventional ideas and suggestions as solutions to issues, tasks or problems, and they discern which ideas and suggestions will add greatest value. They seek new methods, practices and ideas from a variety of sources and seek to apply those ideas to their own workplace. They take action on their ideas and understand how to bring innovation to an organization.	Unit 1: Lessons 1-22; Unit 2: Lessons 1-11; Unit 3: Lessons 1-4 Open Type feature	Repeated drill, practice and reinforcement activities allow students to self assess their technique, collaborate with classmates and develop ways to correct and improve efficiency and accuracy.

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8	<b>Utilize critical thinking to make sense of problems and persevere in solving them</b> : Career-ready individuals readily recognize problems in the workplace, understand the nature of the problem, and devise effective plans to solve the problem. They are aware of problems when they occur and take action quickly to address the problem. They thoughtfully investigate the root cause of the problem prior to introducing solutions. They carefully consider the options to solve the problem. Once a solution is agreed upon, they follow through to ensure the problem is solved, whether through their own actions or the actions of others.	Unit 1: Lessons 1-22; Unit 2: Lessons 1-11; Unit 3: Lessons 1-4 Open Type feature	Having students key their thoughts gets to the thinking part of writing, or cognitive automaticity, quicker. Repeated drill, practice and reinforcement activities allow students to self assess their technique, collaborate with classmates and develop ways to correct and improve efficiency and accuracy.
11	<b>Use technology to enhance productivity</b> : Career-ready individuals find and maximize the productive value of existing and new technology to accomplish workplace tasks and solve workplace problems. They are flexible and adaptive in acquiring and using new technology. They are proficient with ubiquitous technology applications. They understand the inherent risks -- personal and organizational -- of technology applications, and they take actions to prevent or mitigate these risks.	Unit 1: Lessons 1-22; Unit 2: Lessons 1-11; Unit 3: Lessons 1-4 Open Type feature	EduTyping is a very user friendly application. Mastering keyboarding fluency extends students' writing stamina. It is a skill for life used extensively in most workplace environments. Mastering a new application such as EduTyping increases the student's skill set as well as the student's comfort level with new technologies.