

EduTyping, Secondary

Correlation to Texas Essential Knowledge and Skills (TEKS)

Course: Touch System Data Entry

STANDARD			Correlating Content
(1) The student demonstrates professional standards/employability skills required by business and industry. The student is expected to:	(A) communicate effectively with others using oral and written skills	(i) communicate effectively with others using oral skills	Narrative: Professionalism in the Workplace, Lesson 3 Activity: Professionalism in the Workplace, Lesson 3 Part 1 #1, 6; Lesson 2 Part 2 #1
(1) The student demonstrates professional standards/employability skills required by business and industry. The student is expected to:	(A) communicate effectively with others using oral and written skills	(ii) communicate effectively with others using [writing] skills	Narrative: Professionalism in the Workplace, Lesson 3 Activity: Professionalism in the Workplace, Lesson 3 Part 1 #7, 11; Lesson 3 Part 2 #2 and 3
(1) The student demonstrates professional standards/employability skills required by business and industry. The student is expected to:	(B) demonstrate collaboration skills through teamwork	(i) demonstrate collaboration skills through teamwork	Narrative: Professionalism in the Workplace, Lesson 3 Activity: Professionalism in the Workplace, Lesson 3 Part 1 #9-10, 12-14; Lesson 3 Part 2 #4A and 4B, 6
(1) The student demonstrates professional standards/employability skills required by business and industry. The student is expected to:	(C) demonstrate professionalism by conducting oneself in a manner appropriate for the profession and workplace	(i) demonstrate professionalism by conducting oneself in a manner appropriate for the profession	Narrative: Professionalism in the Workplace, Lesson 1 Activity: Professionalism in the Workplace, Lesson 1 Part 1 #1, 11, 12; Lesson 1 Part 2 #3
(1) The student demonstrates professional standards/employability skills required by business and industry. The student is expected to:	(C) demonstrate professionalism by conducting oneself in a manner appropriate for the profession and workplace	(ii) demonstrate professionalism by conducting oneself in a manner appropriate for the workplace	Narrative: Professionalism in the Workplace, Lesson 1 Activity: Professionalism in the Workplace, Lesson 1 Part 1 #1, 11, 12; Lesson 1 Part 2 #3
(1) The student demonstrates professional standards/employability skills required by business and industry. The student is expected to:	(D) demonstrate a positive, productive work ethic by performing assigned tasks as directed	(i) demonstrate a positive, productive work ethic by performing assigned tasks as directed	Narrative: Professionalism in the Workplace, Lesson 1 Activity: Professionalism in the Workplace, Lesson 1 Part 1 #1; Lesson 1 Part 2 #3
(1) The student demonstrates professional standards/employability skills required by business and industry. The student is expected to:	(E) comply with all applicable rules, laws, and regulations	(i) comply with all applicable rules, laws, and regulations	Narrative: Professionalism in the Workplace, Lesson 1 Activity: Professionalism in the Workplace, Lesson 1 Part 1 #3, 4, 9, 13

STANDARD			Correlating Content
(1) The student demonstrates professional standards/employability skills required by business and industry. The student is expected to:	(F) demonstrate time-management skills by prioritizing tasks, following schedules, and tending to goal-relevant activities in a way that uses time wisely and optimizes efficiency and results	(i) demonstrate time management skills by prioritizing tasks	Narrative: Professionalism in the Workplace, Lesson 2 Activity: Professionalism in the Workplace, Lesson 2 Part 1 #1; Lesson 2 Part 2 #1
(1) The student demonstrates professional standards/employability skills required by business and industry. The student is expected to:	(F) demonstrate time-management skills by prioritizing tasks, following schedules, and tending to goal-relevant activities in a way that uses time wisely and optimizes efficiency and results	(ii) demonstrate time management skills by following schedules	Narrative: Professionalism in the Workplace, Lesson 2 Activity: Professionalism in the Workplace, Lesson 2 Part 1 #7, Lesson 2 Part 2 #3A, 3B, 3C
(1) The student demonstrates professional standards/employability skills required by business and industry. The student is expected to:	(F) demonstrate time-management skills by prioritizing tasks, following schedules, and tending to goal-relevant activities in a way that uses time wisely and optimizes efficiency and results	(iii) demonstrate time management skills by tending to goal-relevant activities in a way that uses time wisely	Narrative: Professionalism in the Workplace, Lesson 2 Activity: Professionalism in the Workplace, Lesson 2 Part 1 #6, Lesson 2 Part 2 #2
(1) The student demonstrates professional standards/employability skills required by business and industry. The student is expected to:	(F) demonstrate time-management skills by prioritizing tasks, following schedules, and tending to goal-relevant activities in a way that uses time wisely and optimizes efficiency and results	(iv) demonstrate time management skills by tending to goal-relevant activities in a way that optimizes efficiency	Narrative: Professionalism in the Workplace, Lesson 2 Activity: Professionalism in the Workplace, Lesson 2 Part 1 #6, Lesson 2 Part 2 #2
(1) The student demonstrates professional standards/employability skills required by business and industry. The student is expected to:	(F) demonstrate time-management skills by prioritizing tasks, following schedules, and tending to goal-relevant activities in a way that uses time wisely and optimizes efficiency and results	(v) demonstrate time management skills by tending to goal-relevant activities in a way that optimizes results	Narrative: Professionalism in the Workplace, Lesson 2 Activity: Professionalism in the Workplace, Lesson 2 Part 1 #6, Lesson 2 Part 2 #2

STANDARD			Correlating Content
(2) The student applies the proper keyboarding technique to input data when using the computer. The student is expected to:	(A) demonstrate correct posture and position while conducting data entry	(i) demonstrate correct posture while conducting data entry	Narrative: Professionalism in the Workplace, Lesson 7 Activity: Professionalism in the Workplace, Lesson 7 Part 1 #4, 14
(2) The student applies the proper keyboarding technique to input data when using the computer. The student is expected to:	(A) demonstrate correct posture and position while conducting data entry	(ii) demonstrate correct position while conducting data entry	Narrative: Professionalism in the Workplace, Lesson 7 Activity: Professionalism in the Workplace, Lesson 7 Part 1 #10
(2) The student applies the proper keyboarding technique to input data when using the computer. The student is expected to:	(B) display proper care and operation of equipment used	(i) display proper care of equipment used	Narrative: Professionalism in the Workplace, Lesson 5 Activity: Professionalism in the Workplace, Lesson 5 Part 1 #3, 4, 6, 9; Lesson 5 Part 2 #1-3
(2) The student applies the proper keyboarding technique to input data when using the computer. The student is expected to:	(B) display proper care and operation of equipment used	(ii) display proper operation of equipment used	Narrative: Professionalism in the Workplace, Lesson 5 Activity: Professionalism in the Workplace, Lesson 5 Part 1 #8; Lesson 5 Part 2 #1-3
(2) The student applies the proper keyboarding technique to input data when using the computer. The student is expected to:	(C) apply the correct touch-system techniques for operating alphabetic keys	(i) apply the correct touch-system techniques for operating alphabetic keys	Narrative: Professionalism in the Workplace, Lesson 1 Activity: Professionalism in the Workplace, Lesson 7 Part 1 #3, 10; Alphabetic Keys and Symbols Unit
(2) The student applies the proper keyboarding technique to input data when using the computer. The student is expected to:	(D) demonstrate the correct touch-system techniques for operating numeric and symbol keys	(i) demonstrate the correct touch-system techniques for operating numeric keys	Narrative: Professionalism in the Workplace, Lesson 7 Activity: Professionalism in the Workplace, Lesson 7 Part 1 #2; Numbers & Symbols Unit
(2) The student applies the proper keyboarding technique to input data when using the computer. The student is expected to:	(D) demonstrate the correct touch-system techniques for operating numeric and symbol keys	(ii) demonstrate the correct touch-system techniques for operating symbol keys	Narrative: Professionalism in the Workplace, Lesson 7 Activity: Numbers & Symbols Unit
(2) The student applies the proper keyboarding technique to input data when using the computer. The student is expected to:	(E) use the correct touch-system techniques for operating the ten-key numeric pad	(i) use the correct touch-system techniques for operating the ten-key numeric pad	Narrative: Professionalism in the Workplace, Lesson 7 Activity: Professionalism in the Workplace, Lesson 7 Part 1 #5, 13; Numeric Keypad Unit
(2) The student applies the proper keyboarding technique to input data when using the computer. The student is expected to:	(F) correctly use the command and function keys	(i) correctly use the command [key]	Narrative: Professionalism in the Workplace, Lesson 7 Activity: Professionalism in the Workplace, Lesson 7 Part 1 #12
(2) The student applies the proper keyboarding technique to input data when using the computer. The student is expected to:	(F) correctly use the command and function keys	(ii) correctly use the function [key]	Narrative: Professionalism in the Workplace, Lesson 7 Activity: Professionalism in the Workplace, Lesson 7 Part 1 #6

STANDARD			Correlating Content
(3) The student applies correct techniques for the touch-system of operating the keyboard to develop speed and accuracy. The student is expected to:	(A) demonstrate improvement in speed and accuracy	(i) demonstrate improvement in speed	Narrative: Professionalism in the Workplace, Lesson 7 Activity: Professionalism in the Workplace, Lesson 7 Part 1 #8; Foundation Units
(3) The student applies correct techniques for the touch-system of operating the keyboard to develop speed and accuracy. The student is expected to:	(A) demonstrate improvement in speed and accuracy	(ii) demonstrate improvement in accuracy	Narrative: Professionalism in the Workplace, Lesson 7 Activity: Professionalism in the Workplace, Lesson 7 Part 1 #8; Foundation Units
(3) The student applies correct techniques for the touch-system of operating the keyboard to develop speed and accuracy. The student is expected to:	(B) develop the ability to proofread and edit writing for proper voice, tense, and syntax, assuring that it conforms to standard English, when appropriate	(i) develop the ability to proofread	Narrative: Word Processing, Lesson 17 Activity: Word Processing, Lesson 17 Part 2 #1A and 1B
(3) The student applies correct techniques for the touch-system of operating the keyboard to develop speed and accuracy. The student is expected to:	(B) develop the ability to proofread and edit writing for proper voice, tense, and syntax, assuring that it conforms to standard English, when appropriate	(ii) develop the ability to edit writing for proper voice	Narrative: Word Processing, Lesson 17 Activity: Word Processing, Lesson 17 Part 2 #1A and 1B
(3) The student applies correct techniques for the touch-system of operating the keyboard to develop speed and accuracy. The student is expected to:	(B) develop the ability to proofread and edit writing for proper voice, tense, and syntax, assuring that it conforms to standard English, when appropriate	(iii) develop the ability to edit writing for proper tense	Narrative: Word Processing, Lesson 17 Activity: Word Processing, Lesson 17 Part 2 #1A and 1B
(3) The student applies correct techniques for the touch-system of operating the keyboard to develop speed and accuracy. The student is expected to:	(B) develop the ability to proofread and edit writing for proper voice, tense, and syntax, assuring that it conforms to standard English, when appropriate	(iv) develop the ability to edit writing for proper syntax, assuring that it conforms to standard English, when appropriate	Narrative: Word Processing, Lesson 17 Activity: Word Processing, Lesson 17 Part 2 #1A and 1B
(3) The student applies correct techniques for the touch-system of operating the keyboard to develop speed and accuracy. The student is expected to:	(C) use the backspace key to correct errors	(i) use the backspace key to correct errors	Narrative: Professionalism in the Workplace, Lesson 7 Activity: Professionalism in the Workplace, Lesson 7 Part 1 #11
(3) The student applies correct techniques for the touch-system of operating the keyboard to develop speed and accuracy. The student is expected to:	(D) compose a variety of business documents under timed situations	(i) compose a variety of business documents under timed situations	Narrative: Professionalism in the Workplace, Lesson 7 Activity: Word Processing, Lessons 18-23 Part 2

STANDARD			Correlating Content
(3) The student applies correct techniques for the touch-system of operating the keyboard to develop speed and accuracy. The student is expected to:	(E) apply speed and accuracy in production of documents	(i) apply speed in production of documents	Narrative: Professionalism in the Workplace, Lesson 7 Activity: Word Processing, Lessons 18-23 Part 2
(3) The student applies correct techniques for the touch-system of operating the keyboard to develop speed and accuracy. The student is expected to:	(E) apply speed and accuracy in production of documents	(ii) apply accuracy in production of documents	Narrative: Professionalism in the Workplace, Lesson 7 Activity: Word Processing, Lessons 18-23 Part 2
(3) The student applies correct techniques for the touch-system of operating the keyboard to develop speed and accuracy. The student is expected to:	(F) demonstrate mastery of basic grammar, including using punctuation marks, capitalization, and sentence structure correctly	(i) demonstrate mastery of basic grammar, including using punctuation marks correctly	Narrative: Word Processing, Lesson 16 Activity: Word Processing, Lesson 16 Part 1, Lesson 8 Part 2; Foundation Units
(3) The student applies correct techniques for the touch-system of operating the keyboard to develop speed and accuracy. The student is expected to:	(F) demonstrate mastery of basic grammar, including using punctuation marks, capitalization, and sentence structure correctly	(ii) demonstrate mastery of basic grammar, including using capitalization correctly	Narrative: Word Processing, Lesson 16 Activity: Word Processing, Lesson 16 Parts B and C; Foundation Units
(3) The student applies correct techniques for the touch-system of operating the keyboard to develop speed and accuracy. The student is expected to:	(F) demonstrate mastery of basic grammar, including using punctuation marks, capitalization, and sentence structure correctly	(iii) demonstrate mastery of basic grammar, including using sentence structure correctly	Narrative: Word Processing, Lesson 16 Activity: Word Processing, Lesson 16 Parts B and C; Foundation Units
(4) The student formats and prints documents such as personal and business letters, short reports, outlines, and compositions. The student is expected to:	(A) demonstrate the ability to work from printed, rough-draft, statistical, handwritten, and unarranged material	(i) demonstrate the ability to work from printed material	Narrative: Professionalism in the Workplace, Lesson 7 Activity: Word Processing, Lessons 18-23 Part 2
(4) The student formats and prints documents such as personal and business letters, short reports, outlines, and compositions. The student is expected to:	(A) demonstrate the ability to work from printed, rough-draft, statistical, handwritten, and unarranged material	(ii) demonstrate the ability to work from rough-draft material	Narrative: Word Processing, Lesson 16 Activity: Word Processing, Lesson 16 Part 2; Lesson 17 Part 2 #1A and 1B, 2A and 2B
(4) The student formats and prints documents such as personal and business letters, short reports, outlines, and compositions. The student is expected to:	(A) demonstrate the ability to work from printed, rough-draft, statistical, handwritten, and unarranged material	(iii) demonstrate the ability to work from statistical material	Narrative: Word Processing, Lesson 23 Activity: Word Processing, Lesson 23 Part 2
(4) The student formats and prints documents such as personal and business letters, short reports, outlines, and compositions. The student is expected to:	(A) demonstrate the ability to work from printed, rough-draft, statistical, handwritten, and unarranged material	(iv) demonstrate the ability to work from handwritten material	Narrative: Word Processing, Lesson 16 Activity: Word Processing, Lesson 16 Part 2; Lesson 17 Part 2 #2A and 2B
(4) The student formats and prints documents such as personal and business letters, short reports, outlines, and compositions. The student is expected to:	(A) demonstrate the ability to work from printed, rough-draft, statistical, handwritten, and unarranged material	(v) demonstrate the ability to work from unarranged material	Narrative: Professionalism in the Workplace, Lesson 7 Activity: Word Processing, Lesson 16 Part 2; Lesson 17 Part 2 #2A and 2B

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(4) The student formats and prints documents such as personal and business letters, short reports, outlines, and compositions. The student is expected to:	(B) demonstrate the ability to compose at the keyboard	(i) demonstrate the ability to compose at the keyboard	Narrative: Professionalism in the Workplace, Lesson 7 Activity: Professionalism in the Workplace, Lesson 7 Part 1 #7; EduTyping Notepad feature
(4) The student formats and prints documents such as personal and business letters, short reports, outlines, and compositions. The student is expected to:	(C) demonstrate the ability to proofread	(i) demonstrate the ability to proofread	Narrative: Word Processing, Lesson 17 Activity: Word Processing, Lesson 17 Part 2 #1A and 1B
(4) The student formats and prints documents such as personal and business letters, short reports, outlines, and compositions. The student is expected to:	(D) identify the parts of a personal and business letter	(i) identify the parts of a personal letter	Narrative: Word Processing, Lesson 20 Activity: Word Processing, Lesson 20 Part 1 Identification section
(4) The student formats and prints documents such as personal and business letters, short reports, outlines, and compositions. The student is expected to:	(D) identify the parts of a personal and business letter	(ii) identify the parts of a business letter	Narrative: Word Processing, Lesson 18 Activity: Word Processing, Lesson 18 Part 1 #9, 10, 13, 15, Identification section; Lesson 18 Part 2
(4) The student formats and prints documents such as personal and business letters, short reports, outlines, and compositions. The student is expected to:	(E) format personal and business letters and envelopes	(i) format personal letters	Narrative: Word Processing, Lesson 20 Activity: Word Processing, Lesson 20 Part 1 #4, 5, 7, 8; Lesson 20 Part 2
(4) The student formats and prints documents such as personal and business letters, short reports, outlines, and compositions. The student is expected to:	(E) format personal and business letters and envelopes	(ii) format business letters	Narrative: Word Processing, Lesson 18 Activity: Word Processing, Lesson 18
(4) The student formats and prints documents such as personal and business letters, short reports, outlines, and compositions. The student is expected to:	(E) format personal and business letters and envelopes	(iii) format personal envelopes	Narrative: Word Processing, Lesson 19 Activity: Word Processing, Lesson 19 Part 2
(4) The student formats and prints documents such as personal and business letters, short reports, outlines, and compositions. The student is expected to:	(E) format personal and business letters and envelopes	(iv) format business envelopes	Narrative: Word Processing, Lesson 19 Activity: Word Processing, Lesson 19 Part 1 #1, 2, 3; Lesson 19 Part 2
(4) The student formats and prints documents such as personal and business letters, short reports, outlines, and compositions. The student is expected to:	(F) format all pages of a report, including a title page, reference page, and bibliography	(i) format all pages of a report, including a title page	Narrative: Word Processing, Lesson 23 Activity: Word Processing, Lesson 23 Part 2
(4) The student formats and prints documents such as personal and business letters, short reports, outlines, and compositions. The student is expected to:	(F) format all pages of a report, including a title page, reference page, and bibliography	(ii) format all pages of a report, including a reference page	Narrative: Word Processing, Lesson 23 Activity: Word Processing, Lesson 23 Part 1 #8, Lesson 23 Part 2
(4) The student formats and prints documents such as personal and business letters, short reports, outlines, and compositions. The student is expected to:	(F) format all pages of a report, including a title page, reference page, and bibliography	(iii) format all pages of a report, including a bibliography	Narrative: Word Processing, Lesson 23 Activity: Word Processing, Lesson 23 Part 1 #8, Lesson 23 Part 2

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(4) The student formats and prints documents such as personal and business letters, short reports, outlines, and compositions. The student is expected to:	(G) format an outline	(i) format an outline	Narrative: Word Processing, Lesson 23 Activity: Word Processing, Lesson 23 Part 1 #10, Lesson 23 Part 1 #III Creating an Outline
(4) The student formats and prints documents such as personal and business letters, short reports, outlines, and compositions. The student is expected to:	(H) demonstrate mastery of basic grammar, including using punctuation marks, numbers and symbols, and capitalization correctly	(i) demonstrate mastery of basic grammar, including using punctuation marks correctly	Narrative: Word Processing, Lesson 16 Activity: Word Processing, Lesson 16 Part 1, Lesson 16 Part 2; Foundation Units
(4) The student formats and prints documents such as personal and business letters, short reports, outlines, and compositions. The student is expected to:	(H) demonstrate mastery of basic grammar, including using punctuation marks, numbers and symbols, and capitalization correctly	(ii) demonstrate mastery of basic grammar, including using numbers and symbols correctly	Narrative: Word Processing, Lesson 16 Activity: Word Processing, Lesson 16 Part 1, Lesson 16 Part 2; Numbers & Symbols Unit
(4) The student formats and prints documents such as personal and business letters, short reports, outlines, and compositions. The student is expected to:	(H) demonstrate mastery of basic grammar, including using punctuation marks, numbers and symbols, and capitalization correctly	(iii) demonstrate mastery of basic grammar, including using capitalization correctly	Narrative: Word Processing, Lesson 16 Activity: Word Processing, Lesson 16 Part 1, Lesson 16 Part 2
(5) The student prepares business documents using effective communication. The student is expected to:	(A) interpret and follow directions to produce documents	(i) interpret directions to produce documents	Narrative: Word Processing, Lesson 18 Activity: Word Processing, Lessons 18-23 Part 2
(5) The student prepares business documents using effective communication. The student is expected to:	(A) interpret and follow directions to produce documents	(ii) follow directions to produce documents	Narrative: Word Processing, Lesson 18 Activity: Word Processing, Lessons 18-23 Part 2
(5) The student prepares business documents using effective communication. The student is expected to:	(B) demonstrate proficiency in business English, spelling, and proofreading	(i) demonstrate proficiency in business English	Narrative: Word Processing, Lesson 16 Activity: Word Processing, Lesson 16 #11, 12, 15
(5) The student prepares business documents using effective communication. The student is expected to:	(B) demonstrate proficiency in business English, spelling, and proofreading	(ii) demonstrate proficiency in spelling	Narrative: Word Processing, Lesson 16 Activity: Word Processing, Lesson 16 Part 1, Lesson 16 Part 2
(5) The student prepares business documents using effective communication. The student is expected to:	(B) demonstrate proficiency in business English, spelling, and proofreading	(iii) demonstrate proficiency in proofreading	Narrative: Word Processing, Lesson 17 Activity: Word Processing, Lesson 17 Part 2 #1A and 1B
(5) The student prepares business documents using effective communication. The student is expected to:	(C) identify and apply correct format for business correspondence and documents	(i) identify correct format for business correspondence	Narrative: Word Processing, Lesson 18 Activity: Word Processing, Lesson 18 Part 1 #11, 15; Lessons 18-23
(5) The student prepares business documents using effective communication. The student is expected to:	(C) identify and apply correct format for business correspondence and documents	(ii) identify correct format for business documents	Narrative: Word Processing, Lesson 18 Activity: Word Processing, Lesson 18 Part 1 #11, 15; Lessons 18-23

STANDARD			Correlating Content
(5) The student prepares business documents using effective communication. The student is expected to:	(C) identify and apply correct format for business correspondence and documents	(iii) apply correct format for business correspondence	Narrative: Word Processing, Lesson 18 Activity: Word Processing, Lesson 18-23 Part 2
(5) The student prepares business documents using effective communication. The student is expected to:	(C) identify and apply correct format for business correspondence and documents	(iv) apply correct format for business documents	Narrative: Word Processing, Lesson 18 Activity: Word Processing, Lesson 18-23 Part 2
(5) The student prepares business documents using effective communication. The student is expected to:	(D) demonstrate concepts and processes to employ the appropriate steps in document production	(i) demonstrate concepts to employ the appropriate steps in document production	Narrative: Word Processing, Lesson 17 Activity: Word Processing, Lesson 18-23 Part 2
(5) The student prepares business documents using effective communication. The student is expected to:	(D) demonstrate concepts and processes to employ the appropriate steps in document production	(ii) demonstrate processes to employ the appropriate steps in document production	Narrative: Word Processing, Lesson 17 Activity: Word Processing, Lesson 18-23 Part 2
(6) The student improves level of proficiency in producing complex business documents. The student is expected to:	(A) refine work habits	(i) refine work habits	Narrative: Professionalism in the Workplace, Lesson 2 Activity: Professionalism in the Workplace, Lesson 2 Part 1 #10
(6) The student improves level of proficiency in producing complex business documents. The student is expected to:	(B) improve techniques, speed, and accuracy in document production	(i) improve techniques in document production	Narrative: Word Processing, Lesson 18 Activity: Word Processing, Lesson 18-23 Part 2
(6) The student improves level of proficiency in producing complex business documents. The student is expected to:	(B) improve techniques, speed, and accuracy in document production	(ii) improve speed document production	Narrative: Word Processing, Lesson 18 Activity: Word Processing, Lesson 18-23 Part 2
(6) The student improves level of proficiency in producing complex business documents. The student is expected to:	(B) improve techniques, speed, and accuracy in document production	(iii) improve accuracy in document production	Narrative: Word Processing, Lesson 18 Activity: Word Processing, Lesson 18-23 Part 2
(7) The student solves problems using document processing skills. The student is expected to:	(A) identify criteria for selection and evaluation of word-processing software	(i) identify criteria for selection of word-processing software	Narrative: Professionalism in the Workplace, Lesson 6 Activity: Professionalism in the Workplace, Lesson 6 Part 1 #3, 6, 7, 11, 12; Lesson 6 Part 2 #1A and 1B, 2
(7) The student solves problems using document processing skills. The student is expected to:	(A) identify criteria for selection and evaluation of word-processing software	(ii) identify criteria for evaluation of word-processing software	Narrative: Professionalism in the Workplace, Lesson 6 Activity: Professionalism in the Workplace, Lesson 6 Part 1 #6, 11, 12; Lesson 6 Part 2 #1, #1A and 1B, 2

STANDARD			Correlating Content
(7) The student solves problems using document processing skills. The student is expected to:	(B) analyze proper placement, format, and priority of completion	(i) analyze proper placement	Narrative: Word Processing, Lesson 18 Activity: Word Processing, Lesson 18-23 Part 2
(7) The student solves problems using document processing skills. The student is expected to:	(B) analyze proper placement, format, and priority of completion	(ii) analyze proper format	Narrative: Word Processing, Lesson 18 Activity: Word Processing, Lesson 18-23 Part 2
(7) The student solves problems using document processing skills. The student is expected to:	(B) analyze proper placement, format, and priority of completion	(iii) analyze proper priority of completion	Narrative: Professionalism in the Workplace, Lesson 2 Activity: Professionalism in the Workplace, Lesson 2 Part 1 #11, Lesson 2 Part 2 #1
(7) The student solves problems using document processing skills. The student is expected to:	(C) produce business correspondence such as letters, memos, emails, press releases, announcements, tables, reports, legal documents, and business forms	(i) produce business correspondence	Narrative: Word Processing, Lesson 18 Activity: Word Processing, Lesson 18 Part 2
(7) The student solves problems using document processing skills. The student is expected to:	(D) prepare and distribute personalized correspondence using electronic mail	(i) prepare personalized correspondence using electronic mail	Narrative: Word Processing, Lesson 22 Activity: Word Processing, Lesson 22 Part 2
(7) The student solves problems using document processing skills. The student is expected to:	(D) prepare and distribute personalized correspondence using electronic mail	(ii) distribute personalized correspondence using electronic mail	Narrative: Word Processing, Lesson 22 Activity: Word Processing, Lesson 22 Part 1 #3 Composing an Email, Lesson 22 Part 2
(8) The student develops the technology and social skills necessary to work in an office environment. The student is expected to:	(A) create and present a visual and oral report using text and graphics	(i) create a visual report using text	Narrative: Presentations, Lesson 20 Activity: Presentations, Lesson 20 Part 1 #3, 9; Word Processing, Lesson 17 Part 2
(8) The student develops the technology and social skills necessary to work in an office environment. The student is expected to:	(A) create and present a visual and oral report using text and graphics	(ii) create an oral report using text	Narrative: Presentations, Lesson 20 Activity: Presentations, Lesson 20 Part 1 #3, 9; Word Processing, Lesson 17 Part 2
(8) The student develops the technology and social skills necessary to work in an office environment. The student is expected to:	(A) create and present a visual and oral report using text and graphics	(iii) present a visual report using text	Narrative: Presentations, Lesson 20 Activity: Presentations, Lesson 20 Part 1 #6, 7; Word Processing, Lesson 17 Part 2
(8) The student develops the technology and social skills necessary to work in an office environment. The student is expected to:	(A) create and present a visual and oral report using text and graphics	(iv) present an oral report using text	Narrative: Presentations, Lesson 20 Activity: Presentations, Lesson 20 Part 1 #6, 7; Word Processing, Lesson 17 Part 2
(8) The student develops the technology and social skills necessary to work in an office environment. The student is expected to:	(A) create and present a visual and oral report using text and graphics	(v) create a visual report using graphics	Narrative: Presentations, Lesson 20 Activity: Presentations, Lesson 20 Part 1 #1, 5, 8; Word Processing, Lesson 17 Part 2

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(8) The student develops the technology and social skills necessary to work in an office environment. The student is expected to:	(A) create and present a visual and oral report using text and graphics	(vi) create an oral report using graphics	Narrative: Presentations, Lesson 20 Activity: Presentations, Lesson 20 Part 1 #1, 5, 8; Word Processing, Lesson 17 Part 2
(8) The student develops the technology and social skills necessary to work in an office environment. The student is expected to:	(A) create and present a visual and oral report using text and graphics	(vii) present a visual report using graphics	Narrative: Presentations, Lesson 20 Activity: Presentations, Lesson 20 Part 1 #1, 2, 4, 5, 8; Word Processing, Lesson 17 Part 2
(8) The student develops the technology and social skills necessary to work in an office environment. The student is expected to:	(A) create and present a visual and oral report using text and graphics	(viii) present an oral report using graphics	Narrative: Presentations, Lesson 20 Activity: Presentations, Lesson 20 Part 1 #1, 2, 4, 8; Word Processing, Lesson 17 Part 2
(8) The student develops the technology and social skills necessary to work in an office environment. The student is expected to:	(B) relate the social ramifications of computer applications to privacy, values, and ethics	(i) relate the social ramifications of computer applications to privacy	Narrative: Professionalism in the Workplace, Lesson 4 Activity: Professionalism in the Workplace, Lesson 4 Part 1 #2, 11; Lesson 4 Part 2 #1
(8) The student develops the technology and social skills necessary to work in an office environment. The student is expected to:	(B) relate the social ramifications of computer applications to privacy, values, and ethics	(ii) relate the social ramifications of computer applications to values	Narrative: Professionalism in the Workplace, Lesson 4 Activity: Professionalism in the Workplace, Lesson 4 Part 1 #12; Lesson 4 Part 2 #2
(8) The student develops the technology and social skills necessary to work in an office environment. The student is expected to:	(B) relate the social ramifications of computer applications to privacy, values, and ethics	(iii) relate the social ramifications of computer applications to ethics	Narrative: Professionalism in the Workplace, Lesson 4 Activity: Professionalism in the Workplace, Lesson 4 Part 1 #1; Lesson 4 Part 2 #2A
(8) The student develops the technology and social skills necessary to work in an office environment. The student is expected to:	(C) enhance overall office productivity by responsible use of computer systems	(i) enhance overall office productivity by responsible use of computer systems	Narrative: Professionalism in the Workplace, Lesson 4 Activity: Professionalism in the Workplace, Lesson 4 Part 1 #3, 15; Lesson 4 Part 2 #2B
(8) The student develops the technology and social skills necessary to work in an office environment. The student is expected to:	(D) develop human-relation skills for working in a team environment	(i) develop human-relation skills for working in a team environment	Narrative: Professionalism in the Workplace, Lesson 3 Activity: Professionalism in the Workplace, Lesson 3 Part 1 #4, 13; Part 2 #5
(8) The student develops the technology and social skills necessary to work in an office environment. The student is expected to:	(E) participate in student leadership activities	(i) participate in student leadership activities	Narrative: Professionalism in the Workplace, Lesson 1 Activity: Professionalism in the Workplace, Lesson 1 Part 1 #5, 10; Lesson 1 Part 2 #4A and B