

CCTC - Common Career Technical Core Standards

TITLE: **Learn-by-Doing: Microsoft Word 2013**

ISBN: 978-1-934422-74-8

#	Standard	Text Correlation	Correlation Narrative
2	Apply appropriate academic and technical skills: <i>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.</i>	Lessons: 1.1-1.5, 2.1-2.4, 3.1-3.9, 4.1-4.6, 5.1-5.4, 6.1-6.2, 7.1-7.2, 8.1-8.5, 9.1-9.2 Instructor's Resource CD Units 1-8 Written Assessments	Word processing is an essential skill in an educational setting, for the workplace and life in general. In each lesson, the student will read, comprehend and apply word processing skills to produce professional documents using Word 2013. The student will follow written instructions to produce documents based on real world scenarios. Students will read and understand implied messages to understand how the skills in each lesson might be applied in real life. The written and performance assessments demonstrate mastery of reading and comprehension of text, as well as application of terms and skills.
4	Communicate clearly, effectively and with reason: <i>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.</i>	Lessons: 1.1-1.5, 2.1-2.4, 3.1-3.9, 4.1-4.6, 5.1-5.4, 6.1-6.2, 7.1-7.2, 8.1-8.5, 9.1-9.2 Instructor's Resource CD Units 1-8 Written Assessments	One of the most important and essential skills a person needs to succeed in life is effective and professional communication skills. In each lesson, the student will learn to use Word 2013 to produce professionally formatted documents efficiently. The written and performance assessments demonstrate mastery of reading and comprehension of text, as well as application of terms and skills.

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6	Demonstrate creativity and innovation: <i>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.</i>	Lessons: 1.1-1.5, 2.1-2.4, 3.1-3.9, 4.1-4.6, 5.1-5.4, 6.1-6.2, 7.1-7.2, 8.1-8.5, 9.1-9.2 Instructor's Resource CD Units 1-8 Written Assessments	In each lesson, instruction and source documents are provided to guide the student, but in such a way as to encourage experimentation and inquiry toward a more efficient way to get to the same outcome. The written and performance assessments demonstrate mastery of reading and comprehension of text, as well as application of terms and skills.
8	Utilize critical thinking to make sense of problems and persevere in solving them: <i>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.</i>	Lessons: 1.1-1.5, 2.1-2.4, 3.1-3.9, 4.1-4.6, 5.1-5.4, 6.1-6.2, 7.1-7.2, 8.1-8.5, 9.1-9.2 Instructor's Resource CD Units 1-8 Written Assessments	In each lesson, the student is presented with material that he/she must read, comprehend and apply to produce various documents. The student must identify the task and be able to apply the text material in order to produce the intended end-product. The written and performance assessments demonstrate mastery of reading and comprehension of text, as well as application of terms and skills.

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#	Standard	Text Correlation	Correlation Narrative
11	<i>Use technology to enhance productivity: 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.</i>	Lessons: 1.1-1.5, 2.1-2.4, 3.1-3.9, 4.1-4.6, 5.1-5.4, 6.1-6.2, 7.1-7.2, 8.1-8.5, 9.1-9.2 Instructor's Resource CD Units 1-8 Written Assessments	In each lesson, the student is expected to learn and apply skills using a new technology. If the student has used a different word-processing software in the past, the student must be flexible and open to change in learning the new program. Through experimentation and inquiry, the student will apply alternative ways to get the job done correctly and efficiently. The written and performance assessments demonstrate mastery of reading and comprehension of text, as well as application of terms and skills.