CURRICULUM MAP
DOCUMENT PROCESSING

Week 1-2	Weeks 3-4	Weeks 5-6	Weeks 7-10	Weeks 11-13	Weeks 14-18
Program Goals I. Acquire advanced, refined skill in keyboarding and formatting. **Student Objectives** A. Demonstrate increased speed and accuracy in keyboarding and formatting. **Credit – 0.5** **Prerequisites – Keyboarding** **Single-Block** **One Semester**	**Program Goals** I. Acquire advanced, refined skill in keyboarding and formatting. **Student Objectives** B. Demonstrate knowledge of formatting skills as well as basic work habits to complete documents in an office situation.	**Program Goals** I. Acquire advanced, refined skill in keyboarding and formatting. **Student Objectives** C. Demonstrate increased accuracy of error detection and correction. **<u>Incorporates:</u>** **Language Arts** **Writing Processes** 9-15. Proofread writing, edit to improve conventions (e.g., grammar, spelling, punctuation and capitalization). Grade 10. Proofread for clarity, consistency, organization and conventions.	**Program Goals** II. Acquire advanced skill in techniques made possible by the word processor. **Student Objectives** A. Demonstrate ability to spell check, edit, and correct all work. **<u>Incorporates:</u>** **Language Arts** **Writing Processes** 9-10 Use available technology to compose text. **Writing Conventions** **Grades 9-10** 1. Use correct spelling conventions. 2. Use correct capitalization and punctuation.	**Program Goals** II. Acquire advanced skill in techniques made possible by the word processor. **Student Objectives** B. Demonstrate proficiency in use of block copying of text.	**Program Goals** II. Acquire advanced skill in techniques made possible by the word processor. **Student Objectives** C. Demonstrate ability to use the spreadsheet capabilities of the word processor. 11/9/2005