

Computer Applications/
Computer Applications I/
Word Processing I/
Business Tech I

**CLASS OFFERING: COMPUTER APPLICATIONS/COMPUTER APPLICATIONS I/
WORD PROCESSING I/BUSINESS TECH I**

Performance Objective: A. To Be Able to Execute a Program From Directory or Menu

| Instructional Organization | Instructional Objectives <i>The learner will:</i> | Resources/ Instructional Activities |
|----------------------------|--|--|
| CA/WP-A-1 | 1. Be able to create a document file. | |
| CA/WP-A-2 | 2. Be able to set up simple letter style. | |
| CA/WP-A-3 | 3. Be able to use the cursor movement commands. | |
| CA/WP-A-4 | 4. Be able to set and change margins. | |
| CA/WP-A-5 | 5. Be able to format paragraphs. | |
| CA/WP-A-6 | 6. Be able to maintain a directory. | |

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Performance Objective: B. To Be Able to Edit, Save, and Delete a Prepared File

| Instructional Organization | Instructional Objectives <i>The learner will:</i> | Resources/ Instructional Activities |
|----------------------------|---|--|
| CA/WP-B-1 | 1. Be able to use proof-reading marks. | |
| CA/WP-B-2 | 2. Be able to develop strong proof-reading skills. | |
| CA/WP-B-3 | 3. Be able to insert and delete text. | |
| CA/WP-B-4 | 4. Be able to move and copy text within a document. | |
| CA/WP-B-5 | 5. Be able to format text. | |
| CA/WP-B-6 | 6. Be able to use spell-checking devices and to be able to use writing and editing tools. Those tools include spelling, grammar, and thesaurus. | |

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Performance Objective: C. To Accurately Produce Tables, Letters, Memos, and Reports

| Instructional Organization | Instructional Objectives <i>The learner will:</i> | Resources/ Instructional Activities |
|----------------------------|---|--|
| CA/WP-C-1 | 1. Be able to set, clear, and use tabs. | |
| CA/WP-C-2 | 2. Be able to set up different letter styles. | |
| CA/WP-C-3 | 3. Be able to use different punctuation. | |
| CA/WP-C-4 | 4. Be able to set up memorandum form. | |
| CA/WP-C-5 | 5. Be able to key reports. | |
| CA/WP-C-6 | 6. Be able to correctly key footnotes/endnotes. | |
| CA/WP-C-7 | 7. Be able to correctly key a bibliography or reference page. | |

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Performance Objective: D. Demonstrate Skill in Formatting Documents

| Instructional Organization | Instructional Objectives <i>The learner will:</i> | Resources/ Instructional Activities |
|----------------------------|--|--|
| CA/WP-D-1 | 1. Be able to use the menu toolbar. | |
| CA/WP-D-2 | 2. Be able to use the standard toolbar. | |
| CA/WP-D-3 | 3. Be able to use the formatting toolbar. | |
| CA/WP-D-4 | 4. Be able to use keyboard short cuts. | |

**CLASS OFFERING: COMPUTER APPLICATIONS/COMPUTER APPLICATIONS I/
WORD PROCESSING I/BUSINESS TECH I (PERSONAL KEYBOARDING — BUCKEYE)**

Performance Objective: E. To Demonstrate Skill in Merging of Files and Integration of Different Software Packages

| Instructional Organization | <i>The learner will:</i> | Instructional Objectives | Resources/ Instructional Activities |
|----------------------------|--|--------------------------|--|
| CA/WP-E-1 | 1. Be able to merge files in the word processor. | | |
| CA/WP-E-2 | 2. Be able to use the mail merge capabilities of the software package. | | |
| CA/WP-E-3 | 3. Be able to type envelopes and mail merge envelopes. | | |
| CA/WP-E-4 | 4. Be able to integrate other types of software with Word. | | |