

BILLINGS PUBLIC SCHOOLS
BUSINESS EDUCATION
WORD PROCESSING
Learner Objectives
Adopted April 17, 2000

MISSION STATEMENT

Our mission is that students leave Business Education with more than just learned skills. Students will be prepared to apply skills when they enter the work force and/or post-secondary areas. Students will be better prepared to accept the challenges and rapid changes that will face them in the future.

PHILOSOPHY

The Company setting allows students to work in a diverse, real world work environment. The students apply knowledge and employability skills in a variety of situations. This program of study puts all the concepts to be learned into an environment that is set in the context of work. Using the latest technology, students work toward completing competencies and experience a real business office environment. Students are treated as employees and meet requirements that are expected in each company. These expectations are developed by each company's Board of Directors and are included in the company's employee handbook.

LEARNING DOMAINS

- I. The learner will develop skills in entry level business/technology.**
- II. The learner will develop problem solving & decision making skills.**
- III. The learner will develop skills in career exploration.**
- IV. The learner will demonstrate employability skills.**

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I. The learner will develop skills in entry level business/technology.

- 1. Create and edit a word document.**
- 2. Use character formatting.**
- 3. Format and utilize tables.**
- 4. Prepare mail merge documents.**
5. Use templates and wizards.
- 6. Access toolbars and menus.**
7. Use columns and typesetting options.
- 8. Draw objects, use text boxes, pictures and WordArt.**
9. Create and edit charts with Microsoft Graph 97 Chart.
10. Create a web page from a template.

II. The learner will develop skills in problem solving and decision making.

- 11. Create his/her own mail merge project.**
12. Create his/her own newsletter.
13. Create his/her own brochure.
14. Create his/her own program.
15. Create his/her own advertisement.
16. Create his/her own outline.

III. The learner will develop skills in career exploration.

- 17. Create a portfolio that includes resume, cover letter, certificates of achievement, and samples of student work.**
18. Complete a job interview.

IV. The learner will demonstrate employability skills.

19. Demonstrate dependability such as calling in absences and meeting deadlines.
20. Demonstrate self motivation such as goal setting.
21. Demonstrate organizational skills such as daily planners and prioritizing work.
- 22. Demonstrate good communication skills such as phone etiquette, interviews, presentations, and formatting office documents.**