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| **Proficiency Scale** | | |
| NJ CCCS for | | |
| **Topic: Unit 1 Business Communication** | | |
| **Course: Business Essentials and Financial Literacy Grades 9-12** | | |
| **Score 4.0** | **In addition to Score 3.0, in-depth inferences and applications that go beyond what was taught.**  **The student:**   * Create real Word document that you will really use in your personal life. | **Sample Activities** |
| * Advertisement * Resume * Letter |
| **Score 3.0** | **The student:**   * Students will synthesize and apply the fundamental, and most commonly used, features of Microsoft Word (word processing).   **The student exhibits no major errors or omissions.** | * Class Schedule |
| **Score 2.0** | **There are no major errors or omissions regarding the simpler details and processes as the student:**   * **recognizes or recalls specific terminology, such as:** * MS Word terms related to Word documents, i.e., parts of the Word Window, margins, header, ribbons, etc. * **performs basic processes, such as:** * Students will ...   + Identify and define basic features of Word and of the Word screen/window.   + Access & interact with files, the computer screen, dialog boxes, and relevant computer features via mouse and keyboard interface.   + Review and apply basic word processing skills. (Including: opening, creating, saving, navigating and printing documents; selecting and editing text; formatting characters; formatting paragraphs; and utilizing writing tools.)   + Review, apply and assess the proper application of tabs, indents, bullets, numbered lists, symbols, and headers/footers.   + Apply document editing and manipulation features. (These can include: move/cut, copy, paste, margins, columns, page/section breaks, and working with multiple documents.)   + Design, create and populate Tables.   + Assess and apply Graphics/Illustrations (These may include: WordArt, Pictures, Shapes, Text Boxes, and Smart Art.)   + Analyze and integrate supporting applications/equipment with word processing. (These may include: other Microsoft applications, the internet, scanner, digital camera, storage devices, and/or drawing programs such as Paint.)   + Synthesize workplace and personal needs with corresponding Word features.   + Analyze and troubleshoot common word processing problems.   **However, the student exhibits major errors or omissions regarding the more complex ideas and processes.** | * Word Window Quiz * Projects |
| **Score 1.0** | **With help, a partial understanding of some of the simpler details and processes and some of the more complex ideas and processes.** |  |
| **Score 0.0** | **Even with help, no understanding or skill demonstrated.** |