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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
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| **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
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| **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
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| **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.** |