

## Office Information Systems On-Line Learning Alignment

Summary of Activity	On-Line Use	Approximate Amount of Time Performed by the Student Per School Year
1. Mathematics Tutorial (reading and locating information tutorial as time permits)	Internet-based Worldwide Interactive Network (WIN) program	7 hours
2. Word processing/document processing	Glencoe Keyboarding program	36 hours
3. Career Exploration	Research careers of interest and prepare for a job interview	4 hours

**Total Hours: 47 hours**