

Everett SD Framework: Office User Intro / Computer Applications

Course: Office User Specialist

Total Framework Hours: 90 Hours

CIP Code: 110699

Type: Preparatory

Career Cluster: Information Technology

Date Last Modified: Monday, December 19, 2011

Resources and Standard used in Framework Development:

National Standards for Business Education (2007) National Business Education Association
ITSE National Educational Technology Standards

Unit 1 COMPUTER BASICS

Hours: 10

Performance Assessment(s):

Network and File Format Usage Quiz
Windows XP Part 1 Exam
Windows XP Part 2 Exam
IE7 Exam

By classifying and analyzing research information on a chosen career, students will acquire, read, evaluate, summarize and share new information regarding this career choice. The student will present their findings in a written document as well as a formal or informal presentation to the students in the class. The information shared should include how computer applications are used in the career as well as the focus on respecting diverse populations and eliminating bias in the workplace.

Leadership Alignment:

Business Ethics
Computer Problem Solving
Cyber Security
Introduction to Technology Concepts
Technology Concepts

Standards and Competencies

C-1 Foundation (Required for all areas)

- 1.1 Read, write, define, understand and use computer terminology.
- 1.2 Read, interpret, and follow documentation concerning the care and operation of software and hardware.
- 1.3 Identify and demonstrate the use of computer peripherals including printers, input devices, utilizing written and electronic references
- 1.4 Demonstrate appropriate file management techniques

Aligned to Washington State Standards

Arts

Communications

Health and Fitness

Mathematics

Reading

Reading 3.2 Read to perform a task.

3.2.2 Apply understanding of complex information, including functional documents, to perform a task.

Science

Social Studies

Writing

21st Century Skills

LEARNING AND INNOVATION

Creativity and Innovation

- ☐ Think Creatively
- ☐ Work Creatively with Others
- ☐ Implement Innovations

Creative Thinking and Problem Solving

- ☒ Reason Effectively
- ☒ Use Systems Thinking
- ☐ Make Judgements and Decisions
- ☐ Solve Problems

Communication and Collaboratio

- ☒ Communicate Clearly
- ☐ Collaborate with Others

INFORMATION, MEDIA AND TECHNOLOGY SKILLS

Information Literacy

- ☒ Access and Evaluate Information
- ☒ Use and Manage Information

Media Literacy

- ☐ Analyze Media
- ☐ Create Media Products

Information, Communications, and Technology (ICT Literacy)

- ☒ Apply Technology Effectively

LIFE AND CAREER SKILLS

Flexibility and Adaptability

- ☒ Adapt to Change
- ☒ Be Flexible

Initiative and Self-Direction

- ☐ Mange Goals and Time
- ☒ Work Independently
- ☒ Be Self-Directed Learners

Social and Cross-Cultural

- ☐ Interact Effectively with Other
- ☐ Work Effectively in Diverse Teams

Productivity and Accountability

- ☐ Manage Projects
- ☒ Produce Results

Leadership and Responsibility

- ☐ Guide and Lead Others
- ☐ Be Responsible to Others

Unit 2 WORD PROCESSING**Hours: 15****Performance Assessment(s):**

Using decision-making skills, students demonstrate basic word processing skills by creating business documents such as memos, letters, reports, tables, and announcements. They should exhibit understanding and application of writing strategies including editing and proofreading skills throughout the process of drafting and finalizing of the creation of these documents.

Performance Assessment

- Working with text
- Working with paragraphs
- Working with documents
- Managing Files
- Using Tables
- Working with pictures and charts

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WOIS Career Exploration Document

Resume

Cover letter

Assessment through SAM (& TOM's) testing from Course Technology/Thompson Learning, or Microsoft Specialist Core Exam.

FBLA Competitive Event, Word Processing, may also be an assessment tools for this component

Leadership Alignment:

Job 1—Merged Letter

Format the following letter according to the FBLA-PBL Format Guide. Supply all necessary letter parts. This letter is from Edward R. Shields, 5802 Lemon Drive, Phoenix, AZ 80933-4356

Body of the letter

Our agent, <<Agent>>, informs me that he has been unsuccessful in his efforts to collect <<amount>> due us for purchases made by you more than <<time>> months ago. ¶At the suggestion of our legal staff, we are writing to urge you to bring this matter to a satisfactory conclusion by sending us your remittance for <<amount>> in the enclosed envelope before the first of next month!¶ Please give this matter your prompt attention.

Use the following information to create the merged letters:

Mr. James McMannMs. Diana James
1521 State Street1314 Venture Avenue
Lawton, OK 45321Kansas City, MO 44444

Mr. WestmorelandMr. Dewey

\$15,000\$25,000

12 months16 months

Ms. Linda SmithMr. Russell Bedil
600 Hoyt3043 Helpful Way
Longbranch, TX 63321Omaha, NE 68101

Ms. PlattMs. Winston

\$30,000\$15,000

23 months18 months

Print 1-A. Print one copy of the letter showing the merged fields.
Print 1-B. Print all the merged letters

Standards and Competencies

C-2 Word Processing- Core

- 2.1 Create, edit, save, and print documents
- 2.2 Formatting text, paragraphs and documents
- 2.3 Move and copy text
- 2.4 Use automatic text features
- 2.5 Use find and replace
- 2.6 Use proofing tools
- 2.7 Use templates
- 2.8 Create letters, envelopes and labels
- 2.9 Use styles
- 2.11 Use headers and footers
- 2.12 Create, use and format tables
- 2.13 Work with columns

Aligned to Washington State Standards

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Health and Fitness

Mathematics

Reading

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Social Studies

Writing

Writing 1.3: Revises to improve text.

1.3.1 Revises text, including changing words, sentences, paragraphs, and ideas.

Writing 1.4: Edits text.

1.4.1 Edits for conventions (see 3.3).

Writing 2.2: Writes for different purposes.

2.2.1 Demonstrates understanding of different purposes for writing.

Writing 2.4: Writes for career applications.

2.4.1 Produces documents used in a career setting.

Writing 3.1: Develops ideas and organizes writing.

3.1.1 Analyzes ideas, selects a manageable topic, and elaborates using specific, relevant details and/or examples.

Writing 3.2: Uses appropriate style.

3.2.2 Analyzes and selects language appropriate for specific audiences and purposes.

3.2.3 Uses a variety of sentences consistent with audience, purpose, and form.

Writing 3.3: Knows and applies writing conventions appropriate for the grade level.

3.3.2 Spells accurately in final draft.

3.3.3 Applies capitalization rules.

3.3.4 Applies punctuation rules.

3.3.5 Applies usage rules.

3.3.6 Uses complete sentences in writing.

3.3.7 Applies paragraph conventions.

Writing 4.1: Analyzes and evaluates others' and own writing.

21st Century Skills

LEARNING AND INNOVATION

Creativity and Innovation

- ☒ Think Creatively
- ☐ Work Creatively with Others
- ☐ Implement Innovations

Creative Thinking and Problem Solving

- ☐ Reason Effectively
- ☐ Use Systems Thinking
- ☐ Make Judgements and Decisions
- ☒ Solve Problems

Communication and Collaboratio

- ☒ Communicate Clearly
- ☐ Collaborate with Others

INFORMATION, MEDIA AND TECHNOLOGY SKILLS

Information Literacy

- ☒ Access and Evaluate Information
- ☒ Use and Manage Information

Media Literacy

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- ☐ Create Media Products

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- ☒ Apply Technology Effectively

LIFE AND CAREER SKILLS

Flexibility and Adaptability

- ☐ Adapt to Change
- ☐ Be Flexible

Initiative and Self-Direction

- ☒ Mange Goals and Time
- ☒ Work Independently
- ☒ Be Self-Directed Learners

Social and Cross-Cultural

- ☐ Interact Effectively with Other
- ☐ Work Effectively in Diverse Teams

Productivity and Accountability

- ☐ Manage Projects
- ☒ Produce Results

Leadership and Responsibility

- ☐ Guide and Lead Others
- ☐ Be Responsible to Others

Performance Assessment(s):

Students, individually or in a group, will demonstrate Microsoft Excel Core skills, will reason and analyze data and information related to business tasks such as maintaining inventory, accounting for expenses, sales and profits and summarizing data in table and graphic forms.

Performance Assessments:

- Working with cells and cell data
- Working with files and workbooks
- Formatting, modifying and printing worksheets and workbooks
- Creating and revising formulas
- Creating and modifying graphics
- Page setup and printing
- Working with formulas and functions
- Using charts and objects

Assessment through SAM (& TOM's) testing from Course Technology/Thompson Learning, or Microsoft Specialist Core Exam

FBLA provides assessment tasks related to this unit through the Business Computations and Computer Applications competitive events.

Leadership Alignment:

Job 2–Spreadsheet

Input the information shown below into a spreadsheet.

ABCDEF

1Student Intern Payroll

2Week Ending June 30

3EMPLOYEE NAMEHOURS WORKEDHOURLY RATEREGULAR PAYOVERTIME PAYGROSS PAY

4

5Johnson, Billy 377.89

6Smith, Jimmy 508.00

7Davis, Suzie 34.56.50

8Henderson, Danny 47.59.00

9

10TOTALS

11

12

1. Compute regular pay for each employee using an IF statement. Company pays the hourly rate for the first 40 hours and time and a half for those hours over 40.

2. Compute overtime pay for each employee using an IF statement.

3. Total regular pay and overtime pay to determine gross pay.

4. Format the columns with two decimal places.

5. Format the TOTALS lines as currency with two decimal points.

6. Use 16-point Arial font for the heading – Student Intern Payroll; center over spreadsheet and bold and italicize.

7. Use 10-point Arial and center Week Ending June 30 over the spreadsheet.
8. Use a 14-point Arial font for the column titles. (Employee Name, Hours Worked, Hourly Rate, Regular Pay, Overtime Pay, and Gross Pay)
9. Bold, center, and wrap the text for each column heading in Row 3.
10. Add the following in Column A under Totals and use formulas to determine each: Number of Employees, Highest Gross Pay, Lowest Gross Pay, and Average Gross Pay.

Print 2-A. Print a copy of the worksheet in portrait orientation with grid lines.

Print 2-B. Print a copy of the worksheet in landscape orientation without grid lines showing the formulas in the cells. Fit on one page.

Chart (10 points)

1. Open the spreadsheet from Problem 2 and create a chart showing the gross pay for each intern.
2. This should be a column chart.
3. The title of the chart is "Intern Payroll."
4. Label the X-Axis "Intern" and the Y-axis "Gross Pay."
5. Remove the legend.
6. Print 4A. Print the chart in landscape orientation.

Standards and Competencies

- C-3 Spreadsheet- Core (3.1 to 3.20)
 - 3.1 Create, modify, format and print worksheets
 - 3.2 Insert, delete and move cells
 - 3.3 Enter and edit cell data including text, numbers, and formulas
 - 3.4 Check spelling
 - 3.5 Find and replace cell data and formats
 - 3.6 Work with a subset of data by filtering lists
 - 3.7 Work with basic formulas & functions
 - 3.8 Use multiple worksheets
 - 3.11 Save workbooks using different names and file formats
 - 3.13 Apply and modify cell formats
 - 3.14 Modify row and column settings
 - 3.15 Modify row and column formats
 - 3.18 Modify Page Setup options for worksheets
 - 3.19 Preview and print worksheets and workbooks

Aligned to Washington State Standards

Arts

Communications

Health and Fitness

Mathematics

7.A Analyze a problem situation and represent it mathematically

7.B Select and apply strategies to solve problems.

7.E Read and interpret diagrams, graphs, and text containing the symbols, language, and conventions of mathematics.

7.G Synthesize information to draw conclusions and evaluate the arguments and conclusions of others.

Reading

Science

Social Studies

Writing

Writing 2.2: Writes for different purposes.

2.2.1 Demonstrates understanding of different purposes for writing.

Writing 3.1: Develops ideas and organizes writing.

3.1.2 Analyzes and selects effective organizational structure.

Writing 4.2: Sets goals for improvement.

21st Century Skills

LEARNING AND INNOVATION

Creativity and Innovation

- ☐ Think Creatively
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- ☒ Solve Problems

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- ☒ Communicate Clearly
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INFORMATION, MEDIA AND TECHNOLOGY SKILLS

Information Literacy

- ☒ Access and Evaluate Information
- ☒ Use and Manage Information

Media Literacy

- ☐ Analyze Media
- ☐ Create Media Products

Information, Communications, and Technology (ICT Literacy)

- ☒ Apply Technology Effectively

LIFE AND CAREER SKILLS

Flexibility and Adaptability

- ☐ Adapt to Change
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Initiative and Self-Direction

- ☒ Mange Goals and Time
- ☒ Work Independently
- ☒ Be Self-Directed Learners

Social and Cross-Cultural

- ☐ Interact Effectively with Other
- ☐ Work Effectively in Diverse Teams

Productivity and Accountability

- ☒ Manage Projects
- ☒ Produce Results

Leadership and Responsibility

- ☐ Guide and Lead Others
- ☐ Be Responsible to Others

Unit 4 POWERPOINT

Hours: 15

Performance Assessment(s):

Using decision-making, critical and creative thinking skills, individual students will demonstrate proper presentation skills and use of presentation software by:

- Creating, customizing and modifying a presentation
- Working with text
- Working with visual elements
- Delivering a presentation
- Managing files
- Integrating with other software packages

Assessment through SAM (& TOM's) testing from Course Technology/Thompson Learning, or Microsoft Office User Specialist Exam and/or personal presentations delivered to an audience.

Self, peers and instructor will evaluate the student's communication and artistic skills.

Powerpoint Artist Presentation

Powerpoint Going Green

Leadership Alignment:

Presentation

- 1.Create a new presentation.
- 2.Use the Title Slide as your first slide.
- 3.Enter the text as illustrated below.

Slide 1:Social Responsibility and Ethics in Management

Slide 2:Social Accountability

- Business Ethics

Slide 3:Management Perspective

- Ethical Context of Management
- Society's Expectations
- Whistleblowers
- Planned Responsiveness

Slide 4:Managerial Relationships

- Customers
- Employees
- Stockholders
- Suppliers
- Competitors

Slide 5:Government Regulation

- Case for Government Regulation
- Case against Government Regulation
- Reconciling the Issues

Slide 6:The Responsive Manager

- Broadened Awareness
- Integrative Ability
- Effective Communications
- Political Sensitivity
- Intellectual Ability

Standards and Competencies

C-5 Presentations (5.1 to 5.19)

- 5.1 Create presentations (manually and using automated tools)
- 5.2 Add slides to and delete slides from presentations
- 5.3 Modify headers and footers in the Slide Master
- 5.4 Import text from Word
- 5.5 Insert, format, and modify text
- 5.6 Add tables, charts, clip art, and bitmap images to slides
- 5.7 Customize slide backgrounds
- 5.8 Add OfficeArt Elements to slides
- 5.9 Apply custom formats to tables
- 5.10 Apply formats to presentations
- 5.11 Apply animation schemes
- 5.12 Apply slide transitions
- 5.13 Customize slide formats
- 5.14 Customize slide templates
- 5.15 Manage a Slide Master
- 5.16 Rehearse timing
- 5.17 Rearrange slides
- 5.18 Modify slide layout
- 5.19 Add links to a presentation

Aligned to Washington State Standards

Arts

Arts 1.0 The student understands and applies arts knowledge and skills.

1.3 Understands and applies arts genres and styles from various artists, cultures, and times.

Communications

Communication 1.2: Understands, analyzes, synthesizes, or evaluates information from a variety of sources.

Communication 2.2: Uses interpersonal skills and strategies in a multicultural context to work collaboratively, solve problems, and perform tasks.

2.2.1 Uses communication skills that demonstrate respect.

2.2.2 Applies skills and strategies to contribute responsibly in a group setting.

Communication 3.1: Uses knowledge of topic/theme, audience, and purpose to plan presentations.

Communication 3.2: Uses media and other resources to support presentations.

Communication 4.1: Assesses effectiveness of one's own and others' communication.

- 4.1.1 Analyzes and evaluates strengths and weaknesses of one's own communication using own or established criteria.
- 4.1.2 Analyzes and evaluates strengths and weaknesses of others' formal and informal communication using own or established criteria.

Health and Fitness

Mathematics

Reading

Science

Social Studies

Writing

21st Century Skills

LEARNING AND INNOVATION

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Flexibility and Adaptability

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Social and Cross-Cultural

- ☒ Interact Effectively with Other
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Productivity and Accountability

- ☒ Manage Projects
- ☒ Produce Results

Leadership and Responsibility

- ☐ Guide and Lead Others
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Unit 5 ACCESS**Hours: 25****Performance Assessment(s):**

Utilizing problem-solving and reasoning skills, students will identify patterns and sequence through understanding information systems and the use of technology in creating and manipulating data in database software. Students will demonstrate efficient use of database software by:

- Planning, designing and creating databases
- Creating and modifying databases, tables, and forms
- Creating and modifying queries
- Viewing and organizing information
- Defining relationships
- Producing reports
- Integrating with other applications

Assessment through SAM (& TOM's) testing from Course Technology/Thompson Learning, or Microsoft Office User Specialist Exam.

Create a database organizing information about National Parks in the U.S

Create a database organizing information about the States in the U.S

Leadership Alignment:

Database

1.Input the information below into a database.

	LAST NAME	FIRST NAME	DATE HIRED	DEPARTMENT	PAY RATE	UNION MEMBER
1	Rapoza	Anthony	01/10/99	Shipping	\$8.50	YES
2	McCormack	Nigel	01/15/99	Shipping	\$8.25	NO
3	Ackerman	David	02/04/99	Accounting	\$9.75	YES
4	Doi	Chang	02/05/99	Production	\$6.00	YES
5	Castle	Mark	03/04/99	Shipping	\$7.50	YES
6	Dunning	Lisa	03/12/99	Marketing	\$9.10	NO
7	Chaney	Joseph	03/23/99	Accounting	\$8.00	NO
8	Bender	Helen	02/12/99	Production	\$6.75	YES
9	Anderson	Mariane	04/18/99	Shipping	\$9.00	YES
10	Edwards	Kenneth	04/23/90	Production	\$8.60	YES
11	Baxter	Charles	05/05/99	Accounting	\$11.00	NO
12	Evans	John	05/19/99	Marketing	\$6.00	NO
13	Andrews	Robert M.	06/03/99	Marketing	\$9.00	YES
14	Dugan	Mary	06/10/99	Production	\$8.75	YES
15	Castleworth	Mary	07/05/86	Production	\$8.75	NO

Print 3-A. Print the database.

2.Add a new field after Union Member to the database. Include the information listed below.

EMPLOYEE
NUMBEREMPLOYEE
LAST NAME
1011Rapoza
1013McCormack
1016Ackerman
1017Doi
1020Castle
1022Dunning
1025Chaney
1026Bender
1029Anderson
1030Edwards
1037Baxter
1041Evans
1056Andrews
1057Dugan
1066Castleworth

Job 3–Database (continued)

3.Add the following records to the database file.

LAST NAME	FIRST NAME	DATE HIRED	DEPARTMENT	PAY RATE	UNION MEMBER	EMPLOYEE NUMBER
Fisher	Ell	07/15/99	Accounting	8.00	NO	1070
Caine	William	08/16/99	Marketing	9.25	NO	1075
Adair	Virginia	08/01/99	Production	7.50	YES	1073

Print 3B. Print the revised database.

4.Create the following queries showing the Employee Number, Last Name, First Name, Department, Pay Rate, and Union Member

Print 3C.Employees who work in the marketing department.

Print 3D.Employees who are not members of the union.

Print 3E.Employees who work in the accounting or shipping department.

Print 3F.Employees who work in the accounting or shipping department or make more than \$9.00 an hour.

5.Create a report for all employees. Include Employee Number, Last Name, First Name, Date Hired, Department, and Pay Rate.

- Title the report “Employee Records.”
- Arrange the report in ascending order by Last Name, First Name.
- Arrange this report attractively on the page and print one copy.

Print 3G. Print the report.

Standards and Competencies

C-6 Database

- 6.1 Create Access databases
- 6.2 Create and modify tables
- 6.3 Define and modify field types
- 6.4 Modify field properties
- 6.7 Create and modify queries
- 6.8 Create forms
- 6.10 Create reports
- 6.12 Enter, edit, and delete records
- 6.13 Find and move among records
- 6.14 Import data to Access
- 6.17 Modify form layout
- 6.18 Modify report layout and page setup
- 6.19 Format datasheets
- 6.20 Sort records
- 6.21 Filter Records
- 6.26 Back up a database

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Health and Fitness

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Reading

Science

Social Studies

Writing

Writing 1.5: Publishes text to share with audience.

Writing 3.1: Develops ideas and organizes writing.

3.1.2 Analyzes and selects effective organizational structure.

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