

OFFICE TECHNOLOGY

OVERVIEW

I. BASIC SKILLS

GOAL: To demonstrate mastery of basic skills in Microsoft Word XP.

ASSESSMENT: The students' performance will be captured using a scoring guide showing the criteria for reaching satisfactory skill acquisition of keying paragraphs.

OBJECTIVE:

a. The learner will create documents, select and edit text, and format characters in Microsoft Word XP.

II. PARAGRAPH FORMATTING AND EDITING TOOLS

GOAL: To demonstrate mastery of paragraph formatting and editing tools in Microsoft Word XP.

ASSESSMENT: The students' performance will be captured using a scoring guide showing the criteria for reaching satisfactory skill acquisition of keying paragraphs and tabulation exercises.

OBJECTIVE:

a. The learner will format paragraphs, set tabs, and use writing and editing tools in Microsoft Word XP.

III. PAGE FORMATTING

GOAL: To demonstrate mastery of page formatting in Microsoft Word XP.

ASSESSMENT: The students' performance will be captured using a scoring guide showing the criteria for reaching satisfactory skill acquisition of formatting pages.

OBJECTIVE:

a. The learner will format pages in Microsoft Word XP.

IV. TABLES AND COLUMNS

GOAL: To demonstrate mastery of tables and columns in Microsoft Word XP.

ASSESSMENT: The students' performance will be captured using a scoring guide showing the criteria for reaching satisfactory skill acquisition of keying tables.

V. ADVANCED TOPICS

GOAL: To demonstrate mastery of graphics and charts in Microsoft Word XP.

ASSESSMENT: The students' performance will be captured using a scoring guide showing the criteria for reaching satisfactory skill acquisition of keying graphics and charts.

OBJECTIVE:

a. The learner will create graphics and charts in Microsoft Word XP.

VI. ELECTRONIC DISPLAY-PRINTING CALCULATOR

GOAL: To demonstrate mastery of addition, subtraction, multiplication, division, non-add key, decimal-point key, and memory register on the electronic display-printing calculator.

ASSESSMENT: The students' performance will be captured using a scoring guide showing the criteria for reaching satisfactory skill acquisition of adding, subtracting, multiplying, and dividing on the electronic display-printing calculator.

OBJECTIVE:

a. The learner will use the touch method in adding, subtracting, multiplying, and dividing on the electronic display-printing calculator.

VII. FILING

GOAL: To demonstrate mastery of alphabetic, numeric, and geographic filing.

ASSESSMENT: The students' performance will be captured using a scoring guide showing the criteria for reaching satisfactory skill acquisition of filing records numerically and alphabetically by name, subject, and geographic area.

OBJECTIVE:

a. The learner will file records numerically and alphabetically by name, subject, and geographic area.