

Student's Name/Initials

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Date

Teacher's Initials

Date

STUDENT PROFILE
INTEGRATED BUSINESS APPLICATIONS 1
COURSE CODE: 5020

Microsoft Office 2003 Specialist (MOS) Certification Preparation Course
Microsoft Office 2007 (MCAS) Certification (After completion of IBA 1 & 2)

DIRECTIONS: Evaluate the student using the applicable rating scales below and check the appropriate box to indicate the degree of competency. The ratings 3, 2, 1, and N are not intended to represent the traditional school grading system of A, B, C, and D. The description associated with each of the ratings focuses on the level of student performance or cognition for each of the competencies listed below.

COURSE DESCRIPTION: This course is designed to teach students software applications that are necessary to live and work in a technological society. The applications covered include word processing, database, spreadsheet, and presentation. Other content areas may include computer hardware, terminology, and concepts. Given the necessary equipment, supplies, and appropriate software, the student will be able to successfully complete the standards necessary for national credentials. The course is recommended for students in grades 9-12. The recommended prerequisites for this course include Keyboarding 5100 or successful completion of state keyboarding proficiency exam.

CREDIT: 1 unit

PERFORMANCE RATING

- 3 - Skilled--can perform task independently with no supervision
 2 - Moderately skilled--can perform task completely with limited supervision
 1 - Limitedly skilled--requires instruction and close supervision
 N - No exposure--has no experience or knowledge of this task

COGNITIVE RATING

- 3 - Knowledgeable--can apply the concept to solve problems
 2 - Moderately knowledgeable--understands the concept
 1 - Limited knowledge--requires additional instruction
 N - No exposure--has not received instruction in this area

A. Safety and Ethics

3 2 1 N

- ___ ___ ___ ___ 1. Identify major causes of work-related accidents in offices.
 ___ ___ ___ ___ 2. Describe the threat of viruses to a computer network, methods of avoiding attacks, and options in dealing with virus attacks.
 ___ ___ ___ ___ 3. Identify potential abuse and unethical uses of computers and networks.
 ___ ___ ___ ___ 4. Explain the consequences of illegal and unethical uses of information technologies, e.g., privacy; illegal downloading; copyright violations; licensing infringement; and inappropriate uses of software, hardware, and mobile devices.

- ___ ___ ___ ___ 5. Differentiate between freeware, shareware, and public domain software copyrights.
 ___ ___ ___ ___ 6. Discuss computer crimes, terms of use, and legal issues such as copyright laws, fair use laws, and ethics pertaining to scanned and downloaded clip art images, photographs, documents, video, recorded sounds and music, trademarks, and other elements for use in Web publications.
 ___ ___ ___ ___ 7. Identify netiquette including the use of e-mail, social networking, blogs, texting, and chatting.
 ___ ___ ___ ___ 8. Describe ethical and legal practices in business professions such as safeguarding the confidentiality of business-related information.

B. Employability Skills

3 2 1 N

- ___ ___ ___ ___ 1. Identify positive work attitudes, e.g., appropriate dress code for the workplace, personal grooming, punctuality, time management, organization).
 ___ ___ ___ ___ 2. Demonstrate positive interpersonal skills, e.g., communication, respect, and teamwork.

C. Student Organizations

3 2 1 N

- ___ ___ ___ ___ 1. Explain how related student organizations are integral parts of career and technology education courses.

- ___ ___ ___ 2. Explain the goals and objectives of related student organizations.
- ___ ___ ___ 3. List opportunities available to students through participation in related student organization conferences / Competitions, community service, philanthropy, and other activities.
- ___ ___ ___ 4. Explain how participation in career and technology education student organizations can promote lifelong responsibility for community service and professional development.

D: Basic Computer Concepts

3 2 1 N

- ___ ___ ___ 1. Explain steps in the information processing cycle.
- ___ ___ ___ 2. Identify and explain the components of a computer system.
- ___ ___ ___ 3. Categorize software according to function (system and application).
- ___ ___ ___ 4. Identify functions of input/output devices.
- ___ ___ ___ 5. Categorize storage as primary or secondary.
- ___ ___ ___ 6. Define basic computer terminology (hardware, software, program, pixel, resolution, binary, RAM, ROM, bit, and byte).
- ___ ___ ___ 7. Identify characteristics and limitations of various computers based on size and capabilities.
- ___ ___ ___ 8. List examples of computer use in business, education, government, industry, and the home.
- ___ ___ ___ 9. Identify terms commonly found in personal computer advertisements.
- ___ ___ ___ 10. Describe the steps in purchasing a personal computer.
- ___ ___ ___ 11. Demonstrate both cold and warm boots.
- ___ ___ ___ 12. Define path, prompt, root directory, sub-directory, and wildcard.
- ___ ___ ___ 13. Identify basic functions and terminology associated with operating systems and system software (such as boot, MacIntosh, MS Windows, multitasking, GUI, icon, WYSIWYG, mouse, minimize, and maximize).

- ___ ___ ___ 14. Define characteristics of LANs, WANs, and MANs.

- ___ ___ ___ 15. Identify network hardware components.

E: Internet Applications

3 2 1 N

- ___ ___ ___ 1. Explain net addresses.
- ___ ___ ___ 2. Demonstrate ability to use search engines.
- ___ ___ ___ 3. Evaluate Website integrity and usefulness for the user.
- ___ ___ ___ 4. Use E-mail.
- ___ ___ ___ 5. Demonstrate an understanding of basic Web design development and publishing.
- ___ ___ ___ 6. Describe the types of Websites (portal, news, information, business, educational, entertainment, blog, wiki, and personal).
- ___ ___ ___ 7. Identify rules of netiquette
- ___ ___ ___ 8. Discuss issues surrounding information privacy.
- ___ ___ ___ 9. Analyze the pros and cons of Web 2.0 (blogs, wikis, social networking, podcasts, and Google Apps).

F. Word

3 2 1 N

- ___ ___ ___ 1. Create a document.
- ___ ___ ___ 2. Discuss shortcut keys/commands.
- ___ ___ ___ 3. Use the Undo, Redo, and Repeat command.
- ___ ___ ___ 4. Apply font formats (bold, italics, and underline).
- ___ ___ ___ 5. Use the SPELLING feature.
- ___ ___ ___ 6. Use the THESAURUS feature.
- ___ ___ ___ 7. Use the GRAMMAR feature.
- ___ ___ ___ 8. Insert page breaks.
- ___ ___ ___ 9. Distinguish between hard and soft page breaks.
- ___ ___ ___ 10. Highlight text in document.
- ___ ___ ___ 11. Insert and move text.
- ___ ___ ___ 12. Cut, copy, paste, and paste special using the clipboard.
- ___ ___ ___ 13. Copy formats using the Format Painter.
- ___ ___ ___ 14. Select and change font and font size.
- ___ ___ ___ 15. Find and replace text.

- ___ ___ ___ 16. Apply character effects (color, superscript, subscript, strikethrough, small caps, and outline).
- ___ ___ ___ 17. Insert date and time.
- ___ ___ ___ 18. Insert symbols and special characters.
- ___ ___ ___ 19. Create and apply frequently used text with AutoCorrect.
- ___ ___ ___ 20. Align text in paragraphs (center, left, right, and justified).
- ___ ___ ___ 21. Add bullets and numbering.
- ___ ___ ___ 22. Set character, line, and paragraph spacing options.
- ___ ___ ___ 23. Apply borders and shading to paragraphs.
- ___ ___ ___ 24. Use indentation options (left, right, first line, and hanging).
- ___ ___ ___ 25. Use TABS command (center, decimal, left, and right).
- ___ ___ ___ 26. Create an outline style numbered list.
- ___ ___ ___ 27. Set tabs with leaders.
- ___ ___ ___ 28. Use the following views: print preview, normal view, page layout view, zoom view, and Web page preview.
- ___ ___ ___ 29. Print a document.
- ___ ___ ___ 30. Navigate through a document.
- ___ ___ ___ 31. Insert page numbers.
- ___ ___ ___ 32. Modify page numbers.
- ___ ___ ___ 33. Set page orientation.
- ___ ___ ___ 34. Set margins.
- ___ ___ ___ 35. Use GoTo to locate specific elements in a document.
- ___ ___ ___ 36. Create headers and footers.
- ___ ___ ___ 37. Modify headers and footers.
- ___ ___ ___ 38. Align text vertically.
- ___ ___ ___ 39. Create and use newspaper columns.
- ___ ___ ___ 40. Revise column structure.
- ___ ___ ___ 41. Create envelopes and labels.
- ___ ___ ___ 42. Print envelopes, labels, and documents.
- ___ ___ ___ 43. Apply styles.
- ___ ___ ___ 44. Create sections with formatting that differs from other sections.
- ___ ___ ___ 45. Use save.
- ___ ___ ___ 46. Discuss file properties.
- ___ ___ ___ 47. Locate and open an existing

- document.
- ___ ___ ___ 48. Use Save As (different name, location, or format).
- ___ ___ ___ 49. Create a folder.
- ___ ___ ___ 50. Create a new document using a Wizard.
- ___ ___ ___ 51. Save a document as a Web page.
- ___ ___ ___ 52. Use templates to create a new document.
- ___ ___ ___ 53. Create hyperlinks.
- ___ ___ ___ 54. Modify hyperlinks.
- ___ ___ ___ 55. Use the Help Menu.
- ___ ___ ___ 56. Send a Word document via e-mail where available.
- ___ ___ ___ 57. Create tables.
- ___ ___ ___ 58. Format tables.
- ___ ___ ___ 59. Add borders and shading to tables.
- ___ ___ ___ 60. Revise tables (insert and delete rows and columns, and change cell formats).
- ___ ___ ___ 61. Modify table structure (merge cells and change height and width).
- ___ ___ ___ 62. Rotate text in a table.
- ___ ___ ___ 63. Use the drawing toolbar.
- ___ ___ ___ 64. Insert graphics into a document (WordArt, clip art, images, diagrams, and charts).
- ___ ___ ___ 65. Position graphics into a document (WordArt, clip art, images, diagrams, and charts).
- ___ ___ ___ 66. Size graphics into a document (WordArt, clip art, images, diagrams, and charts).
- ___ ___ ___ 67. Insert text box into a document (WordArt, clip art, images, diagrams, and charts).
- ___ ___ ___ 68. Position text box into a document (WordArt, clip art, images, diagrams, and charts).
- ___ ___ ___ 69. Size text box into a document (WordArt, clip art, images, diagrams, and charts).
- ___ ___ ___ 70. Create footnotes, endnotes, references, and captions.
- ___ ___ ___ 71. Format footnotes, endnotes, references, and captions.

- ___ ___ ___ 72. Revise footnotes, endnotes, references, and captions.
- ___ ___ ___ 73. Merge documents and data sources.
- ___ ___ ___ 74. Use collaboration features.
- ___ ___ ___ 75. Manage comments by inserting, modifying, deleting, tracking, accepting, and rejecting.
- ___ ___ ___ 76. Structure content by using Quick Parts (Word 2007).

G. Excel

3 2 1 N

- ___ ___ ___ 1. Discuss shortcut keys/commands.
- ___ ___ ___ 2. Use Undo and Redo.
- ___ ___ ___ 3. Clear cell content.
- ___ ___ ___ 4. Enter text, dates, and numbers.
- ___ ___ ___ 5. Edit cell content.
- ___ ___ ___ 6. Go to a specific cell.
- ___ ___ ___ 7. Insert and delete selected cells.
- ___ ___ ___ 8. Cut, copy, paste, paste special, and move selected cells; use the Office Clipboard.
- ___ ___ ___ 9. Use Find and Replace.
- ___ ___ ___ 10. Clear cell formats.
- ___ ___ ___ 11. Use AutoFill to work with a series.
- ___ ___ ___ 12. Create hyperlinks.
- ___ ___ ___ 13. Modify hyperlinks.
- ___ ___ ___ 14. Use Save.
- ___ ___ ___ 15. Use Save As (different name, location, and format).
- ___ ___ ___ 16. Locate and open an existing workbook.
- ___ ___ ___ 17. Create a folder.
- ___ ___ ___ 18. Use templates to create a new workbook.
- ___ ___ ___ 19. Save a worksheet/workbook as a Web page.
- ___ ___ ___ 20. Send a workbook via E-mail where available.
- ___ ___ ___ 21. Use Help Menu.
- ___ ___ ___ 22. Apply font styles (typeface, size, color, and styles).
- ___ ___ ___ 23. Apply number formats (currency, percent, dates, and comma).
- ___ ___ ___ 24. Modify size and rows of columns.
- ___ ___ ___ 25. Modify alignment of cell content.
- ___ ___ ___ 26. Increase/Decrease decimal place.

- ___ ___ ___ 27. Apply AutoFormat.
- ___ ___ ___ 28. Use the Format Painter.
- ___ ___ ___ 29. Apply cell borders and shading.
- ___ ___ ___ 30. Merge cells.
- ___ ___ ___ 31. Rotate text and change indents.
- ___ ___ ___ 32. Define, apply, and remove a style.
- ___ ___ ___ 33. Print Preview worksheets and workbooks.
- ___ ___ ___ 34. Print worksheets and workbooks.
- ___ ___ ___ 35. Use Web Page Preview, Formula View, Page Layout View, and Normal View.
- ___ ___ ___ 36. Print a selection.
- ___ ___ ___ 37. Change page orientation and scaling.
- ___ ___ ___ 38. Set page margins and centering.
- ___ ___ ___ 39. Insert and remove a page break.
- ___ ___ ___ 40. Clear a present print area.
- ___ ___ ___ 41. Set up headers and footers.
- ___ ___ ___ 42. Set print titles and options (gridlines, print quality, and row and column headings).
- ___ ___ ___ 43. Insert and delete rows and columns.
- ___ ___ ___ 44. Hide and unhide rows and columns.
- ___ ___ ___ 45. Freeze and unfreeze rows and columns.
- ___ ___ ___ 46. Change the zoom setting.
- ___ ___ ___ 47. Move between worksheets in a workbook.
- ___ ___ ___ 48. Check spelling.
- ___ ___ ___ 49. Rename a workbook.
- ___ ___ ___ 50. Insert and delete worksheets.
- ___ ___ ___ 51. Move and copy worksheets.
- ___ ___ ___ 52. Link worksheets and consolidate data using 3D References.
- ___ ___ ___ 53. Enter a range within a formula by dragging.
- ___ ___ ___ 54. Enter formulas in a cell, and use the formula bar.
- ___ ___ ___ 55. Revise formulas.
- ___ ___ ___ 56. Use references (absolute and relative).
- ___ ___ ___ 57. Use AutoSum.
- ___ ___ ___ 58. Use Paste Function to insert a function.
- ___ ___ ___ 59. Use basic functions (AVERAGE, SUM, COUNT, MIN, and MAX).

- — — 60. Enter functions using the formula palette.
- — — 61. Use date functions (NOW and DATE).
- — — 62. Use financial functions (FV and PMT).
- — — 63. Use logical functions (IF).
- — — 64. Preview and print charts.
- — — 65. Use chart wizard to create a chart.
- — — 66. Modify charts.
- — — 67. Illustrate pictures/graphics by inserting, modifying, moving, and deleting an object.
- — — 68. Create and modify lines and objects.
- — — 69. Sort lists.
- — — 70. Filter lists.
- — — 71. Filter lists using AutoFilter.
- — — 72. Use Range Finder to validate data integrity.

H. PowerPoint

3 2 1 N

- — — 1. Discuss shortcut keys/commands.
- — — 2. Create new presentations
 - a. Use templates.
 - b. Create from blank.
 - c. Save a presentation.
 - d. Enter text in Normal and Outline view.
 - e. Insert and delete slides.
 - f. Change the sequence of slides using Normal, Outline, and Slide Sorter view(s).
 - g. Change layout.
 - h. Create a text box.
 - i. Navigate among different views (Normal, Outline, and Slide Sorter).
- — — 3. Format content
 - a. Change the layout for one or more slides.
 - b. Apply a design template.
 - c. Check spelling.
 - d. Edit text (individual slide and slide Master).
 - e. Copy a slide from one presentation to another.
 - f. Insert headers and footers.
 - g. Rotate and fill an object.
 - h. Add graphical bullets
 - i. Insert tables, charts, and diagrams.

- j. Insert pictures, shapes and graphics.
- k. Insert objects.
- l. Insert hyperlinks.
- m. Modify tables, charts, and diagrams.
- n. Modify pictures, shapes, and graphics.
- o. Modify objects.
- p. Apply animation schemes.
- q. Apply slide transitions.
- r. Customize slide templates.
- — — 4. Collaborate with peers on a project.
 - a. Track, accept, and reject changes in a presentation.
 - b. Add, edit, and delete comments in a presentation.
 - c. Compare and merge presentations.
- — — 5. Use "Save As" command to change a presentation file type to "PowerPoint Show" (.PPS file).
- — — 6. Manage presentations
 - a. Organize content.
 - b. Set up slide show.
 - c. Rehearse timings and delivery.
 - d. Discuss publishing a presentation.
 - e. Send a presentation via E-mail.
- — — 7. Deliver presentations
 - a. Print slides, outlines, handouts, and speaker notes, including pure black and white, grayscale, and color.
 - b. Start a slide show on a selected slide.
 - c. Use screen navigation tools.
- — — 8. Use Help feature.

I. Access

3 2 1 N

- — — 1. Discuss shortcut/key commands.
- — — 2. Structuring databases
 - a. Create and name Access databases.
 - b. Create tables.
 - c. Modify tables.
 - d. Define field names and data types.
 - e. Modify field names and data types.
 - f. Modify field properties.

- g. Set primary keys.
- h. Define table relationships.
- — — 3. Create database objects
 - a. Create queries, forms, and reports.
 - b. Save queries, forms, and reports.
 - c. Modify the design of forms and reports.
- — — 4. Format database objects
 - a. Modify queries, forms, and reports.
 - b. Modify the design of forms and reports.
- — — 5. Enter data
 - a. Enter records.
 - b. Add new records.
- — — 6. Modify data
 - a. Cut data.
 - b. Copy data.
 - c. Paste data.
 - d. Edit records.
 - e. Delete records.
 - f. Find and replace data.
 - g. Find and replace records.
 - h. Import data to Access.
 - i. Export data from Access.
 - j. Navigate among records.
 - k. Compare a database.
 - l. Repair a database.
- — — 7. Present data
 - a. Sort records.
 - b. Filter records.
 - c. Create charts.
 - d. Modify charts.
 - e. Export data from Access.
 - f. Save data base objects as file types.
 - g. Back up a database.
 - h. Print database objects.
- — — 8. Use the Help feature.

J. Project/Simulation Learning

3 2 1 N

- — — 1. Produce documents integrating word processing, spreadsheet, database, and/or presentation files.
- — — 2. Apply problem solving and critical thinking skills to projects and/or simulations (cross-curricular or team teaching).