



OCCUPATIONAL COMPETENCIES



BUSINESS & COMPUTERS
423013

January 28, 2010
East

Awarded to:

FADEE KANNAH

For Participating in the Course

BUSINESS & COMPUTERS

and the Attainment of the Occupational Competencies
Listed Below for this Course of Study

Grossmont Union High School District
Operating District

MARILYNN WALKER
Instructor

DESCRIPTION:

This open-entry course provides entry-level, upgrade, and advanced training in computer applications use. Instructions may cover the following areas; keyboarding, operating systems, word processing, spreadsheets, internet use, research skills, internet web design, database, and general office procedures. Students use personal computers, printers, scanners in either a stand-alone or networked environment, depending on location. Completion depends upon the student's entry-level skills and rate of progress in the class. This course meets District technology requirements. Articulated with Grossmont and Cuyamaca Colleges

BASIC SKILLS:

As part of instruction, this course reinforces and applies basic skills in reading, writing, speaking, listening and mathematics in the context of a career. Instructional strategies used in this course also assist students to: think critically, make decisions, solve problems, and develop the ability to learn and reason. Students are given opportunities to demonstrate personal qualities including individual responsibility, self-confidence, self-management and teamwork.

Occupational Knowledge and Skills

KEYBOARDING PRODUCTION - The Student

- Formats and produces business correspondence.
- Prepares documents from handwritten, typewritten, audio files, or rough drafts.
- Formats and produces a simple business report.
- Formats and produces reports that may include title page, footnotes, headings, outlines, tables, and bibliographies.
- Data entries combination of letters and numbers.
- Operates keyboard by touch.

BUSINESS ENGLISH BASICS - The Student Demonstrates entry-level proficiency in:

- Vocabulary usage.
- Punctuation usage.
- Spelling usage.
- Grammar usage.
- Composition/writing skills and technical writing.
- Technical reading skills.
- Communication/speaking skills.

BUSINESS ENGLISH - The Student Demonstrates exemplary proficiency in:

- Composition/writing skills.
- Communication/speaking skills.

SAN DIEGO COUNTY OFFICE OF EDUCATION





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Occupational Knowledge and Skills

BUSINESS ENGLISH - The Student Demonstrates exemplary proficiency in:

- Reading skills.
- Vocabulary usage.
- Punctuation usage.
- Spelling usage.
- Grammar usage.

PROOFREADING - The Student Demonstrates proficiency in proofreading for errors in:

- Comparing to source documents using proofreading symbols.
- Spelling.
- Grammar.
- Punctuation.
- Word Division.
- Numbers.
- Formatting and content.
- Capitalization.
- Statistical and technical documents.

BUSINESS MATH - The Student

- Proficient when adding, subtracting, multiplying, and dividing.
- Proficient working with fractions.
- Proficient working with percentage problems.
- Proficient working with decimal problems.
- Proficient analyzing and solving math application/word problems.
- Without calculator.
- With calculator.

MACHINE CALCULATION - The Student

- Solves business math problems using the calculator.
- Utilizes addition and subtract functions.
- Operates numeric keypad on the computer keyboard by touch.

TELEPHONE TECHNIQUES - The Student

- Practices proper telephone etiquette.
- Taking and distributing accurate and complete messages.
- Sets, resets, and retrieves voice mail.
- Transmits via facsimile (FAX).
- Handles special situations.
- Screens calls.

FILING AND RECORDS MANAGEMENT - The Student

- Demonstrates proficiency using alphabetical rules and indexing.
- Accurately unitizes numbers and files in consecutive numeric order, in conjunction with an accession book or card control file.
- Properly determines arrangement of a subject filing system using primary and secondary headings.
- Effectively uses geographic filing systems including primary and special guides.

PROFICIENCY IN USING REFERENCE MATERIALS - The Student uses

- Office reference manuals.





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Occupational Knowledge and Skills

PROFICIENCY IN USING REFERENCE MATERIALS - The Student uses

- Operation manuals.
- CD-ROM.
- Courseware help menus.

DEMONSTRATES PROFICIENCY IN EQUIPMENT OPERATION - The Student uses

- Personal computer.
- CD-ROM drive.
- Laser printer.

COMPUTER OPERATIONS - The Student

- Has a working knowledge of computer terminology.
- Works with and understands the Windows environment.
- Understands security issues.
- Understands data backup procedures.

PROFICIENCY USING WORD PROCESSING SOFTWARE - The Student creates, saves, retrieves, edits, deletes and prints documents using

Word.

PROFICIENCY USING WORD PROCESSING - The Student

- Performs spell check, uses thesaurus and grammar checker.
- Creates page numbers, headers, footers.
- Creates and manipulates blocks of text, columns, and tables.
- Demonstrates various printing functions.
- Creates tables of contents and indexes.
- Creates and designs styles and templates.
- Enhances documents with clipart, scanned images, lines, draw and graphic features.
- Merges data and form letters for customized mailings; creates labels and lists; sorts and selects data.
- Demonstrates usage of document formatting and specialized features (justifications, alignment, block features, search, replace, line spacing, boldface, underline, center, fonts, typefaces, and formatting codes).

PROFICIENCY USING PAGE LAYOUT SOFTWARE - The Student

- Sizes and scales images.
- Incorporates clipart, scanned and imported images, and scanned text.
- Loads a text file, applies style sheet, loads a graphic image, saves and prints.

PROFICIENCY USING SPREADSHEETS SOFTWARE - The Student creates, saves, retrieves, edits, deletes, and prints files using

Excel.

PROFICIENCY USING SPREADSHEETS - The Student

- Enters formatting commands for column, row, and global settings.
- Enters labels, formulas and values.
- Integrates and exports files.
- Uses lookup and logical functions.
- Designs, edits and manipulates databases.
- Designs templates, worksheets, charts and graphs.





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Occupational Knowledge and Skills

PROFICIENCY USING PRESENTATION SOFTWARE - The Student creates, saves, retrieves, edits, deletes, and prints files using PowerPoint.

PROFICIENCY USING PRESENTATIONS - The Student

- Demonstrates basic and page layout design principles.
- Selects appropriate drawing tools, enhances images with various brushes and tools.
- Prepares materials for a business presentation: transparencies, organizational charts and graphs
- Scans and imports images and text, creates and edits graphic images.
- Incorporates various types of multimedia, digital imagery, video creator, and webpage design.

TECHNOLOGY FOUNDATIONS - The Student (High School Graduation Requirements Ar 62146.1)

- Navigates and utilizes resources on wide area networks.
- Produces a personal electronic portfolio.
- Able to effectively use computerized library resources.
- Demonstrates document-processing skills that will allow him/her to use computers effectively.
- Demonstrates an understanding of the role of technology in society.
- Developed skills necessary to use current technology in his/her educational program.
- Reviewed a broad variety of current technologies used in a variety of career paths.

BUSINESS PRACTICES - The student has demonstrated the following standards of professionalism:

- Practices time management and prioritizes work loads.
- Practices proper business ethics.
- Understands copyright laws and software licensing agreements.
- Operates safely in an office environment and in a manner that protects the equipment and operator.
- Participates in classroom discussion and activities.
- Exhibits exemplary attendance.
- Notifies instructor when unable to report to class/work site.
- Demonstrates sensitivity to sexual harassment issues.
- Demonstrates proficiency in giving instructions.
- Is aware of international business procedures.
- Demonstrates the ability to set up a virtual meeting.

Expected Student Learning Results

OCCUPATIONAL KNOWLEDGE AND SKILLS - The student demonstrates:

- Accessing and utilizing technology and information.
- Practicing occupational safety standards.
- Thinking critically and solving problems effectively.
- Using basic skills in reading, writing, mathematics, listening and speaking as they relate to occupation specific skills.
- Attaining a comprehensive understanding of all aspects of industry the individual is preparing to enter.
- Applying knowledge to real world problems and situations.

WORKPLACE SKILLS AND BEHAVIOR - The student demonstrates the following standards of professionalism:

- Works independently and collaboratively.
- Communicates effectively and appropriately.
- Performs reliably and responsibly.
- Working with diverse populations effectively and respectfully.
- Is punctual.





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Expected Student Learning Results

WORKPLACE SKILLS AND BEHAVIOR - The student demonstrates the following standards of professionalism:

- Follows directions.
- Works well with minimum supervision.
- Is cooperative.
- Takes initiative by working beyond minimum requirements.
- Meets job standards of neatness and grooming.
- Responds appropriately to constructive criticism.

JOB ACQUISITION SKILLS - The student demonstrates an awareness of career options and lifelong learning opportunities by:

- Completing an appropriate resume and job application.
- Acquiring job interview techniques.
- Attaining awareness of advanced career and educational opportunities.

As instructor of BUSINESS & COMPUTERS, I hereby verify that FADEE KANNAH has demonstrated proficiency in the competencies mentioned above and has displayed job attitudes and human relations skills also mentioned above.


MARILYNN WALKER

2/5/10
Date

