

Computerized Office Systems Course Outline – 180 Hours

Major Units of Instruction Foundation and Academic Standards Aligned Information Technology Sector – Information Support and Services Pathway (A)	Expected Student Learning Results (ESLRs)	Assessment & Materials	180 Hrs	Academic Standards Reinforced
I. ORIENTATION				
A. Describe subject area to be taught B. Discuss training plan and class rules C. Office ergonomics instruction D. Personal grooming E. Telephone techniques F. Field trip and/or guest speakers G. Sexual harassment	Responsible Individual Interpersonal Learners Effective Communicators Technological Producers Problem Solvers	* Classroom Discussion * Read Course Outline	5	Language Arts (8) R 1.3, 2.6 W1.3, 2.5. LC 1.4,1.5, 1.6 LS1.2, 1.3, 1.7 (9/10) R2.1,2.3,2.6; W2.5; LC1.4; LS 1.1, 2.3 (11/12) R2.3; W2.5; LC1.2 Math (7) NS1.2, 1.3, 1.7 MR 1.1,1.3,2.1, 2.7,2.8, 3.1 CAHSEE Lang. Arts R 8.2.1 (9/10) R 2.1, 2.3; W2.5 Math (7) NS 1.2, 1.3, 1.7 MR 1.1, 2.1, 3.1
II. ESSENTIAL EMPLOYABILITY SKILLS AND CAREER PREPARATION STANDARDS				
A. Understand how personal skill development affect employability (positive attitude, honesty, self-confidence, time management)8.3 B. Understand career awareness, paths and strategies for obtaining employment 3.0 C. Understand and prepare for employment (resume, job application, job interview, portfolio development) Job Search Skills 3.6 D. Understand principles of effective interpersonal skills (group dynamics, conflict resolution, negotiations) 9.0 E. Understand the importance of good academic skills, critical thinking and problem-solving in the workplace 1.0, 5.0 F. Understand principles of effective communication 2.0	Technological Producers Interpersonal Learners Problem Solvers Responsible Individual Effective Communicators	* Mock Interview * Portfolio Development * Personal Qualities * Effective Information	5	2.5(11 th &12 th)job apps &resumes 2.4 (2.3 grade 9&10) – appropriate interview technique 2.0 Communication Encompasses written + oral of many types/genres,
G. Understand occupational safety issues and observe all safety rules 6.0 H. Understand and adapt to changing technology 4.0	Technological Producers Interpersonal Learners Problem Solvers Responsible Individual Effective Communicators	* Mock Interview * Portfolio Development * Personal Qualities * Effective Information	5	
III. OFFICE CORE SKILLS (A6.0, A7.0)				
A. Oral communication & presentation B. Improving keyboarding skills 1. Drills for correcting recurring errors 2. Drills for speed building 3. Drills for endurance 4. Drills for rhythm and smoothness	Technological Producer Interpersonal Learners Effective Communicators Problem Solvers	* Test *Proofread Portfolio and other Documents * Business Documents	20	2.0 Communication Encompasses written + oral of many types/genres,
C. Math computation review D. Machine calculation E. Human Relations F. Telecommunications (e.g. fax, Internet, e-mail) G. Office ergonomics instructions	Technological Producer Interpersonal Learners Effective Communicators Problem Solvers	* Test *Proofread Portfolio and other Documents * Business Documents	10	Math 1.1 (gr 7) Applications of Reasoning (1.1, 2.1, 2.2, 2.8, 3.2)

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<ul style="list-style-type: none"> H. Manual filing I. Photocopying 	Technological Producer Interpersonal Learners Effective Communicators Problem Solvers	<ul style="list-style-type: none"> * Test *Proofread Portfolio and other Documents * Business Documents 	10	
IV. BUSINESS ENGLISH SKILLS				
<ul style="list-style-type: none"> A. Grammar skills improvement <ul style="list-style-type: none"> 1. Parts of speech 2. Sentences 3. Sentence patterns 4. Agreement of pronouns 5. Complements of verbs 6. Modifiers 7. Forming possessives correctly 8. Using capital letters correctly 9. Forming plurals correctly B. Punctuation skills improvement <ul style="list-style-type: none"> 1. Use of period 2. Comma 3. Semicolon 4. Colon 5. Parentheses 6. Dash 7. Brackets 8. Question mark 9. Exclamation mark 10. Quotation marks 11. Apostrophe C. Proofreading skills improvement <ul style="list-style-type: none"> 1. Checking for typographical errors 2. Reviewing revision symbols 3. Capitalization alertness 4. Number usage 5. Correcting inconsistencies 6. Checking for omissions and repetitions 	Responsible Individual Interpersonal Learners Effective Communicators Technological Producers Problem Solvers	<ul style="list-style-type: none"> * Tests * Projects * Cooperative Learning Environment 	30	2.0 Communications, 2.3,(1.1) mechanics of punctuation + clauses 1.2, 1.3, 1.4,
<ul style="list-style-type: none"> D. Vocabulary improvement <ul style="list-style-type: none"> 1. Speaking 2. Writing 3. Stress word meaning and recognition 4. Stress antonyms, synonyms and homonyms F. Spelling skill improvement <ul style="list-style-type: none"> 1. Learn rules 2. Develop memory devices 3. Listening attentively 4. Handling troublesome words 5. Rules for prefix and suffix 	Responsible Individual Interpersonal Learners Effective Communicators Technological Producers Problem Solvers	<ul style="list-style-type: none"> * Tests * Projects * Cooperative Learning Environment 	10	2.0 communication, 2.4, 2.6 (9-10 th), 2.4 (11-12 th), 2.3, 1.4

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<p>E. Letter and report formatting</p> <ol style="list-style-type: none"> 1. Parts of a letter 2. Styles of letters 3. Letter replacement 4. Report writing 	<p>Responsible Individual Interpersonal Learners Effective Communicators Technological Producers Problem Solvers</p>	<p>* Tests * Projects * Cooperative Learning Environment</p>	<p>10</p>	<p>2.0 communication, 2.2. writing, (9-10th) 2.5 business letters, (11-12th) 1.8 integrate items into word documents, 2.0,2.2, 2.3 writing expository compositions, 2.0, 2.4 understand business communication modes</p>
V. AUTOMATED MODULES (A6.0, A7.0, A8.0, A9.0, A10.0)				
<p>A. Introduction to computers and data processing B. Operation of computer and operating systems C. Word processing modules (A8.0)</p> <ol style="list-style-type: none"> 1. Creating and saving documents 2. Inserting and deleting text 3. Margins, tab setting menu 4. Using tool menu such as spell check and thesaurus <p>D. Specialized units</p> <ol style="list-style-type: none"> 1. Word processing practice sets 2. Work on a variety of projects <p>E. Desktop and/or electronic publishing (A6.0, A7.0)</p>	<p>Responsible Individual Interpersonal Learners Effective Communicators Technological Producers Problem Solvers</p>	<p>* Classroom Activities * Portfolio * Project Driven * Independent Learning * Tests</p>	<p>30</p>	<p>2.0 communications, 2.1 reading, 2.2, 2.1, 2.3, 2.2 writing & appl. 1.1, 1.3,</p>
<p>F. Problem solving with computers G. Word processing modules (A8.0)</p> <ol style="list-style-type: none"> 1. Working with tables and borders 2. Use of Headers, footers 3. Use of graphics, textboxes, symbols and bullets <p>H. Work on a variety of projects I. Machine transcription</p>	<p>Responsible Individual Interpersonal Learners Effective Communicators Technological Producers Problem Solvers</p>	<p>* Classroom Activities * Portfolio * Project Driven * Independent Learning * Tests</p>	<p>20</p>	<p>1.6, 1.7, 1.8, 2.5, 2.6, 2.3 Written & oral eng., 1.1 – 1.5 8.0 Ethics 8.2, 9.0 Leadership 9.2, 10.0 Technological 10.1, 10.3, 10.6, 10.7, 10.8, 11.0 demonstrate & application</p>
<p>J. Operating Systems</p> <ol style="list-style-type: none"> 1. Programming fundamentals - BASIC, HTML, LOGO, other 2. Virus awareness <p>K. Word processing modules (A8.0)</p> <ol style="list-style-type: none"> 1. Printing commands 2. Using mail merge <p>L. Work on a variety of projects M. Electronic spreadsheet modules (A7.0: A7.1,A7.2)</p> <ol style="list-style-type: none"> 1. Creating spreadsheets 2. Generating graphics 3. Transferring data among information management systems <p>N. Electronic data base management modules (A10.0)</p> <ol style="list-style-type: none"> 1. Methods of sorting 2. Methods of filing 3. Create files, store, retrieve, perform calculations 	<p>Responsible Individual Interpersonal Learners Effective Communicators Technological Producers Problem Solvers</p>	<p>* Classroom Activities * Portfolio * Project Driven * Independent learning * Tests</p>	<p>10</p>	<p>2.4 listening, 1.2, 1.3, 1.7, 2.3, 2.5, 2.4, 1.0 academics 1.1 math 5.0 13.0 15.0 25.2 1.2 science 1a,1d 10 Technical, 10.1 – 10.3, 10.4, 10.6, 10.7, 10.8 4.0 Technology 4.2, 5.0 problem solving, 5.1, 5.4, 5.2, 11.0 Demonstration & Applications</p>
VI. OPTIONAL BUSINESS APPLICATIONS				

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A. Payroll B. Accounts receivable C. Accounts payable D. Multi media presentation	Responsible Individual Interpersonal Learners Effective Communicators Technological Producers Problem Solvers	* Classroom Activities * Portfolio * Project Driven * Independent learning * Tests	5	1.3 History, 3.5, 12.1 economics, 12 2.1, 12 2.2, 12 2.8, 12 4.2, 12 4.3
E. Bank reconciliation F. Income tax G. Electronic typewriter module (e.g. forms, envelopes)	Responsible Individual Interpersonal Learners Effective Communicators Technological Producers Problem Solvers	* Classroom Activities * Portfolio * Project Driven * Independent learning * Tests	5	
TOTAL HOURS - Certificate issued at end of program will include hardware and software learned in class			180	