## Shreveport Job Corps Center
## STUDENT TRAINING ACHIEVEMENT RECORD REPORT

| Student Name | Student ID | Student Counselor |
|---|---|---|
| Hall, Darius | 2020129 | Robinson,Marie |

| TAR Name | TAR Code | TAR Status | TAR Begin Date | TAR End Date |
|---|---|---|---|---|
| Office Administration | OFCAD-100-OJC-17 | Active | 09/04/2024 | |

| Training Achievement Record Items | Rating | Completion Date | Proficiency Attained | Student Acknowledgement |
|---|---|---|---|---|
| A. WORKSTATION MANAGEMENT AND OFFICE SAFETY | 0 | | | |
| 1. Explain the importance of an organized workstation. | 2 | 09/06/2024 | 09/06/2024 | 09/06/2024 |
| 2. Describe ergonomics, office health, workplace safety, accident prevention, emergency procedures, and workplace wellness. | 2 | 09/06/2024 | 09/06/2024 | 09/06/2024 |
| 3. Demonstrate the proper way to set-up and/or adjust a computer workstation to prevent repetitive motion injuries (RMIs) and other ergonomic-related injuries. | 2 | 09/06/2024 | 09/06/2024 | 09/06/2024 |
| 4. Discuss the importance of routine maintenance and care of office equipment. | 2 | 09/06/2024 | 09/06/2024 | 09/06/2024 |
| 5. Describe and discuss building evacuation plans, personal security on the job and building and office security. | 2 | 09/06/2024 | 09/06/2024 | 09/06/2024 |
| B. EMPLOYMENT OF OFFICE WORKERS | 0 | | | |
| 1. Discuss national trends in employment of office workers. | 2 | 09/06/2024 | 09/06/2024 | 09/06/2024 |
| 2. Articulate the primary functions of the following key office competencies: | 0 | | | |
| a. Word processing/spreadsheets/presentations. | 2 | 09/06/2024 | 09/06/2024 | 09/06/2024 |
| b. Information management and transmission. | 2 | 09/06/2024 | 09/06/2024 | 09/06/2024 |
| 3. Demonstrate general managing and communicating skills: | 0 | | | |
| a. Explain verbal and nonverbal communications. | 2 | 09/06/2024 | 09/06/2024 | 09/06/2024 |
| b. Explain how to communicate verbally using correct grammar. | 2 | 09/06/2024 | 09/06/2024 | 09/06/2024 |
| c. Explain office attire guidelines. | 2 | 09/06/2024 | 09/06/2024 | 09/06/2024 |
| C. BUSINESS ENGLISH | 0 | | | |
| 1. Identify the subject and predicate of a sentence. | 0 | | | |
| 2. Identify nouns and verbs. | 0 | | | |
| 3. Identify adjectives and adverbs. | 0 | | | |
| 4. Use correct forms of verbs and verb tense. | 0 | | | |
| 5. Demonstrate correct usage of singular/plural nouns and predicates. | 0 | | | |
| 6. Identify prepositional phrases and conjunctions. | 0 | | | |
| 7. Correctly form possessives for singular and plural nouns. | 0 | | | |
| 8. Use correct punctuation. | 2 | 09/13/2024 | 09/13/2024 | 09/13/2024 |
| 9. Use correct spelling. | 0 | | | |
| 10. Use common business abbreviations and correct capitalization. | 0 | | | |
| 11. Demonstrate the ability to effectively use verbal and written communication skills: | 0 | | | |
| a. Write legibly and copy accurately. | 2 | 09/13/2024 | 09/13/2024 | 09/13/2024 |
| b. Compose and proofread effective business communications in acceptable formats. | 0 | | | |
| D. BUSINESS MATH SKILLS | 0 | | | |
| 1. Manual Skills: | 0 | | | |
| a. Add and subtract whole numbers and decimals. | 0 | | | |
| b. Multiply and divide whole numbers and decimals. | 0 | | | |
| c. Convert percentages to decimals. | 0 | | | |
| d. Convert decimals to fractions and fractions to decimals. | 0 | | | |
| 2. Calculator Skills: | 0 | | | |
| a. Identify functional parts of a 10-key calculator (numeric and function keys). | 2 | 09/06/2024 | 09/06/2024 | 09/06/2024 |

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|---|---|---|---|---|
| b. Demonstrate proper finger placement on the calculator keypad. | 2 | 09/06/2024 | 09/06/2024 | 09/06/2024 |
| c. Add and subtract whole numbers and decimals. | 0 | | | |
| d. Multiply and divide whole numbers and decimals. | 0 | | | |
| e. Convert fractions to decimals. | 0 | | | |
| f. Use the subtotal key. | 0 | | | |
| g. Use the memory register. | 0 | | | |
| h. Use the constant function. | 0 | | | |
| i. Demonstrate keypad proficiency on a 5-minute skill test. | 0 | | | |
| **E. OFFICE PROCEDURES AND ENVIRONMENTAL PRACTICES** | 0 | | | |
| 1. Use a PBX/multi-line phone system to place, receive, screen, and transfer telephone calls. | 2 | 09/06/2024 | 09/06/2024 | 09/06/2024 |
| 2. Manage appointments, reservations (flight, hotel and car rental), itinerary schedules, and contact information manually, with computer software, using the internet and/or with electronic devices. | 2 | 09/06/2024 | 09/06/2024 | 09/06/2024 |
| 3. Complete proper voice messages and take proper messages for others. | 2 | 09/06/2024 | 09/06/2024 | 09/06/2024 |
| 4. Receive, process, sort, and prioritize incoming and outgoing mail: | 0 | | | |
| a. Use ZIP-code directory to explore ZIP codes and classes of domestic mail using www.usps.gov. | 2 | 09/06/2024 | 09/06/2024 | 09/06/2024 |
| 5. Use shipping services (USPS, UPS, and FedEx) to mail letters and parcels. | 2 | 09/06/2024 | 09/06/2024 | 09/06/2024 |
| 6. Use advanced feature keys on photocopy (duplex, sorting, stacking, double-sided, etc.) and fax (broadcast, etc.) machines. | 2 | 09/06/2024 | 09/06/2024 | 09/06/2024 |
| 7. Scan hard-copy documents using optical character recognition (OCR) software. | 2 | 09/06/2024 | 09/06/2024 | 09/06/2024 |
| 8. Prepare office supply orders and maintain inventory. | 2 | 09/06/2024 | 09/06/2024 | 09/06/2024 |
| 9. Discuss the benefits of a green office and how one will create and maintain such an office if given an opportunity. | 0 | | | |
| a. Use recycled office supplies | 2 | 09/13/2024 | 09/13/2024 | 09/13/2024 |
| b. Recycle paper and plastic products by applying the practices through activities and assignments within the center. | 2 | 09/13/2024 | 09/13/2024 | 09/13/2024 |
| c. Discuss the benefits of ergonomic office furniture that is made from recycled materials. | 0 | | | |
| d. Explain the significance and use of Energy Star rated computers and other electronic equipment. | 0 | | | |
| e. Conserve energy by turning off unnecessary lighting, heating/cooling systems, and electronic devices. | 0 | | | |
| 10. Define and explain green; paperless documentation. | 0 | | | |
| 11. Discuss relevant green; initiatives found in the finance and business industry and their impact on the economy and the environment. | 0 | | | |
| 12. Describe how you can take personal responsibility in reducing your carbon footprint at home and in your community. | 0 | | | |
| **F. BUSINESS REPORTS AND RELATED DOCUMENTS** | 0 | | | |
| 1. Discuss Informational Reports. | 2 | 09/06/2024 | 09/06/2024 | 09/06/2024 |
| 2. Discuss Analytical Reports. | 2 | 09/06/2024 | 09/06/2024 | 09/06/2024 |
| 3. Explain how to gather data quickly and accurately. | 2 | 09/06/2024 | 09/06/2024 | 09/06/2024 |
| 4. Identify report parts and formats and show illustrations of each. | 0 | | | |
| 5. Identify agenda and meeting minutes and show illustrations of each. | 0 | | | |
| **G. KEYBOARDING** | 0 | | | |
| 1. Demonstrate use of alphabetic/numeric-keyboarding locations. | 2 | 09/06/2024 | 09/06/2024 | 09/06/2024 |
| 2. Demonstrate use of punctuation/symbol keys. | 2 | 09/06/2024 | 09/06/2024 | 09/06/2024 |
| 3. Demonstrate use of 10-key numeric keypad. | 0 | | | |
| 4. Demonstrate ability to produce a memo composition with proofreading techniques. | 2 | 09/13/2024 | 09/13/2024 | 09/13/2024 |
| 5. Demonstrate ability to produce an E-Mail composition with proofreading techniques. | 0 | | | |
| 6. Demonstrate ability to produce a letter composition with proofreading techniques for: | 0 | | | |
| a. Business letters | 0 | | | |
| b. Two-page business letters | 0 | | | |
| c. Letters of application and resumes | 0 | | | |
| 7. Demonstrate ability to produce the following business reports: | Rating | | | |
| a. Memo reports/E-mail reports | 2 | 09/13/2024 | 09/13/2024 | 09/13/2024 |

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|---|---|---|---|---|
| b. Formal business reports including informational and analytical reports | 0 | | | |
| c. Meeting minutes and agendas | 0 | | | |
| 8. Demonstrate how to fold and insert documents into a standard and window envelope. | 2 | 09/06/2024 | 09/06/2024 | 09/06/2024 |
| 9. Demonstrate ability to produce manuscripts including: | 0 | | | |
| a. Unbound manuscripts | 0 | | | |
| b. Bound manuscripts | 0 | | | |
| c. Footnotes, text notes and bibliographies | 0 | | | |
| 10. Create and edit a multiple-page document according to business standards. | 0 | | | |
| 11. Demonstrate keyboarding proficiency on a 5-minute skill test. | 0 | | | |
| H. FILING SYSTEMS | 0 | | | |
| 1. Demonstrate the following filing methods: | 0 | | | |
| a. Alphabetic | 0 | | | |
| b. Alphabetic correspondence | 0 | | | |
| c. Numeric | 0 | | | |
| d. Subject | 2 | 09/06/2024 | 09/06/2024 | 09/06/2024 |
| e. Geographic | 2 | 09/06/2024 | 09/06/2024 | 09/06/2024 |
| f. Terminal-Digit and Middle-Digit Filing Systems | 2 | 09/06/2024 | 09/06/2024 | 09/06/2024 |
| 2. Describe the components of a records management system (structure, filing method, updating, archiving, and indexing). | 2 | 09/06/2024 | 09/06/2024 | 09/06/2024 |
| I. RECORD-KEEPING | 0 | | | |
| 1. Count and total currency. | 2 | 09/06/2024 | 09/06/2024 | 09/06/2024 |
| 2. Record petty cash transactions. | 2 | 09/13/2024 | 09/13/2024 | 09/13/2024 |
| 3. Prepare a bank deposit slip. | 0 | | | |
| 4. Prepare a check (date, payee, amount, signature, etc.). | 2 | 09/06/2024 | 09/06/2024 | 09/06/2024 |
| 5. Maintain a checkbook register. | 2 | 09/06/2024 | 09/06/2024 | 09/06/2024 |
| 6. Reconcile a bank statement. | 0 | | | |
| 7. Compute gross pay, payroll deductions, and net pay. | 2 | 09/13/2024 | 09/13/2024 | 09/13/2024 |
| 8. Prepare invoices and trade discounts. | 0 | | | |
| J. IC3 GS5 COMPUTING FUNDAMENTALS | 0 | | | |
| 1. Mobile Devices | 0 | | | |
| a. Summarize key concepts related to cellular phones (e.g. connections, carrier plans, cell towers) | 0 | | | |
| b. Explain key concepts related to cellular-enabled tablets (e.g. abilities, connections) | 0 | | | |
| c. Explain key concepts related to the abilities, limitations, and functionality of a smart phone | 0 | | | |
| d. Describe and demonstrate uses of hard wired phones (e.g. transfers, use of short codes, conference calls) | 0 | | | |
| e. Describe and demonstrate the use of voice mail for (business and personal) | 0 | | | |
| f. Describe and differentiate the basic features and mechanics of various instant messaging mediums (e.g. SMS, MMS, Skype, and chat in Gmail) | 0 | | | |
| g. Create notifications for appointments and explain the rules around configuring notifications | 0 | | | |
| 2. Hardware | 0 | | | |
| a. Identify types of devices and describe who would be most likely to use each type (e.g. server, laptop, desktop) | 0 | | | |
| b. Discuss the impact of memory and storage on usage | 0 | | | |
| c. Define types of connections and demonstrate how to connect different peripherals ( e.g. camera, audio, microphone, printer, USB devices, external display) | 0 | | | |
| d. Explain the use of Ethernet ports | 0 | | | |
| e. Connect a device to a wireless network (Wi-Fi) | 0 | | | |
| f. Explain power management and power settings including how to save battery time and the difference between sleep and hibernate | 0 | | | |
| g. Explain driver concepts as well as their device compatibility | 0 | | | |
| h. Compare and contrast platforms implications and considerations (e. g Mac, PC, Linux, iOS, Android, Firmware) | 0 | | | |

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|---|---|---|---|---|
| i. Solve platform compatibility issues related to media compatibility and device limitations | 0 | | | |
| j. Distinguish between cellular, Wi-Fi and wired networks | 0 | | | |
| k. Summarize concepts regarding connecting to the Internet (e.g. modem, bandwidth, router, wired, wireless) | 0 | | | |
| l. Summarize common hardware configurations | 0 | | | |
| m. Explain implications for document usage | 0 | | | |
| n. Explain the pros and cons of touch screens vs. non-touch screen devices | 0 | | | |
| 3. Computer Software Architecture | 0 | | | |
| a. Summarize key concepts related to operating system versioning and update awareness | 0 | | | |
| b. Summarize key concepts surrounding applications vs. operating system vs global settings | 0 | | | |
| c. Experiment with basic desktop customization and window management | 0 | | | |
| d. Manipulate basic software settings; e.g. changing frequency of AutoSave, changing a print setting, and changing settings in Microsoft Office using File/Options | 0 | | | |
| e. Summarize key concepts surrounding users and profiles | 0 | | | |
| f. Summarize key concepts surrounding file structure and file/folder management | 0 | | | |
| g. Demonstrate document management actions such as scanning and storing a file and transferring and managing pictures | 0 | | | |
| h. Identify and contrast various menu-navigation displays | 0 | | | |
| i. Make use of various file search techniques and explain where to go for files | 0 | | | |
| j. Explain key concepts surrounding rights and permissions (administrative rights) | 0 | | | |
| k . Define and IP address | 0 | | | |
| l. Demonstrate how to install, uninstall, update and repair software from the Internet and by using local media (DVD-ROM, etc.) | 0 | | | |
| m. Use basic troubleshooting techniques to solve basic problems | 0 | | | |
| 4. Backup and Restore | 0 | | | |
| a. Summarize and perform backup and restore actions | 0 | | | |
| 5. File Sharing | 0 | | | |
| a. Summarize and demonstrate file transfer techniques and differentiate between publicly shared vs shared links vs shared folders) | 0 | | | |
| b. List needs for file compression/zipping in sharing | 0 | | | |
| 6. Cloud Computing | 0 | | | |
| b. List benefits of using cloud storage | 0 | | | |
| a. Compare and contrast cloud storage vs. cloud access | 0 | | | |
| d. Compare and contrast the functions of Web apps vs local apps (e.g. Software and a Service (SAAS) and Learning Management Systems (LMS)) | 0 | | | |
| e. List and distinguish Web app types (e. g. online storage apps, online office apps, databased driven CRM apps, browser vs. tablet vs. smart phone vs. desktop apps) | 0 | | | |
| 7. Security | 0 | | | |
| a. Cite and discuss credential management best practices related to usernames and passwords | 0 | | | |
| b. Discuss concepts surrounding basic account setting management | 0 | | | |
| c. Cite and describe the basic threats to security of computers, data, and identity (e.g. viruses, Trojans, malware, social engineering) | 0 | | | |
| d. Discuss the implications of monitoring software (surveillance) | 0 | | | |
| e. Compare and contrast the ramifications and risks of connecting to a secured v. unsecured network | 0 | | | |
| f. Explains the use of and importance of anti-virus software | 0 | | | |
| g. Explain the use of firewalls and basic settings | 0 | | | |
| h. Describe e-commerce interactions and cite best practices for a savvy e-commerce consumer | 0 | | | |
| i. Define Virtual Private Networks (VPNs) and discuss uses | 0 | | | |
| K. IC3 GS5 KEY APPLICATIONS | 0 | | | |
| 1. Common Features | 0 | | | |
| a. Cite copy, cut, and paste keyboard equivalents | 0 | | | |
| b. Distinguish between plain text and HTML (text with markup) | 0 | | | |

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|---|---|---|---|---|
| c. Use spell check, reviewing features, find/replace feature, read –only view, zoom feature | 0 | | | |
| d. Demonstrate selecting text or cells, redo and undo, drag and drop | 0 | | | |
| e. Explain what protected mode means | 0 | | | |
| 2. Word Processing | 0 | | | |
| a. Perform basic formatting skills | 0 | | | |
| c. Practice altering text and font styles | 0 | | | |
| b. Manipulate margins, page sizes, and page orientation | 0 | | | |
| e. List and explain the function of page layout concepts (page numbering, columns, margin, alignment (text is paragraphs and tables), tabs and rulers, orientation, and spacing) | 0 | | | |
| f. Practice printing a word processing document | 0 | | | |
| g. Use and configure print views | 0 | | | |
| h. Use reviewing options within a word processing document (tracking features, accept or reject proposed changes) | 0 | | | |
| i. Practice using tables | 0 | | | |
| j. Identify which file types are compatible and/or editable with word processors (e.g. pdf, pub, doc, docx, txt, etc.) | 0 | | | |
| k. Use word processing templates to increase productivity | 0 | | | |
| 3. Spreadsheets | 0 | | | |
| a. Define and describe common spreadsheet terms ( cell, column, row, range, worksheet, workbook, navigation) | 0 | | | |
| b. Demonstrate how to insert/delete rows, modify cell sizes, and filter and sort data | 0 | | | |
| c. Distinguish between functions, formulas, and operators and create simple formulas | 0 | | | |
| d. Practice entering data in a spreadsheet | 0 | | | |
| e. Use and create spreadsheet charts and tables | 0 | | | |
| f. Practice manipulating data within a spreadsheet (merge/unmerge, cut/copy/paste) | 0 | | | |
| g. Practice formatting data within spreadsheets (modify borders, fill color, text color, alignment, data type) | 0 | | | |
| h. List compatible spreadsheet file types | 0 | | | |
| i. Use spreadsheet templates to increase productivity | 0 | | | |
| j. Explain how a spreadsheet can be used as a simple database | 0 | | | |
| 4. Databases | 0 | | | |
| a. Define data and metadata | 0 | | | |
| b. Describe how websites utilize databases | 0 | | | |
| c. Describe basic concepts of a relational database (e. g. field, table, data, query, form) | 0 | | | |
| 5. Presentations | 0 | | | |
| a. List file types compatible with presentation software for the purposes of sharing and publishing | 0 | | | |
| b. Demonstrate how to connect to external/extended monitors to display a presentation | 0 | | | |
| c. Demonstrate various presentation views and modes | 0 | | | |
| d. Demonstrate how to add animations, effects, and slide transitions | 0 | | | |
| e. Create and organize slides and insert and manage media files | 0 | | | |
| f. Use templates to design slides | 0 | | | |
| g. Identify presentation software options (e.g. presentations, add slides, delete slides, reverse slide order, layout) | 0 | | | |
| 6. App Culture | 0 | | | |
| a. Explain how to obtain apps | 0 | | | |
| b. Identify and describe uses for different app genres (e. g. productivity, reference, content, creation, social media, music, health) | 0 | | | |
| c. Discuss the strengths and limits of apps and applications | 0 | | | |
| 7. Graphic Modification | 0 | | | |
| a. Demonstrate how to import and insert images into documents | 0 | | | |
| b. Demonstrate how to crop images | 0 | | | |
| L. IC3 GS5 LIVING ONLINE | 0 | | | |

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|---|---|---|---|---|
| **1. Internet (Navigation)** | 0 | | | |
| a. Explain what the Internet is and how it works (i.e. Network topologies, DNS, IP addresses, domain types, bandwidth, data sizes, how to search the Internet, how to determine is a site is valid, validity of resources, browser functionality, IP rights/usage, licensing rules/laws, copyrights, censorship and filtering, plagiarism rules/laws, fair use) | 0 | | | |
| **2. Common Functionality** | 0 | | | |
| a. Demonstrate how to use common website navigation conventions (e.g. click/delayed/double click, mouse over, drag and drop, basic web navigation principles) | 0 | | | |
| **3. Email Clients** | 0 | | | |
| a. Identify email applications including desktop and web-based platforms | 0 | | | |
| b. Summarize email etiquette and the use of reply vs reply all and forward, cc vs bcc, signature, header, SPAM, and junk mail | 0 | | | |
| c. Explain email history and management (e.g. spam/junk email, archiving, trash, folders) | 0 | | | |
| d. Discuss email attachments and related size limits | 0 | | | |
| e. Summarize key concepts related to contact management | 0 | | | |
| **4. Calendaring** | 0 | | | |
| a. Demonstrate how to create events and appointments | 0 | | | |
| b. Demonstrate how to share calendars | 0 | | | |
| c. Demonstrate how to view multiple calendars | 0 | | | |
| d. Demonstrate how to subscribe to calendars | 0 | | | |
| **5. Social Media** | 0 | | | |
| a. Describe what social identity is | 0 | | | |
| b. Define social networks and how they are used | 0 | | | |
| c. Define digital identity and decribe the factors that affect social identity | 0 | | | |
| d. Distinguish between internal (school/business) vs. open media sites | 0 | | | |
| e. Describe blogs, wikis, and forums and how they are used | 0 | | | |
| f. Define and cite examples of cyber bullying | 0 | | | |
| **6. Communications** | 0 | | | |
| a. Describe how different communication technologies are suited for differing circumstances amongst email, SMS, instant message, VOIP, phone calls, WebEx, conference calls | 0 | | | |
| b. Explain which technology is likely to get the fastest and slowest response from the recipient amongst email, SMS, instant message, VOIP, phone calls, WebEx, conference calls | 0 | | | |
| c. Describe and demonstrate the use of Skype as a chat platform in business | 0 | | | |
| d. Identify and describe basic remote workforce tools such as SharePoint and platforms for web and video conferencing | 0 | | | |
| **7. Online Conferencing** | 0 | | | |
| a. Identify and describe online conference offerings (e.g. VOIP conferencing, video conferencing, phone conferencing, screen sharing) | 0 | | | |
| **8. Streaming** | 0 | | | |
| a. Differentiate between streaming and downloading | 0 | | | |
| b. Define live audio and describe how you could save the video of a live recording | 0 | | | |
| **9. Digital Principles/Ethics/Skills, Citizenship** | 0 | | | |
| a. Explain the necessity of coping with change in technology | 0 | | | |
| b. Explain the importance of demonstrating sensitivity when determining the most appropriate technology to use when communicating with others | 0 | | | |
| c. Explain Digital Wellness Basics (e.g. screen time and ergonomic best practices) | 0 | | | |
| d. Explain the key concepts related to online identity management including personal digital footprint, positive and negative consequences of how you define yourself online, how your online activities define how others perceive you, how potential employers might perceive you by searching your name online, how you can create your own positive online identity | 0 | | | |
| e. Differentiate between personal vs. professional identity | 0 | | | |
| **M. MOS WORD 2013 or 2016** | 0 | | | |
| **1. Create a document** | 2 | 09/06/2024 | 09/06/2024 | 09/06/2024 |
| a. Create a blank document | 0 | | | |

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|---|---|---|---|---|
| b. Create a blank document using a template | 0 | | | |
| c. Open a PDF in Word for editing | 0 | | | |
| d. Insert text from a file or external source | 0 | | | |
| **2. Navigate through a document** | 0 | | | |
| a. Search for text | 0 | | | |
| b. Insert hyperlinks | 2 | 09/13/2024 | 09/13/2024 | 09/13/2024 |
| c. Create bookmarks | 0 | | | |
| d. Move to a specific location or object in a document | 0 | | | |
| **3. Format Document** | 0 | | | |
| a. Modify page setup | 0 | | | |
| b. Apply document themes | 0 | | | |
| c. Apply document style sets | 0 | | | |
| d. Insert headers and footers | 2 | 09/13/2024 | 09/13/2024 | 09/13/2024 |
| e. Insert page numbers | 2 | 09/13/2024 | 09/13/2024 | 09/13/2024 |
| f. Format page background elements | 0 | | | |
| **4. Customize Options and Views for Documents** | 0 | | | |
| a. Change document views | 0 | | | |
| b. Customize views by using zoom settings | 0 | | | |
| c. Customize the Quick Access toolbar | 0 | | | |
| d. Split the window | 0 | | | |
| e. Add document properties | 0 | | | |
| f. Show or hide formatting symbols | 0 | | | |
| **5. Print and Save Documents** | 0 | | | |
| a. Modify print settings | 0 | | | |
| b. Save documents in alternative file formats | 0 | | | |
| c. Print all or part of a document | 2 | 09/13/2024 | 09/13/2024 | 09/13/2024 |
| d. Inspect document for hidden properties or personal information | 0 | | | |
| e. inspect a document for accessibility issues | 0 | | | |
| f. Inspect a document for compatibility issues | 0 | | | |
| **6. Insert Text and Paragraphs** | 0 | | | |
| a. Find and replace text | 0 | | | |
| b. Cut, copy and paste text | 2 | 09/13/2024 | 09/13/2024 | 09/13/2024 |
| c. Replace text by using AutoCorrect | 0 | | | |
| d. Insert special characters | 0 | | | |
| **7. Format Text and Paragraphs** | 0 | | | |
| a. Apply font formatting | 0 | | | |
| b. Apply formatting by using Format Painter | 0 | | | |
| c. Set line and paragraph spacing and indentation | 0 | | | |
| d. Clear formatting | 0 | | | |
| e. Apply a text highlight color to text selections | 0 | | | |
| f. Apply built-in styles to text | 0 | | | |
| g. Change text to WordArt | 2 | 09/13/2024 | 09/13/2024 | 09/13/2024 |
| **8. Order and Group Text and Paragraphs** | 0 | | | |
| a. Format text in multiple columns | 0 | | | |
| b. Insert page, section, or column breaks | 0 | | | |
| c. Change page setup options for a section | 0 | | | |
| **9. Create a Table** | 0 | | | |
| a. Convert text to tables | 2 | 09/13/2024 | 09/13/2024 | 09/13/2024 |
| b. Convert tables to text | 0 | | | |

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|---|---|---|---|---|
| c. Create a table by specifying rows and columns | 0 | | | |
| d. Apply table styles | 0 | | | |
| **10. Modify a Table** | 0 | | | |
| a. Sort table data | 0 | | | |
| b. Configure cell margins and spacing | 0 | | | |
| c. Merge and split cells | 2 | 09/13/2024 | 09/13/2024 | 09/13/2024 |
| d. Resize tables, rows, and columns | 2 | 09/13/2024 | 09/13/2024 | 09/13/2024 |
| e. Split tables | 0 | | | |
| f. Configure a repeating row header | 0 | | | |
| **11. Create and Modify a List** | 0 | | | |
| a. Create a numbered or bulleted list | 0 | | | |
| b. Change bullet characters or number formats for a list level | 2 | 09/13/2024 | 09/13/2024 | 09/13/2024 |
| c. Define a custom bullet character or number format | 0 | | | |
| d. Increase or decrease list levels | 0 | | | |
| e. Restart or continue list numbering | 0 | | | |
| f. Set starting number value | 0 | | | |
| **12. Create and Manage Reference Markers** | 0 | | | |
| a. Insert footnotes and endnotes | 0 | | | |
| b. Modify footnote and endnote properties | 0 | | | |
| c. Create bibliography citation sources | 0 | | | |
| d. Modify bibliography citation sources | 0 | | | |
| e. Insert citations for bibliographies | 0 | | | |
| f. Insert figure and table captions | 0 | | | |
| g. Modify caption properties | 0 | | | |
| **13. Create and Manage Simple References** | 0 | | | |
| a. Insert a standard table of contents | 0 | | | |
| b. Update a table of contents | 0 | | | |
| c. Insert a cover page | 0 | | | |
| **14. Insert Graphic Elements** | 0 | | | |
| a. Insert shapes | 0 | | | |
| b. Insert pictures | 0 | | | |
| c. Insert a screen shot or screen clipping | 0 | | | |
| d. Insert text boxes | 0 | | | |
| **15. Format Graphic Elements** | 0 | | | |
| a. Apply artistic effects | 0 | | | |
| b. Apply picture effects | 0 | | | |
| c. Remove picture backgrounds | 0 | | | |
| d. Format objects | 0 | | | |
| e. Apply picture style | 0 | | | |
| f. Wrap text around objects | 0 | | | |
| g. Position objects | 0 | | | |
| h. Add alternative text to objects for accessibility | 0 | | | |
| **16. Insert and Format SmartArt Graphics** | 0 | | | |
| a. Create a SmartArt graphic | 0 | | | |
| b. Format a SmartArt graphic | 0 | | | |
| c. Modify SmartArt graphic content | 0 | | | |
| **N. MOS EXCEL 2013 or 2016** | 0 | | | |
| **1. Create and manage worksheets and workbooks** | 2 | 09/06/2024 | 09/06/2024 | 09/06/2024 |
| **a. Create a workbook** | 2 | 09/06/2024 | 09/06/2024 | 09/06/2024 |

| Training Achievement Record Items | Rating | Completion Date | Proficiency Attained | Student Acknowledgement |
|---|---|---|---|---|
| b. Import data from a delimited text file | 0 | | | |
| c. Add a worksheet to an existing workbook | 0 | | | |
| d. Copy and move a worksheet | 0 | | | |
| 2. Navigate in Worksheets and Workbooks | 0 | | | |
| a. Search for data within a workbook | 0 | | | |
| b. Navigate to a named cell, range, or workbook element | 0 | | | |
| c. Insert and remove hyperlinks | 0 | | | |
| 3. Format Worksheets and Workbooks | 0 | | | |
| a. Change worksheet tab color | 0 | | | |
| b. Rename a worksheet | 0 | | | |
| c. Change worksheet order | 0 | | | |
| d. Modify page setup | 0 | | | |
| e. Insert and delete columns or rows | 2 | 09/13/2024 | 09/13/2024 | 09/13/2024 |
| f. Change workbook themes | 0 | | | |
| g. Adjust row height and column width | 0 | | | |
| h. Insert headers and footers | 0 | | | |
| 4. Customize Options and Views for Worksheets and Workbooks | 0 | | | |
| a. Hide or unhide worksheets | 0 | | | |
| b. Hide or unhide columns and rows | 0 | | | |
| c. Customize the Quick Access toolbar | 0 | | | |
| d. Change workbook views | 0 | | | |
| e. Change window views | 0 | | | |
| f. Modify document properties | 0 | | | |
| g. Change magnification by using zoom tools | 0 | | | |
| h. Display formulas | 0 | | | |
| 5. Configure Worksheets and Workbooks for Distribution | 0 | | | |
| a. Set a print area | 0 | | | |
| b. Save workbooks in alternative file formats | 0 | | | |
| c. Print all or part of a workbook | 0 | | | |
| d. Set print scaling | 0 | | | |
| e. Display repeating row and column titles on multipage worksheets | 0 | | | |
| f. Inspect a workbook for hidden properties or personal information | 0 | | | |
| g. Inspect a workbook for accessibility issues | 0 | | | |
| h. Inspect a workbook for compatibility issues | 0 | | | |
| 6. Insert Data in Cells and Ranges | 0 | | | |
| a. Replace data | 0 | | | |
| b. Cut, copy, or paste data | 2 | 09/13/2024 | 09/13/2024 | 09/13/2024 |
| c. Paste data by using special paste options | 0 | | | |
| d. Fill cells by using Auto Fill | 0 | | | |
| e. Insert and delete cells | 2 | 09/13/2024 | 09/13/2024 | 09/13/2024 |
| 7. Format Cells and Ranges | 0 | | | |
| a. Merge cells | 0 | | | |
| b. Modify cell alignment and indentation | 0 | | | |
| c. Format cells by using Format Painter | 0 | | | |
| d. Wrap text within cells | 0 | | | |
| e. Apply number formats | 0 | | | |
| f. Apply cell formats | 0 | | | |
| g. Apply cell styles | 0 | | | |
| 8. Summarize and Organize Data | 0 | | | |

| Training Achievement Record Items | Rating | Completion Date | Proficiency Attained | Student Acknowledgement |
|---|---|---|---|---|
| a. Insert sparklines | 0 | | | |
| b. Outline data | 0 | | | |
| c. Insert subtotals | 0 | | | |
| d. Apply conditional formatting | 0 | | | |
| 9. Create and Manage Tables | 0 | | | |
| a. Create an Excel table from a cell range | 0 | | | |
| b. Convert a table to a cell range | 0 | | | |
| c. Add or remove table rows and columns | 0 | | | |
| 10. Manage Table Styles and Options | 0 | | | |
| a. Apply styles to tables | 0 | | | |
| b. Configure table style options | 0 | | | |
| c. Insert total rows | 0 | | | |
| 11. Filter and Sort a Table | 0 | | | |
| a. Filter records | 0 | | | |
| b. Sort data by multiple columns | 0 | | | |
| c. Change sort order | 0 | | | |
| d. Remove duplicate records | 0 | | | |
| 12. Summarize Data by using Functions | 0 | | | |
| a. Insert references | 0 | | | |
| b. Perform calculations by using the SUM function | 2 | 09/13/2024 | 09/13/2024 | 09/13/2024 |
| c. Perform calculations by using MIN and MAX functions | 2 | 09/13/2024 | 09/13/2024 | 09/13/2024 |
| d. Perform calculations by using the COUNT function | 2 | 09/13/2024 | 09/13/2024 | 09/13/2024 |
| e. Perform calculations by using the AVERAGE function | 2 | 09/13/2024 | 09/13/2024 | 09/13/2024 |
| 13. Perform Conditional Operations by using Functions | 0 | | | |
| a. Perform logical operations by using the IF function | 0 | | | |
| b. Perform logical operations by using the SUMIF function | 0 | | | |
| c. Perform logical operations by using the AVERAGEIF function | 0 | | | |
| d. Perform statistical operations by using the COUNTIF function | 0 | | | |
| 14. Format and Modify Text by using Functions | 0 | | | |
| a. Format text by using RIGHT, LEFT, and MID functions | 0 | | | |
| b. Format text by using UPPER, LOWER, and PROPER functions | 0 | | | |
| c. Format text by using the CONCATENATE function | 0 | | | |
| 15. Create Charts | 0 | | | |
| a. Create a new chart | 2 | 09/13/2024 | 09/13/2024 | 09/13/2024 |
| b. Add additional data series | 0 | | | |
| c. Switch between rows and columns in source data | 0 | | | |
| d. Analyze data by using Quick Analysis | 0 | | | |
| 16. Format Charts | 0 | | | |
| a. Resize charts | 0 | | | |
| b. Add and modify chart elements | 0 | | | |
| c. Apply chart layouts and styles | 0 | | | |
| d. Move charts to a chart sheet | 0 | | | |
| 17. Insert and Format Objects | 0 | | | |
| a. Insert text boxes and shapes | 0 | | | |
| b. Insert images | 0 | | | |
| c. Modify object properties | 0 | | | |
| d. Add alternative text to objects for accessibility | 0 | | | |
| O. MOS POWER POINT 2013 or 2016 | 0 | | | |
| 1. Create a Presentation | 2 | 09/06/2024 | 09/06/2024 | 09/06/2024 |

| Training Achievement Record Items | Rating | Completion Date | Proficiency Attained | Student Acknowledgement |
|---|---|---|---|---|
| a. Create a new presentation | 2 | 09/06/2024 | 09/06/2024 | 09/06/2024 |
| b. Create a presentation based on a template | 0 | | | |
| c. Import Word document outlines | 0 | | | |
| 2. Insert and Format Slides | 0 | | | |
| a. Insert specific slide layouts | 0 | | | |
| b. Duplicate existing slides | 0 | | | |
| c. Hide and unhide slides | 0 | | | |
| d. Delete slides | 0 | | | |
| e. Apply a different slide layout | 2 | 09/13/2024 | 09/13/2024 | 09/13/2024 |
| f. Modify individual slide backgrounds | 2 | 09/13/2024 | 09/13/2024 | 09/13/2024 |
| g. Insert slide headers, footers, and page numbers | 0 | | | |
| 3. Modify Slides, Handouts, and Notes | 0 | | | |
| a. Change the slide master theme or background | 0 | | | |
| b. Modify slide master content | 0 | | | |
| c. Create a slide layout | 0 | | | |
| d. Modify a slide layout | 0 | | | |
| e. Modify the handout master | 0 | | | |
| f. Modify the notes master | 0 | | | |
| 4. Order and Group Slides | 0 | | | |
| a. Create sections | 0 | | | |
| b. Modify slide order | 0 | | | |
| c. Rename sections | 0 | | | |
| 5. Change Presentation Options and Views | 0 | | | |
| a. Change slide size | 0 | | | |
| b. Change views of a presentation | 0 | | | |
| c. Set file properties | 0 | | | |
| 6. Configure a Presentation for Print | 0 | | | |
| a. Print all or part of a presentation | 0 | | | |
| b. Print notes pages | 0 | | | |
| c. Print handouts | 0 | | | |
| d. Print in color, grayscale, or black and white | 0 | | | |
| 7. Configure and Present a Slide Show | 0 | | | |
| a. Create custom slide shows | 0 | | | |
| b. Configure slide show options | 0 | | | |
| c. Rehearse slide show timing | 0 | | | |
| d. Present a slide show by using Presenter View | 0 | | | |
| 8. Insert and Format Text | 0 | | | |
| a. Insert text on a slide | 2 | 09/13/2024 | 09/13/2024 | 09/13/2024 |
| b. Apply formatting and styles to text | 0 | | | |
| c. Apply WordArt styles to text | 0 | | | |
| d. Format text in multiple columns | 0 | | | |
| e. Create bulleted and numbered lists | 0 | | | |
| f. Insert hyperlinks | 0 | | | |
| 9. Insert and Format Shapes and Text Boxes | 0 | | | |
| a. Insert or replace shapes | 0 | | | |
| b. Insert text boxes | 0 | | | |
| c. Resize shapes and text boxes | 0 | | | |
| d. Format shapes and text boxes | 0 | | | |
| e. Apply styles to shapes and text boxes | 0 | | | |

| Training Achievement Record Items | Rating | Completion Date | Proficiency Attained | Student Acknowledgement |
|---|---|---|---|---|
| 10. Insert and Format Images | 2 | 09/13/2024 | 09/13/2024 | 09/13/2024 |
| a. Insert images | 2 | 09/13/2024 | 09/13/2024 | 09/13/2024 |
| b. Resize and crop images | 0 | | | |
| c. Apply styles and effects | 0 | | | |
| 11. Order and Group Objects | 0 | | | |
| a. Order object | 0 | | | |
| b. Align objects | 0 | | | |
| c. Group objects | 0 | | | |
| d. Display alignment tools | 0 | | | |
| 12. Insert and Format Tables | 0 | | | |
| a. Create a table | 0 | | | |
| b. Insert and delete table rows and columns | 0 | | | |
| c. Apply table styles | 0 | | | |
| d. Import a table | 0 | | | |
| 13. Insert and Format Charts | 0 | | | |
| a. Create a chart | 0 | | | |
| b. Import a chart | 0 | | | |
| c. Change the Chart Type | 0 | | | |
| d. Add a legend to a chart | 0 | | | |
| e. Change the chart style of a chart | 0 | | | |
| 14. Insert and Format SmartArt graphics | 0 | | | |
| a. Create SmartArt graphics | 0 | | | |
| b. Convert lists to SmartArt graphics | 0 | | | |
| c. Add shapes to SmartArt graphics | 0 | | | |
| d. Reorder shapes in SmartArt graphics | 0 | | | |
| e. Change the color of SmartArt graphics | 0 | | | |
| 15. Insert and Manage Media | 0 | | | |
| a. Insert audio and video clips | 0 | | | |
| b. Configure media playback options | 0 | | | |
| c. Adjust media window size | 0 | | | |
| d. Set the video start and stop time | 0 | | | |
| e. Set media timing options | 0 | | | |
| 16. Apply Slide Transitions | 0 | | | |
| a. Insert slide transitions | 0 | | | |
| b. Set transition effect options | 0 | | | |
| a. Apply animations to objects | 0 | | | |
| b. Apply animations to text | 0 | | | |
| c. Set animation effect options | 0 | | | |
| a. Set transition effect duration | 0 | | | |
| P. MOS ACCESS 2013 or 2016 (OPTIONAL) | 0 | | | |
| 1. Create and Modify Databases | 0 | | | |
| a. Create a blank desktop database | 0 | | | |
| b. Create a database from a template | 0 | | | |
| c. Create a database by using import objects or data from other sources | 0 | | | |
| d. Delete database objects | 0 | | | |
| 2. Manage Relationships and Keys | 0 | | | |
| a. Create and modify relationships | 0 | | | |
| b. Set the primary key | 0 | | | |
| c. Enforce referential integrity | 0 | | | |

| Training Achievement Record Items | Rating | Completion Date | Proficiency Attained | Student Acknowledgement |
|---|---|---|---|---|
| d. Set foreign keys | 0 | | | |
| e. View relationships | 0 | | | |
| 3. Navigate through a Database | 0 | | | |
| a. Navigate specific records | 0 | | | |
| b. Create and modify a navigation form | 0 | | | |
| c. Set a form as the startup option | 0 | | | |
| d. Display objects in the Navigation Pane | 0 | | | |
| e. Change views of objects | 0 | | | |
| 4. Protect and Maintain Databases | 0 | | | |
| a. Compact a database | 0 | | | |
| b. Repair a database | 0 | | | |
| c. Back up a database | 0 | | | |
| d. Split a database | 0 | | | |
| e. Encrypt a database with a password | 0 | | | |
| f. Recover data from backup | 0 | | | |
| 5. Print and Export Data | 0 | | | |
| a. Print reports | 0 | | | |
| b. Print records | 0 | | | |
| c. Save a databases as a template | 0 | | | |
| d. Export objects to alternative formats | 0 | | | |
| 6. Create Tables | 0 | | | |
| a. Create a table | 0 | | | |
| b. Import data into tables | 0 | | | |
| c. Create linked tables from external sources | 0 | | | |
| d. Import tables from other databases | 0 | | | |
| e. Create a table from a template with application parts | 0 | | | |
| 7. Manage Tables | 0 | | | |
| a. Hide fields in tables | 0 | | | |
| b. Add total rows | 0 | | | |
| c. Add table descriptions | 0 | | | |
| d. Rename tables | 0 | | | |
| 8. Manage Records in Tables | 0 | | | |
| a. Update records | 0 | | | |
| b. Add records | 0 | | | |
| c. Delete records | 0 | | | |
| d. Append records from external data | 0 | | | |
| e. Find and replace data | 0 | | | |
| f. Sort records | 0 | | | |
| g. Filter records | 0 | | | |
| 9. Create and Modify Fields | 0 | | | |
| a. Add fields to tables | 0 | | | |
| b. Add validation rules to fields | 0 | | | |
| c. Change field captions | 0 | | | |
| d. Change field sizes | 0 | | | |
| e. Change field data types | 0 | | | |
| f. Configure fields to auto-increment | 0 | | | |
| g. Set default values | 0 | | | |
| h. Using input masks | 0 | | | |
| i. Delete fields | 0 | | | |

| Training Achievement Record Items | Rating | Completion Date | Proficiency Attained | Student Acknowledgement |
|---|---|---|---|---|
| 10. Create a Query | 0 | | | |
| a. Run a query | 0 | | | |
| b. Create a crosstab query | 0 | | | |
| c. Create a parameter query | 0 | | | |
| d. Create an action query | 0 | | | |
| e. Create a multi-table query | 0 | | | |
| f. Save a query | 0 | | | |
| 11. Modify a Query | 0 | | | |
| a. Rename a query | 0 | | | |
| b. Add fields | 0 | | | |
| c. Remove fields | 0 | | | |
| d. Hide fields | 0 | | | |
| e. Sort data within queries | 0 | | | |
| f. Format fields within queries | 0 | | | |
| 12. Create Calculated Fields and Grouping within Queries | 0 | | | |
| a. Add calculated fields | 0 | | | |
| b. Set filtering criteria | 0 | | | |
| c. Group and summarize data | 0 | | | |
| d. Group data by using comparison operators | 0 | | | |
| e. Group data by using arithmetic and logical operators | 0 | | | |
| 13. Create a Form | 0 | | | |
| a. Create a form | 0 | | | |
| b. Create a form from a template with application parts | 0 | | | |
| c. Save a form | 0 | | | |
| 14. Configure Form Controls | 0 | | | |
| a. Move form controls | 0 | | | |
| b. Add form controls | 0 | | | |
| c. Modify data sources | 0 | | | |
| d. Remove form controls | 0 | | | |
| e. Set form control properties | 0 | | | |
| f. Manage labels | 0 | | | |
| g. Add sub-forms | 0 | | | |
| 15. Format a Form | 0 | | | |
| a. Modify tab order | 0 | | | |
| b. Configure print settings | 0 | | | |
| c. Sort records by form field | 0 | | | |
| d. Apply a theme | 0 | | | |
| e. Control form positioning | 0 | | | |
| f. Insert backgrounds | 0 | | | |
| g. Insert headers and footers | 0 | | | |
| h. Insert images | 0 | | | |
| 16. Create a Report | 0 | | | |
| a. Create a report based on the query or table | 0 | | | |
| b. Create a report in Design view | 0 | | | |
| c. Create a report by using a wizard | 0 | | | |
| 17. Configure Report Controls | 0 | | | |
| a. Group and sort fields | 0 | | | |
| b. Modify data sources | 0 | | | |
| c. Add report controls | 0 | | | |

| Training Achievement Record Items | Rating | Completion Date | Proficiency Attained | Student Acknowledgement |
|---|---|---|---|---|
| d. Add and modify labels | 0 | | | |
| 18. Format a Report | 0 | | | |
| a. Format a report into multiple columns | 0 | | | |
| b. Add calculated fields | 0 | | | |
| c. Control report positioning | 0 | | | |
| d. Format report elements | 0 | | | |
| e. Change report orientation | 0 | | | |
| f. Insert header and footer information | 0 | | | |
| g. Insert images | 0 | | | |
| h. Apply a theme | 0 | | | |
| Q. INDUSTRY VOCABULARY | 0 | | | |
| 1. Define and use technical words and phrases relevant to office administration. | 2 | 09/06/2024 | 09/06/2024 | 09/06/2024 |
| R. EMPLOYABILITY SKILLS | 0 | | | |
| 1. Demonstrate the ability to dress appropriately for work. | 2 | 09/06/2024 | 09/06/2024 | 09/06/2024 |
| 2. Demonstrate the ability to arrive for work on time and work an eight-hour day. | 2 | 09/06/2024 | 09/06/2024 | 09/06/2024 |
| 3. Demonstrate the ability to respond appropriately to supervision and accept constructive criticism. | 2 | 09/13/2024 | 09/13/2024 | 09/13/2024 |
| 4. Demonstrate the ability to understand and work within a chain-of-command. | 2 | 09/13/2024 | 09/13/2024 | 09/13/2024 |
| 5. Demonstrate the ability to follow written and verbal directions. | 0 | | | |
| 6. Demonstrate the ability to listen effectively and communicate with respect. | 0 | | | |
| 7. Demonstrate the ability to ask for clarification when further information is required. | 0 | | | |
| 8. Demonstrate the ability to share information and explain procedures to another person. | 0 | | | |
| 9. Demonstrate the ability to take initiative. | 0 | | | |
| 10. Demonstrate the ability to change from one task to another and adapt easily to a variety of job tasks and situations. | 0 | | | |
| 11. Demonstrate the ability to work harmoniously with diverse races, sexes, ages and cultures, and treat all with respect. | 0 | | | |
| 12. Demonstrate the ability to troubleshoot and solve problems. | 0 | | | |
| 13. Demonstrate the ability to access and use information from manuals and/or computers. | 0 | | | |
| 14. Demonstrate the ability to maintain good grooming and hygiene. | 0 | | | |
| 15. Demonstrate the ability to use time wisely and complete assigned tasks. | 0 | | | |
| 16. Demonstrate the ability to maintain tools and equipment properly. | 0 | | | |
| 17. Describe industry specific career opportunities. | 0 | | | |
| 18. Identify ways to find a job. | 0 | | | |
| 19. Review five entry level, industry specific resumes. Identify key skills and experiences referenced. | 0 | | | |
| 20. Complete a web-based job search for an entry level industry position. | 0 | | | |
| 21. Complete five web-based applications for an entry level industry position. | 0 | | | |
| 22. Complete a resume. | 0 | | | |
| 23. Complete a mock interview. | 0 | | | |

Instructor Signature:

Manager Signature: