

South King County Tech Prep Consortium
BUSINESS EDUCATION JOINT COMPETENCIES

	FUNDAMENTALS OF COMPUTERS: GREEN RIVER BUSE 100 (5 cr)
	COMPUTER APPLICATIONS - General
1.	Identify career opportunities utilizing computing skills.
2.	Identify and use computer terminology.
3.	Identify the purpose and use of word processing, spreadsheet, and presentation software.
4.	Use online help for software applications.
5.	Read, interpret, and use appropriate computer documentation.
6.	Complete integrated projects using word processing, database, spreadsheet, and desktop publishing applications.
7.	Identify current technology trends and issues.
	HARDWARE AND SOFTWARE
8.	Demonstrate equipment care, maintenance, and troubleshooting.
9.	Read, interpret and follow documentation concerning the care and use of software.
10.	Recognize commonly used software brand names.
11.	Identify the purpose and use of antivirus software.
12.	Identify software privacy, copyright laws, and computer ethics.
13.	Describe types and features of monitors, printers, scanning devices, and other peripheral equipment.
14.	Identify and explain the difference in function of memory, data storage, and CPU.
15.	Develop the habit of backing up, securing data, and disaster recovery planning.
	OPERATING SYSTEMS
16.	Perform basic operations such as format disks, create delete and rename folders and documents, copy and/or move documents and data, display filenames, use wildcards.
17.	Be able to demonstrate basic Windows operations such as minimizing, maximizing, restoring, resizing windows, accessing menus; manipulating scroll bars; switching between windows and applications; using file manager and task list.
18.	Be able to demonstrate basic file management operations: open, retrieve, save, save as and close files.
	WORD PROCESSING
19.	Demonstrate block operations--move, copy, and delete.
20.	Demonstrate the spell checker and thesaurus functions.
21.	Use the following word processing features: headers and footers, format for indents, spacing and multiple spacing of paragraphs, find and replace, margins, enhanced text (bold, etc.), tabs, hard and soft page breaks, templates, merging and tables, printing and saving files.
	SPREADSHEETS
22.	Change global and range formats and column widths, insert and delete within columns and/or rows, copy and move ranges, sort with primary and secondary keys.
23.	Demonstrate the use of basic math functions(average, min, max, count, sum) and create formulas using cell references.
24.	Print in condensed, regular, formula, and displayed mode.
25.	Create and print line charts, pie charts, and bar graphs.
26.	Demonstrate the ability to analyze completed graphs and charts to determine if data is logical.
27.	Apply problem-solving and analytical skills using calculated fields.
	DATABASE
28.	Create a database including numeric and alpha fields, calculated fields, and select and determine field types and widths.
29.	Create queries using simple and complex searches.
30.	Add, change, and delete records.
31.	Design and create report forms utilizing data.
	INTERNET
32.	Define Internet and World Wide Web
33.	Identify browsers

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34	Explain a link
35	Enter a Uniform Resource Locator (URL)
36	Click links to display Web pages
37	Create and remove bookmarks
38	Save a Web page and image to a disk
39	Print Web pages.
40	Search the Web using a search engine.
41	Explain the difference between a local area network and a wide area network.
	POWERPOINT
42	Create a title slide
43	Create a slide show which includes bulleted lists.
44	Assign a design template to a slide show.
45	Print a presentation in handout view and outline view.
46	Change font size and font style of slide text.
47	Edit the content of a slide presentation by moving and deleting a slide.
48	Insert clip art into a slide.
49	Add a header and footer to outline pages.
50	Run an animated slide show.
51	Change slide layout.
	<i>BASIC WINDOWS & COMPUTER OPERATIONS:</i> GREEN RIVER BUSE 111 (3 cr) HIGHLINE BTECH 100 or BTECH 101 (3 cr) RENTON TECHNICAL AOM 131 (4 cr), LGL 136 (3 cr) & SECY 100 (7 cr)
	WINDOWS
1.	Describe Windows <i>XP</i> and user interface.
2.	Explain the difference between software and hardware.
3.	Explain the difference between application and operating system software.
4.	Recognize and identify the hardware components of a personal computer.
5.	Properly use computer terminology.
6.	Understand how a computer stores information; identify and explain the functions of RAM, ROM, 3 1/2 Floppy, Zip Drive, CD/DVD, Flash Drive.
7.	Understand what a network drive is (F:, S:, N:, etc.)
8.	Demonstrate equipment care, maintenance, and troubleshooting.
9.	Describe types and features of monitors, printers, scanning devices, and other peripheral equipment.
10.	Identify and define the non-alphanumeric keys on the computer keyboard
11.	Issue commands using the mouse
12.	Use the print, click, double-click, and drag abilities of the mouse
13.	Gain familiarity with the Windows Desktop
14.	Minimize, maximize, restore, size, and arrange windows on the desktop
15.	Format a diskette
16.	Create a backup disk and copies of files
17.	Navigate through a disk directory
18.	Understand the need for saving, backing up data, antivirus software, and other preventative measures.
19.	Open, minimize, maximize, restore and close a "Window".
20.	Move and resize a window, scroll in a window.
21.	Understand keyboard shortcuts.
22.	Use Windows context Help and Index Help.
23.	Properly shut down and turn the system off.
24.	Create a folder on the desktop and move documents to folder.
25.	Open, modify and print multiple documents.
26.	Open a folder or file on a floppy disk.

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27.	Open a program using the START menu.
28.	Know the meaning of an hourglass and double-headed arrow.
29.	Rename a file or folder.
30.	Navigate to the Recycle Bin and restore a file.
31.	Know what to do if your system locks or freezes (use of Ctrl+Alt+Delete).
32.	Customize the computer using the Windows operating system.
33.	Cascade and tile open windows.
	WORD
34.	Explore the Word Window
35.	Get Word help
36.	Choose a document view
37.	Move around in a document
38.	Enter and edit text
39.	Proofread and print a document
40.	Save a document and know the difference between save and save as
41.	Copy a document.
42.	Delete a document.
43.	Know what a ribbon is and how to turn various ribbons on and off.
44.	Know how to use, change, hide and turn off Microsoft Office Assistant (not GRCC)
45.	Use Undo and Redo features.
46.	Change font size and font style of text.
47.	Use Spell Check.
48.	Use Print Preview.
49.	Can stop or cancel a print job.
50.	Close a document
51.	Change the printer cartridge.
52.	Can insert paper into the printer.
	EMAIL
53.	Create and send e-mail messages with or without attachments
	INTERNET
54.	Describe the Internet and World Wide Web.
55.	Examine basic Internet functions
56.	Launch Windows Explorer and display files and folders.
57.	Identify the purpose and use of antivirus software.
58.	Evaluate data revealed through a search for credibility and reliability.
59.	Use Internet resources such as ProQuest and InfoTrac to research and collect data.
	SPREADSHEETS
60.	Use a spreadsheet software.
	BUSINESS MATH: GREEN RIVER BUSE 110 (5 cr)
	RENTON TECHNICAL AOM 161 (5 cr), SECY 160 (7 cr) & LGL 162 (3 cr)
1.	Understand the fundamentals of ergonomics and how they related to the computer workstation.
2.	Identify and properly use computer terminology.
3.	Understand how a computer stores information; identify and explain the functions of RAM, ROM, 3 1/2 Floppy, Zip Drive, CD/DVD, Flash Drive.
4.	Demonstrate equipment care, maintenance, and troubleshooting.
5.	Demonstrate the ability to ten key by touch, working towards a goal of 12,000 strokes per hour with 98% accuracy.
6.	Use numeric keypad to create and edit worksheets.
7.	Demonstrate the ability to add whole numbers, repeated numbers, decimals (fixed and varying), fractions, calculate percents, averages, subtotals, grand totals and cross checking.

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8.	Demonstrate the ability to subtract whole numbers, decimals, fractions, calculate percents and credit balances.
9.	Demonstrate the ability to multiply whole numbers, decimals, fractions, percents. Use the memory and grand total function to accumulate totals, use of the constant multiplier, and multi-factor.
10.	Demonstrate the ability to divide whole numbers, use of constant divisors and dividends, decimals, fractions, percents, and conversion of fractions to decimals.
11.	Demonstrate the ability to calculate invoices, payrolls, time cards, payroll registers, percent of increase and decrease, current ratios, percent of total, mark up and mark down, discounts, and interest including time, rate, and principal calculations.
12.	Demonstrate ability to calculate the total cost of a stock transaction.
13.	Demonstrate English measurements and metric conversion.
14.	Demonstrate maintaining a checking account and bank reconciliation.
15.	Demonstrate installment buying.
16.	Demonstrate simulation activities and practical applications.
17.	Demonstrate ability to prorate expenses.
18.	Format worksheets for common business needs.
19.	Format and use multiple worksheets.
20.	Demonstrate ability to interpret graphs and spreadsheets.
EXCEL (Student must submit a copy of either Core or Expert Excel MOS Certificate):	
HIGHLINE BTECH 108 (5 cr)	
RENTON TECHNICAL COLLEGE LGL 139 (5 cr)	
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16.	Demonstrate simulation activities and practical applications.
17.	Demonstrate ability to prorate expenses.
18.	Format worksheets for common business needs.
19.	Format and use multiple worksheets.
20.	Demonstrate ability to interpret graphs and spreadsheets.
21.	Create, edit, format, and understand Excel worksheets

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22.	Modify worksheets using: AutoComplete, AutoSum, inserting and removing cells, columns and rows, Drag & Drop, Copy and Paste using the Office Clipboard, AutoFill, adjust column and row height and width, and hiding and unhiding columns and rows
23.	Enhance a worksheets appearance by: applying Fonts, Font Styles, and colors, formatting dates and numbers, aligning cells, merging cells, rotating cells, adding borders and shading, using Format Painter, removing formatting attributes, using Paste Special, using AutoFormat, indent and align text, wrapping and shrinking text, selecting AutoFormat options, using number formats, creating a custom number format, applying and modifying styles, creating and removing styles, inserting objects on the draw layer, manipulating drawn objects, applying shadows and 3-D effects
24.	Printing documents with: preview and print a document, adjust page and margin settings, insert Headers and Footers, Selecting Print Ranges
25.	Analyzing Data by: Naming cell ranges, managing range names, using references in formulas and entering Natural Language Formulas
26.	Using Build In Functions by: adding values, calculating averages, counting values, analyzing values, and calculating dates
27.	Creating an Embedded Chart by: using chart wizard
28.	Working with Other Media by: inserting WordArt, inserting Clip Art, displaying a background bitmap.
29.	Create chart sheet by: plotting worksheet data, applying chart types and adding and deleting data series
30.	Customize Charts by: formatting chart elements, adding and deleting chart elements, adding drawn objects to a chart, and printing a separate chart sheet
<i>BEGINNING KEYBOARDING:</i> GREEN RIVER BUSE 101 (5 cr) HIGHLINE BTECH 102 or BTECH 103 (5 cr) RENTON TECHNICAL ACCT 141 (3 cr) , APP 105 (1 cr)	
*COMPETENCIES FOR FIRST LEVEL KEYBOARDING	
Basic Concepts	
1.	Identify and explain the purpose of computer components (CPU, printer, mouse, monitor).
2.	Perform basic computer operations (format a disk, save, retrieve, exit).
3.	Understand how a computer stores information; identify and explain the functions of RAM, ROM, 3 1/2 Floppy, Zip Drive, CD/DVD, Flash Drive.
3.	Identify career opportunities in information processing.
4.	Apply ergonomics to a work station (including correct keyboarding posture and injury prevention techniques).
5.	Identify and know where to locate software copyright laws.
6.	Apply touch keyboarding in operation alpha/numeric keys.
7.	Demonstrate spacing and use of symbols.
8.	Use a word processing program.
Letters	
9.	Format a personal letter, business letter, and an envelope.
Memos	
10.	Format a memorandum.
Tables	
11.	Format a simple table (word processing).
12.	Format a table using columnar headings.
Reports/Outlines	
13.	Format a one-page report.
14.	Format a bound report.
15.	Format a reference listing.
Language Arts	
16.	Identify and use proofreading marks.
17.	Apply word division and punctuation rules.

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	Speed/Accuracy
18.	Type by touch 35 wpm on 5' timing with 5 or fewer errors. RTC - speed requirement by touch 60-75 wpm.
	SECOND LEVEL KEYBOARDING: GREEN RIVER BUSE 102 (5 cr) HIGHLINE BTECH 106 (4 cr) RENTON TECHNICAL AOM 132 (5 cr)
	*COMPETENCIES FOR SECOND LEVEL KEYBOARDING
	Basic Concepts
1.	Complete a business form with a math equation included.
2.	Utilize desktop publishing features (e.g. fonts, styles, landscape, etc.).
	Letters
3.	Format a business letter with special lines.
4.	Format a two-page business letter.
5.	Prepare a form letter and merge data.
6.	Prepare mailing labels.
7.	Format a letter of application.
8.	Format a personal data sheet (i.e., resume).
	Tables
9.	Format a table using column headings and financial data.
10.	Format a table with special features.
	Reports/Outline
11.	Format a multiple-page report with special headings.
	Language Arts
12.	Apply basic grammar, punctuation, and proofreading rules to compose, edit and produce error-free documents.
	Speed Accuracy
13.	Type 50 wpm on a 5' timing with 5 or fewer errors.
	Miscellaneous
14.	Prepare an agenda.
15.	Prepare minutes of a meeting.
16.	Prepare a news release.
17.	Prepare an itinerary.
18.	Prepare forms (i.e., invoice, purchase requisition, voucher check) and merge data into it.
19.	Type on various sizes of paper (i.e., rolodex, file cards, envelopes, labels, and half sheets).
20.	Complete a fill-in form using a typewriter and/or computer.
	KEYBOARDING, SPEED AND ACCURACY: HIGHLINE BTECH 105 (3 cr) RENTON TECHNICAL APP 106 (1 cr), APP 107 (1 cr)
	Computer – General
1.	Understand the fundamentals of ergonomics and how they relate to the computer workstation
2.	Identify and properly use computer terminology
3.	Understand how a computer stores information; identify and explain the functions of RAM, ROM, 3 ½ Floppy, Zip Drive, CD/DVD.
4.	Demonstrate equipment care, maintenance, and troubleshooting
	Keyboarding – General
5.	Identify and use correct fingering on letters and numbers while keyboarding by touch
6.	Demonstrate proper ergonomics and keyboarding technique while keyboarding by touch
7.	Develop keyboarding speed and accuracy through appropriate drills
8.	Show an increase in keyboarding speed and accuracy over the quarter – grading varies according to student's starting speed and accuracy rates

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6.	Maintain storage devices.
7.	Create, save, close and open a Word document.
8.	Edit and print a Word document.
9.	Enhance single-page business documents and reports with character formatting including all caps, bold, underlining, and italics.
10.	Enhance single-page business memoranda and letters by changing the alignment, indents, and line spacing of paragraphs.
11.	Adjust the style and size of type as well as the appearance of characters in standard business documents.
12.	Check the spelling of words in documents, improve the writing in documents and improve the grammar and style of written business documents using the speller, Thesaurus, and grammar checker.
13.	Enhance business memoranda, letters and reports by changing margins, adjusting page breaks, changing the widow-orphan control, and centering text vertically on pages in documents.
14.	Enhance business memoranda, letters and generate two- and three-column tables with tab stops including left, right, center, and decimal.
15.	Finish multiple-page reports with specific page characteristics including headers, footers and page numbering.
16.	Amend a research business report with properly formatted footnotes or endnotes.
17.	Manipulate blocks and columns of text between areas of different business documents.
18.	Create multiple windows to move/copy text between documents.
19.	Revise text and codes in standard business letters and reports by using Word's find and replace features.
20.	Control printing features for simple business documents and print envelopes and mailing labels.
21.	Maintain documents in directories and subdirectories; copy, move, rename, and print documents; create document summaries; and search for documents that match specific criteria.
22.	Use Microsoft Word Help Features.
23.	Manipulate tabs on the ruler and tabs dialog box for left, right, center, and decimal alignment.
24.	Create and manipulate forms and form fields.
25.	Create, use and manipulate tables in a word document. Including merge and split rows, adding and deleting columns and rows, formatting of tables and use within business letter.
26.	Insert a Date field into a Word document.
27.	Use templates to create letters and forms.
28.	Create a document with newspaper column style format.
29.	Add borders and shading format to a Word document.
30.	Create a graphic or text watermark in a Word document.
31.	Create a form letter using the mail merge wizard.
32.	Create a table in a word document, insert columns and rows.
33.	Use existing data source to create merged document
34.	Use existing letter and mail merge wizard to create new data source and new merge document

GRCC Approved 10/13/09

HCC Approved 9/30/09

RTC-Approved 10/09