

**Career Technical Education (CTE) Course Outline**

<b>Course Title:</b>	Microcomputer Applications/1: Word Processing
<b>Course Number:</b>	75-35-82
<b>Date:</b>	July 2024
<b>Industry Sector:</b>	Business and Finance
<b>Pathway:</b>	Business Management
<b>CBEDS Title:</b>	Business Technology
<b>CBEDS Code:</b>	4623
<b>Credits:</b>	5

**Hours:**

Total
90

**Course Description:**

This competency-based course is the first in a sequence of five courses designed for computer operation. It provides students with technical instruction and practical experience in basic computer operation. It includes an introduction, safety and ergonomics, computer ethics and security, computer hardware and media storage, computer software, operating systems, and virus protection, word processing introduction, file management, the Internet, editing, formatting, graphics, borders, and shading, themes, styles, and templates, tables, citations and references, mail merge, and employability skills and resume preparation. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

<b>Prerequisites:</b>	A minimum reading level of 6.0 as measured by the CASAS GOAL Test. Successful completion of Typist: Keyboarding (71-50-88) and Computer Essentials (75-50-70) courses.
<b>NOTE:</b>	For Perkins purposes this course has been designated as an introductory course.  This course <b>cannot</b> be repeated once a student receives a Certificate of Completion.
<b>A-G Approval</b>	N/A
<b>Methods of Instruction:</b>	Lectures and discussion, demonstrations, student hands-on practice, individualized instruction, critical thinking and listening skills, and peer teaching and cooperative learning.
<b>Student Evaluation:</b>	Summative: End of section assessments
<b>Industry Certification:</b>	N/A
<b>Recommended Texts:</b>	Fehl, Alec, Scott, Alex; Linford, Ben; Ewell, Ian. <u><a href="#">Building a Foundation with Microsoft Office 2021 &amp; 365</a></u> . Labyrinth Learning, 2022.  Freund, Steven M.; Hoisington, Corinne; Last, Mary Z.; Pratt, Philip J.; Sebok, Susan L.; Vermaat, Misty E. <u><a href="#">Shelly Cashman Series Microsoft Office 365 &amp; Office 2021: Introductory, 1<sup>st</sup> Edition</a></u> , Cengage Learning, 2021.  Nielsen, Joyce J.; Weixel, Suzanne; Wempen, Faith. <u><a href="#">Learning Microsoft Office 365 Level 1, 2022</a></u> , Pearson, 2022.
<b>Link to Resource Folder</b>	<u><a href="https://bit.ly/microcompappresources">https://bit.ly/microcompappresources</a></u>  Access to: Employer Advisory Board members, Employment Development Department, LAUSD Responsible Use Policy, and CDE Model Curriculum Standards for Business and Finance.

Approved by: Renny L. Neyra, Executive Director

<b>COMPETENCY AREAS AND STATEMENTS</b>	<b>MINIMAL COMPETENCIES</b>	<b>STANDARDS</b>
<p><b>A. INTRODUCTION</b></p> <p>Identify skills required, equipment and materials used, classroom procedures, and available job opportunities.</p> <p>(2 hours)</p>	<ol style="list-style-type: none"> <li>1. Describe the scope and purpose of the course.</li> <li>2. Describe classroom policies and procedures.</li> <li>3. Describe the importance of prioritizing work.</li> <li>4. Discuss, identify, research, and compare the different career paths, occupations, employment outlook, career advancements, and their impact on the business and finance industry sector.</li> <li>5. Discuss the opportunities available for promoting gender equity and the representation of non-traditional populations.</li> <li>6. Explain and recognize the importance of ethical behavior, responsibility, teamwork, respecting individual and cultural differences, and diversity in the workplace.</li> <li>7. Describe the duties and job roles as they apply to the Business and Finance industry sector.</li> </ol>	<p><b>Career Ready Practice:</b> 1, 2, 3, 4, 7, 8, 9, 11</p> <p><b>CTE Anchor:</b> Academics: 1.0 Communications: 2.1, 2.3, 2.5 Career Planning &amp; Management: 3.1, 3.2, 3.3, 3.4, 3.5, 3.7, 3.9 Technology: 4.1, 4.2, 4.3, 4.5, 4.6 Responsibility &amp; Flexibility: 7.3, 7.4 Ethics &amp; Legal Responsibilities: 8.4 Leadership &amp; Teamwork: 9.3, 9.6</p> <p><b>CTE Pathway:</b> A4.2, A7.1, A7.2, A7.3, A7.4</p>
<p><b>B. SAFETY AND ERGONOMICS</b></p> <p>Review, understand, apply, and demonstrate the</p>	<ol style="list-style-type: none"> <li>1. Identify and explain classroom and workplace first aid and emergency procedures.</li> <li>2. Discuss, and research the California Occupational Safety and Health Administration (Cal/OSHA) workplace requirements to make informed decisions.</li> </ol>	<p><b>Career Ready Practice:</b> 1, 2, 4, 5, 6, 7, 8, 10, 11</p> <p><b>CTE Anchor:</b> Academics:</p>

<p>principles of safety and ergonomics.</p> <p>(3 hours)</p>	<ol style="list-style-type: none"> <li>3. Discuss how each of the following ensures a safe workplace to include verbal and nonverbal communication: <ol style="list-style-type: none"> <li>a. employees' rights as they apply to job safety</li> <li>b. employees' obligations as they apply to safety</li> <li>c. safety laws applying to tools and equipment</li> </ol> </li> <li>4. Demonstrate operating a computer safely and in a manner that protects the equipment.</li> <li>5. Define ergonomics and demonstrate sound ergonomic practices such as: <ol style="list-style-type: none"> <li>a. identify causes, effects, and preventive measures for repetitive strain injuries</li> <li>b. typing technique, posture, and finger placement</li> <li>c. keyboard and monitor angle</li> <li>d. ways to hold and move a mouse without gripping it hard or squeezing it</li> <li>e. list benefits of periodic breaks to stretch and relax</li> <li>f. variety of stretches involving the wrists, neck, and shoulders</li> <li>g. organize and sanitize one's workspace</li> </ol> </li> <li>6. Practice personal safety when lifting, bending, or moving equipment and supplies.</li> <li>7. Define, discuss, and interpret software copyright laws as they pertain to computers.</li> <li>8. Explain and sign the LAUSD Responsible Use Policy (RUP).</li> <li>9. Pass the safety test with 100% accuracy.</li> </ol>	<p>1.0</p> <p>Communications: 2.1, 2.3, 2.5, 2.6</p> <p>Technology: 4.2</p> <p>Problem Solving &amp; Critical Thinking: 5.2, 5.4</p> <p>Health &amp; Safety: 6.2, 6.3, 6.4, 6.5, 6.6, 6.7</p> <p>Ethics &amp; Legal Responsibilities: 8.2, 8.3, 8.6, 8.7</p> <p>Technical Knowledge &amp; Skills: 10.1, 10.2</p> <p>Demonstration &amp; Application: 11.1</p> <p><b>CTE Pathway:</b> A7.1, A7.2, A7.4</p>
<p><b>C. COMPUTER ETHICS AND SECURITY</b></p> <p>Understand, apply, and evaluate the ethical and security implications with the increased use of computers.</p>	<ol style="list-style-type: none"> <li>1. Define and describe the importance of security in using computers.</li> <li>2. Define and describe the impact of the following: <ol style="list-style-type: none"> <li>a. intellectual property</li> <li>b. copyright</li> <li>c. copyright infringement</li> <li>d. privacy</li> <li>e. piracy</li> <li>f. electronic theft</li> <li>g. social networking</li> </ol> </li> <li>3. Cite reasons for protecting computers and their information.</li> </ol>	<p><b>Career Ready Practice:</b> 1, 2, 4, 5, 7, 8, 9, 11</p> <p><b>CTE Anchor:</b> Academics: 1.0</p> <p>Communications: 2.1, 2.3, 2.5, 2.6</p> <p>Technology: 4.1, 4.2, 4.3, 4.5</p> <p>Problem Solving &amp; Critical Thinking:</p>

<p>(2 hours)</p>	<ol style="list-style-type: none"> <li>4. Identify ways that computer crime is being prevented.</li> <li>5. Describe the impact of computer use in the work environment.</li> <li>6. Identify areas of independence and dependence provided by computer technology.</li> <li>7. Describe the impact of unsecured computer networks with various occupations.</li> <li>8. Form teams to research and present examples of computer abuse and crimes in business.</li> <li>9. Pass a computer ethics and security assessment with an 80% score or higher.</li> </ol>	<p>5.2, 5.4  Responsibility &amp; Flexibility:  7.2  Ethics &amp; Legal Responsibilities:  8.2, 8.3, 8.4, 8.6, 8.7  Leadership &amp; Teamwork:  9.3, 9.7  Technical Knowledge &amp; Skills:  10.1, 10.2</p> <p><b>CTE Pathway:</b>  A7.1, A7.2</p>
<p><b>D. COMPUTER HARDWARE AND MEDIA STORAGE</b></p> <p>Understand and evaluate the functions of the parts of a computer.</p>	<ol style="list-style-type: none"> <li>1. Describe the startup and shutdown process.</li> <li>2. Define and identify the features and functions of the following external parts of a computer: <ol style="list-style-type: none"> <li>a. buttons and switches <ol style="list-style-type: none"> <li>i. optical drive</li> <li>ii. power switch</li> <li>iii. hard drive activity indicator</li> </ol> </li> <li>b. connectors and switches <ol style="list-style-type: none"> <li>i. main power switch</li> <li>ii. USB port</li> <li>iii. VGA port (video port)</li> <li>iv. audio connectors</li> <li>v. HDMI</li> </ol> </li> <li>c. input devices <ol style="list-style-type: none"> <li>i. keyboard (including 10 key)</li> <li>ii. mouse</li> <li>iii. scanner</li> <li>iv. webcam</li> <li>v. microphone</li> <li>vi. touchpad/screen</li> <li>vii. digital pen</li> </ol> </li> </ol> </li> </ol>	<p><b>Career Ready Practice:</b>  1, 2, 4, 5</p> <p><b>CTE Anchor:</b>  Academics:  1.0  Communications:  2.1, 2.3, 2.5  Technology:  4.2  Problem Solving &amp; Critical Thinking:  5.3  Technical Knowledge &amp; Skills:  10.1</p> <p><b>CTE Pathway:</b>  A7.1, A7.2, A7.4</p>

(10 hours)	<ul style="list-style-type: none"> <li>d. output devices <ul style="list-style-type: none"> <li>i. monitor</li> <li>ii. printer</li> <li>iii. speakers</li> </ul> </li> <li>3. Define and identify the features, functions, and care of the following storage devices: <ul style="list-style-type: none"> <li>a. hard drive</li> <li>b. USB/flash drive</li> <li>c. cloud</li> <li>d. sim cards</li> </ul> </li> <li>4. Describe the function of the Central Processing Unit (CPU).</li> <li>5. Define Graphic User Interface (GUI).</li> <li>6. Describe the start menu.</li> <li>7. Define the following: <ul style="list-style-type: none"> <li>a. Random Access Memory (RAM)</li> <li>b. Read Only Memory (ROM)</li> </ul> </li> <li>8. Define the following: <ul style="list-style-type: none"> <li>a. bit</li> <li>b. byte</li> <li>c. kilobyte (KB)</li> <li>d. megabyte (MB)</li> <li>e. gigabyte (GB)</li> <li>f. terabyte (TB)</li> <li>g. megahertz (mHz)</li> <li>h. gigahertz (GHz)</li> <li>i. pixel</li> <li>j. megapixel</li> <li>k. various network speeds</li> </ul> </li> <li>9. Pass a computer hardware and media storage assessment with an 80% score or higher.</li> </ul>	
<b>E. COMPUTER SOFTWARE, OPERATING SYSTEMS AND VIRUS PROTECTION</b>	<ul style="list-style-type: none"> <li>1. Define the different software categories: <ul style="list-style-type: none"> <li>a. software</li> <li>b. demoware</li> <li>c. shareware</li> <li>d. open source</li> </ul> </li> <li>2. Define malware (malicious software).</li> </ul>	<b>Career Ready Practice:</b> 1, 2, 4, 5  <b>CTE Anchor:</b> Academics:

<p>Understand, apply, and evaluate the elements of computer operating systems and virus and spyware protection.</p> <p>(4 hours)</p>	<ol style="list-style-type: none"> <li>3. Describe the effects of the current types of malwares: <ol style="list-style-type: none"> <li>a. virus</li> <li>b. macro virus</li> <li>c. worm</li> <li>d. Trojan</li> <li>e. hybrid</li> <li>f. adware and spyware</li> <li>g. dialer</li> <li>h. keyloggers</li> </ol> </li> <li>4. Identify the following pre-emptive measures which protect a computer: <ol style="list-style-type: none"> <li>a. hardware router/firewalls</li> <li>b. software firewalls</li> <li>c. anti-virus software</li> <li>d. anti-malware software</li> </ol> </li> <li>5. Describe the process of eradicating virus/malware.</li> <li>6. Identify the benefits of purchasing antivirus software.</li> <li>7. List the benefits of scheduling virus checking at specified periods of time.</li> <li>8. State the awareness of penalties imposed on those who send viruses over the web.</li> <li>9. Pass a computer software, operating systems, and virus protection assessment with an 80% score or higher.</li> </ol>	<p>1.0</p> <p>Communications: 2.1, 2.3, 2.5</p> <p>Technology: 4.2</p> <p>Problem Solving &amp; Critical Thinking: 5.3</p> <p>Technical Knowledge &amp; Skills: 10.1</p> <p><b>CTE Pathway:</b> A7.1, A7.2, A7.4</p>
<p><b>F. WORD PROCESSING INTRODUCTION</b></p> <p>Understand, apply, and evaluate the elements of word processing.</p>	<ol style="list-style-type: none"> <li>1. Define word processing and basic terminology.</li> <li>2. Identify, describe, and demonstrate how word processing software applications are used today.</li> <li>3. Demonstrate starting the word processing program to open a blank document.</li> <li>4. Explain the blank document and elements of the window by defining: <ol style="list-style-type: none"> <li>a. insertion point</li> <li>b. status bar (views, zoom, page numbers, words)</li> <li>c. scrollbars</li> </ol> </li> </ol>	<p><b>Career Ready Practice:</b> 1, 2, 4, 10</p> <p><b>CTE Anchor:</b> Academics: 1.0</p> <p>Communications: 2.1, 2.3, 2.5</p> <p>Technology:</p>



	<ul style="list-style-type: none"> <li>d. ruler</li> <li>e. title bar (document name, minimize, maximize, close buttons)</li> <li>f. tabs</li> </ul> <p>5. Explain and demonstrate the use of the elements in a document:</p> <ul style="list-style-type: none"> <li>a. The Ribbon</li> <li>b. Ribbon Display Options</li> <li>c. Quick Access Toolbar</li> <li>d. Mini Toolbar</li> <li>e. Scrollbars</li> <li>f. Document area</li> <li>g. Document views</li> <li>h. Help</li> <li>i. Formatting marks (Show/Hide)</li> <li>j. Undo and redo</li> <li>k. Navigating with the keyboard</li> <li>l. Link(s) (hyperlink)</li> </ul> <p>6. Explain and demonstrate inputting and formatting text.</p> <p>7. Define and demonstrate save vs. save as.</p> <p>8. Save a document using the correct file name to data storage media.</p> <p>9. Demonstrate how to close a document.</p> <p>10. Retrieve information from data storage media.</p> <p>11. Define and edit a document.</p> <p>12. Delete information from a document.</p> <p>13. Insert information into a retrieved document.</p> <p>14. Copy and paste text from one part of a document to another.</p> <p>15. Proofread and correct errors in preparation for printing.</p> <p>16. Form individual and/or groups to describe and demonstrate printing using the print layout group:</p> <ul style="list-style-type: none"> <li>a. print a presentation</li> <li>b. number of copies</li> <li>c. selection of printer</li> <li>d. printer properties</li> <li>e. printer settings group</li> <li>f. full page slides group</li> <li>g. print one sided or both sides</li> </ul>	<p>4.2</p> <p>Technical Knowledge &amp; Skills:</p> <p>10.1</p> <p>Demonstration &amp; Application:</p> <p>11.1</p> <p><b>CTE Pathway:</b></p> <p>A7.1, A7.2, A7.4</p>
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(15 hours)	<ul style="list-style-type: none"> <li>h. collated/uncollated</li> <li>i. color, gray scale, and black and white</li> </ul> <p>17. Print the document in both portrait and landscape orientations.</p> <p>18. Pass a word processing introduction assessment with an 80% score or higher.</p>	
<p><b>G. FILE MANAGEMENT</b></p> <p>Understand, apply, and evaluate the elements of file management.</p> <p>(10 hours)</p>	<ul style="list-style-type: none"> <li>1. Define file management.</li> <li>2. Identify and compare the advantages and disadvantages of single vs. multi-user in an operating system.</li> <li>3. Describe the following: <ul style="list-style-type: none"> <li>a. folders</li> <li>b. file names</li> <li>c. extensions and their icons</li> <li>d. views</li> </ul> </li> <li>4. Demonstrate the following: <ul style="list-style-type: none"> <li>a. setting system date and time</li> <li>b. deleting files</li> <li>c. backing up and restoring the contents of an external hard drive and USB drives</li> </ul> </li> <li>5. Describe the computer's hierarchy, folders, drives and libraries.</li> <li>6. Demonstrate the following: <ul style="list-style-type: none"> <li>a. opening and saving files to/from a particular folder</li> <li>b. searching for files</li> <li>c. creating and naming folders</li> <li>d. navigating to file and folder locations</li> <li>e. creating desktop shortcuts</li> <li>f. deleting and restoring files and folders</li> <li>g. checking properties of drives, folders, and files</li> <li>h. sharing files online</li> </ul> </li> <li>7. Identify the taskbar and demonstrate how to view and switch through windows.</li> <li>8. Pass a file management assessment with an 80% score or higher.</li> </ul>	<p><b>Career Ready Practice:</b> 1, 2, 4, 5, 10</p> <p><b>CTE Anchor:</b> Academics: 1.0 Communications: 2.1, 2.3, 2.5 Technology: 4.2 Problem Solving &amp; Critical Thinking: 5.3 Technical Knowledge &amp; Skills: 10.1</p> <p><b>CTE Pathway:</b> A7.1, A7.2, A7.4</p>

<p><b>H. THE INTERNET</b></p> <p>Understand and evaluate the role of the internet, search engines, browsers, and their applications.</p>	<ol style="list-style-type: none"> <li>1. Define and explain Internet Service Provider (ISP) and the general functions.</li> <li>2. Define the features and functions of the following Internet connections and speed: <ol style="list-style-type: none"> <li>a. Digital Subscriber Line (DSL)</li> <li>b. cable</li> <li>c. fiber optics</li> <li>d. satellite</li> <li>e. wireless carrier</li> </ol> </li> <li>3. Define the function of the following: <ol style="list-style-type: none"> <li>a. search engine</li> <li>b. search</li> <li>c. keyword</li> </ol> </li> <li>4. Analyze the role of browsers: <ol style="list-style-type: none"> <li>a. define browsers</li> <li>b. general function of browsers</li> <li>c. identify major browsers in the market today</li> <li>d. identify options to customize browsers</li> <li>e. configure browsers to suit personal preferences</li> </ol> </li> <li>5. Demonstrate the following: <ol style="list-style-type: none"> <li>a. using keywords to perform a search</li> <li>b. using multiple keywords</li> <li>c. interpreting search results</li> <li>d. finding phone numbers and addresses</li> <li>e. saving searches for future use</li> <li>f. using bookmarks and favorites</li> </ol> </li> <li>6. Define the following: <ol style="list-style-type: none"> <li>a. phishing</li> <li>b. blog</li> <li>c. social network</li> <li>d. cookies</li> <li>e. wikis</li> <li>f. websites</li> </ol> </li> <li>7. Demonstrate and practice the use of a search engine.</li> <li>8. Demonstrate navigating the Internet.</li> </ol>	<p><b>Career Ready Practice:</b> 1, 2, 4, 10</p> <p><b>CTE Anchor:</b> Academics: 1.0 Communications: 2.1, 2.3, 2.5 Technology: 4.2 Technical Knowledge &amp; Skills: 10.1 Demonstration &amp; Application: 11.1</p> <p><b>CTE Pathway:</b> A7.1, A7.2, A7.4</p>
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<p>(5 hours)</p>	<ol style="list-style-type: none"> <li>9. Demonstrate Internet searches to access the following: <ol style="list-style-type: none"> <li>a. social networks</li> <li>b. latest news, weather, and sports</li> <li>c. federal and state government and educational sites</li> </ol> </li> <li>10. Demonstrate making travel reservations over the Internet.</li> <li>11. Identify online consumer resources.</li> <li>12. Describe the importance of transaction security.</li> <li>13. Pass an Internet assessment with an 80% score or higher.</li> </ol>	
<p><b>I. EDITING</b></p> <p>Understand, and apply how to edit text, paragraphs, and documents.</p> <p>(6 hours)</p>	<ol style="list-style-type: none"> <li>1. Define, demonstrate, and navigate to a previously created document and edit by using: <ol style="list-style-type: none"> <li>a. status bar</li> <li>b. scroll bar, page up, page down, arrows</li> <li>c. proofreader's marks</li> <li>d. highlighting/selecting</li> <li>e. adding/deleting text, lines, paragraphs</li> <li>f. undo and redo</li> <li>g. copy, paste and cut (clipboard)</li> <li>h. autocorrect/autocomplete</li> <li>i. drag and drop</li> <li>j. backspace/delete key</li> <li>k. spellcheck and grammar</li> <li>l. synonyms and thesaurus</li> <li>m. word count</li> <li>n. right clicking for menu options</li> <li>o. show/hide characters</li> <li>p. find and replace</li> <li>q. bullets and numbering</li> <li>r. outlining</li> <li>s. columns</li> <li>t. split screen</li> <li>u. macros</li> </ol> </li> <li>2. Pass an editing assessment with an 80% score or higher.</li> </ol>	<p><b>Career Ready Practice:</b> 1, 2, 4, 10</p> <p><b>CTE Anchor:</b> Academics: 1.0 Communications: 2.1, 2.3, 2.5 Technology: 4.2 Technical Knowledge &amp; Skills: 10.1 Demonstration &amp; Application: 11.1</p> <p><b>CTE Pathway:</b> A7.1, A7.2, A7.4</p>
<p><b>J. FORMATTING</b></p>	<ol style="list-style-type: none"> <li>1. Define and demonstrate how to format by using: <ol style="list-style-type: none"> <li>a. Default settings</li> <li>b. fonts and font size</li> </ol> </li> </ol>	<p><b>Career Ready Practice:</b></p>

<p>Understand and apply how to format text, paragraphs, and documents.</p> <p>(6 hours)</p>	<ul style="list-style-type: none"> <li>c. font style (size, color, effects)</li> <li>d. merging paragraphs and spacing</li> <li>e. format painter</li> <li>f. Live Preview</li> <li>g. Print preview</li> <li>h. Backstage view</li> <li>i. Printing options</li> <li>j. header and footer</li> <li>k. page numbers</li> <li>l. page layout</li> <li>m. page break and section break</li> <li>n. tabs and alignment</li> <li>o. text wrapping</li> <li>p. bold, underline, and italics</li> <li>q. change case</li> <li>r. superscript, subscript, and strikethrough</li> <li>s. clear format</li> <li>t. indents</li> <li>u. line and paragraph spacing</li> <li>v. margins</li> </ul> <ol style="list-style-type: none"> <li>2. Format a document for printing.</li> <li>3. Pass a formatting assessment with an 80% score or higher.</li> </ol>	<p>1, 2, 4, 10</p> <p><b>CTE Anchor:</b> Academics: 1.0 Communications: 2.1, 2.3, 2.5 Technology: 4.2 Technical Knowledge &amp; Skills: 10.1 Demonstration &amp; Application: 11.1</p> <p><b>CTE Pathway:</b> A7.1, A7.2, A7.4</p>
<p><b>K. GRAPHICS, BORDERS, AND SHADING</b></p> <p>Understand and apply how to insert, search, and format graphics, borders, and shading into documents.</p>	<ol style="list-style-type: none"> <li>1. Define and demonstrate the following: <ul style="list-style-type: none"> <li>a. objects</li> <li>b. clipart</li> <li>c. pictures</li> <li>d. logos</li> <li>e. textbox</li> <li>f. borders</li> <li>g. page borders</li> <li>h. shading</li> <li>i. icons</li> <li>j. shapes</li> <li>k. SmartArt</li> <li>l. WordArt</li> <li>m. 3D models</li> <li>n. equation and symbols</li> <li>o. layout options</li> <li>p. link/links (hyperlink) button</li> </ul> </li> <li>4. Demonstrate the following for clip art, objects, and pictures: <ul style="list-style-type: none"> <li>a. searching</li> <li>b. rotating</li> </ul> </li> </ol>	<p><b>Career Ready Practice:</b> 1, 2, 4, 10</p> <p><b>CTE Anchor:</b> Academics: 1.0 Communications: 2.1, 2.3, 2.5 Technology: 4.2 Technical Knowledge &amp; Skills: 10.1 Demonstration &amp; Application: 11.1</p>

<p>(5 hours)</p>	<ul style="list-style-type: none"> <li>c. resizing</li> <li>d. deleting</li> <li>e. cropping</li> <li>f. positioning</li> <li>g. wrapping</li> </ul> <ol style="list-style-type: none"> <li>5. Demonstrate the following for WordArt:             <ul style="list-style-type: none"> <li>a. formatting</li> <li>b. selecting, sizing, and rotating</li> </ul> </li> <li>6. Demonstrate how to use borders, shading buttons, and the dialog box.</li> <li>7. Pass a graphics, borders, and shading assessment with an 80% score or higher.</li> </ol>	<p><b>CTE Pathway:</b> A7.1, A7.2, A7.4</p>
<p><b>L. THEMES, STYLES, &amp; TEMPLATES</b></p> <p>Understand and apply the concepts of themes, styles, and templates.</p> <p>(2 hours)</p>	<ol style="list-style-type: none"> <li>1. Define, explain, demonstrate, and insert/delete the following:             <ul style="list-style-type: none"> <li>a. themes</li> <li>b. styles</li> <li>c. templates</li> </ul> </li> <li>2. Pass the themes, styles, and template assessment with an 80% score or higher.</li> </ol>	<p><b>Career Ready Practice:</b> 1, 2, 4, 10</p> <p><b>CTE Anchor:</b> Academics: 1.0 Communications: 2.1, 2.3, 2.5 Technology: 4.2 Technical Knowledge &amp; Skills: 10.1 Demonstration &amp; Application: 11.1</p> <p><b>CTE Pathway:</b> A7.1, A7.2, A7.4</p>
<p><b>M. TABLES</b></p> <p>Understand and apply the concept of tables.</p>	<ol style="list-style-type: none"> <li>1. Define tables.</li> <li>2. Form teams and demonstrate creating various types of tables:             <ul style="list-style-type: none"> <li>a. add columns and rows</li> <li>b. enter data</li> <li>c. select data</li> <li>d. move or resize handle</li> </ul> </li> </ol>	<p><b>Career Ready Practice:</b> 1, 2, 4, 9, 10</p> <p><b>CTE Anchor:</b> Academics:</p>

<p>(5 hours)</p>	<ul style="list-style-type: none"> <li>e. merge and split cells</li> <li>f. table styles</li> <li>g. sort</li> <li>h. borders and shading</li> <li>i. table and cell alignment</li> <li>j. gridlines: view/hide</li> <li>k. delete and insert rows and columns</li> <li>l. end of row marker</li> </ul> <p>3. Pass a tables assessment with an 80% score or higher.</p>	<p>1.0</p> <p>Communications: 2.1, 2.3, 2.5</p> <p>Technology: 4.2</p> <p>Leadership &amp; Teamwork: 9.3</p> <p>Technical Knowledge &amp; Skills: 10.1</p> <p>Demonstration &amp; Application: 11.1</p> <p><b>CTE Pathway:</b> A7.1, A7.2, A7.4</p>
<p><b>N. CITATIONS &amp; REFERENCES</b></p> <p>Understand and apply the concepts of citations and references in business, academic reports, and templates.</p>	<ul style="list-style-type: none"> <li>1. Define citations and references.</li> <li>2. Create, demonstrate, research, and compare various business, academic reports, and templates.</li> <li>3. Form teams and practice applying the following in the reports: <ul style="list-style-type: none"> <li>a. header/footer</li> <li>b. page numbering</li> <li>c. footnotes and endnotes</li> <li>d. title page</li> <li>e. dot leaders</li> <li>f. bibliography</li> <li>g. table of contents</li> <li>h. citations and references</li> </ul> </li> <li>4. Pass a citations and references assessment with an 80% score or higher.</li> </ul>	<p><b>Career Ready Practice:</b> 1, 2, 4, 5, 9, 10, 11</p> <p><b>CTE Anchor:</b> Academics: 1.0</p> <p>Communications: 2.1, 2.3, 2.5</p> <p>Technology: 4.1, 4.2, 4.3</p> <p>Problem Solving &amp; Critical Thinking: 5.3</p> <p>Leadership &amp; Teamwork: 9.3</p> <p>Technical Knowledge &amp; Skills: 10.1</p>

<p>(3 hours)</p>		<p>Demonstration &amp; Application: 11.1</p> <p><b>CTE Pathway:</b> A7.1, A7.2, A7.4</p>
<p><b>O. MAIL MERGE</b></p> <p>Understand and apply the concept of mail merge.</p> <p>(8 hours)</p>	<ol style="list-style-type: none"> <li>1. Define and demonstrate mail merge.</li> <li>2. Create a mail merge operation utilizing the following: <ol style="list-style-type: none"> <li>a. identify and create a main document</li> <li>b. create and edit a data source</li> <li>c. compare and interpret the information from the main document and data source</li> <li>d. insert merge fields in a main document</li> <li>e. merge to a new document</li> <li>f. address and print mailing labels and envelopes</li> </ol> </li> <li>3. Pass a mail merge assessment with an 80% score or higher.</li> </ol>	<p><b>Career Ready Practice:</b> 1, 2, 4, 5, 10</p> <p><b>CTE Anchor:</b> Academics: 1.0 Communications: 2.1, 2.3, 2.4, 2.5 Technology: 4.2, 4.3 Problem Solving &amp; Critical Thinking: 5.3, 5.4 Technical Knowledge &amp; Skills: 10.1, 10.3 Demonstration &amp; Application: 11.1</p> <p><b>CTE Pathway:</b> A7.1, A7.2, A7.4</p>
<p><b>P. EMPLOYABILITY SKILLS AND RESUME PREPARATION</b></p> <p>Understand, apply, and evaluate employability and resume preparation skills.</p>	<ol style="list-style-type: none"> <li>1. Understand and define employer requirements for soft skills such as: <ol style="list-style-type: none"> <li>a. attitude toward work</li> <li>b. communication and collaboration</li> <li>c. critical thinking, problem solving, and decision-making</li> <li>d. customer service</li> <li>e. diversity in the workplace</li> </ol> </li> </ol>	<p><b>Career Ready Practice:</b> 1, 2, 3, 4, 5, 7, 8, 9, 10, 11</p> <p><b>CTE Anchor:</b> Academics: 1.0 Communications:</p>



(4 hours)	<ul style="list-style-type: none"> <li>f. flexibility and adaptability</li> <li>g. interpersonal skills</li> <li>h. leadership and responsibility</li> <li>i. punctuality and attendance</li> <li>j. quality of work</li> <li>k. respect, cultural and diversity differences</li> <li>l. teamwork</li> <li>m. time management</li> <li>n. trust and ethical behavior</li> <li>o. work ethic</li> </ul> <ol style="list-style-type: none"> <li>2. Develop a career plan that reflects career interests, pathways, and post-secondary options.</li> <li>3. Create/revise a resume, cover letter and/or portfolio.</li> <li>4. Demonstrate, analyze, research, and review the role of online job searching platforms and career websites to make informed decisions.</li> <li>5. Understand the importance of assessing social media account content for professionalism.</li> <li>6. Demonstrate and complete and/or review an on-line job application.</li> <li>7. Understand and demonstrate interview skills to get the job: <ul style="list-style-type: none"> <li>a. do's and don'ts for job interviews</li> <li>b. how to dress for the job</li> </ul> </li> <li>8. Demonstrate and create sample follow-up letters.</li> <li>9. Understand the importance of the continuous upgrading of job skills as it relates to: <ul style="list-style-type: none"> <li>a. certification, licensure, and/or renewal</li> <li>b. professional organizations/events</li> <li>c. industry associations and/or organized labor</li> </ul> </li> </ol>	<p>2.1, 2.2, 2.3, 2.4, 2.5, 2.6</p> <p>Career Planning &amp; Management: 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, 3.9</p> <p>Technology: 4.1, 4.2, 4.3, 4.4, 4.5, 4.6</p> <p>Problem Solving &amp; Critical Thinking: 5.1, 5.2, 5.4</p> <p>Responsibility &amp; Flexibility: 7.2, 7.3, 7.4, 7.5, 7.7</p> <p>Ethics &amp; Legal Responsibilities: 8.3, 8.4, 8.5</p> <p>Leadership &amp; Teamwork: 9.1, 9.2, 9.3, 9.4, 9.6, 9.7</p> <p>Technical Knowledge &amp; Skills: 10.1, 10.3</p> <p>Demonstration &amp; Application: 11.1, 11.2, 11.5</p> <p><b>CTE Pathway:</b> A7.1, A7.2, A7.4</p>
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