

# INTRODUCTION TO BUSINESS COMPUTER INFORMATION SYSTEMS-I

## STUDENT GRADE RECORD *Career & Technical Education* WINDHAM SCHOOL DISTRICT

Student Name \_\_\_\_\_

TDCJ # \_\_\_\_\_

Instructor Name \_\_\_\_\_

Unit \_\_\_\_\_

Course Outline Modules	Windham Module Test	Module Competency Rating
1. CTE Orientation		
2. Office Safety and Health		
3. Computer Operations		
4. Word Processing		
5. Spreadsheet		
6. Database		
7. Presentation Graphics		
8. Keyboarding		

WSD Certificate	Y / N	
<p>If I were hiring for this position, I would: (check one)</p> <p><input type="checkbox"/> 0-No recommendation at this time. (Cannot be used for Completers.)</p> <p><input type="checkbox"/> 1-Hire this person and look no further.</p> <p><input type="checkbox"/> 2-Interview this person along with other applicants</p> <p><input type="checkbox"/> 3-Not hire this person.</p>		
<b>Complete only if student attempted industry certification.</b>		
Name of Industry Certificate	Code	P/F
Microsoft Office Word	0502	
Microsoft Office Excel	0503	
Microsoft Office Access	0504	
Microsoft Office PowerPoint	0505	

<i>Windham Module Test Average</i>		x . 75		a	Completer
<i>Windham End of Course Exam</i>		x . 25		b	
<i>Windham Module Score (a + b=)</i>					70+
<i>% Competencies Completed</i>					70+
<i>Module Competency Rating</i>					2.7+

*I attest that all of the information reported on this form is true.*

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

# INTRODUCTION TO BUSINESS COMPUTER INFORMATION SYSTEMS-I

## STUDENT PROGRESS RECORD

### RECORDING DIRECTIONS

**SKILL RATING:** Post the student's competency rating for each skill performed.

**MODULE TEST SCORE:** Enter the student's test score for the module.

**MODULE RATING:** Use the following scale to determine module rating:

**[4] Skilled-** Can perform competencies independently with no supervision

**[3] Moderately Skilled-** Can perform competencies with limited supervision

**[2] Limited Skill-** Requires instruction and close supervision to perform competencies.

**[1] Unskilled-** Exposed to concept, but no hands-on experience

**Note:** When evaluating a student's module rating, skill performance should be given priority.

### 1. CTE Orientation

Teacher Student

Initial Initial

- \_\_\_\_ | \_\_\_\_ 1. Identify employment opportunities related to the course.
- \_\_\_\_ | \_\_\_\_ 2. Identify the number of classroom hours a student must attend to be considered as a completer.
- \_\_\_\_ | \_\_\_\_ 3. Identify the industry-recognized certification.
- \_\_\_\_ | \_\_\_\_ 4. Identify course expectations including:
- Working conditions
  - Attendance expectations
  - Instructor's expectations

### 2. Office Safety and Health

*Module Test Score* \_\_\_\_\_

*Minimum 100% Required*

\_\_\_\_\_ *Module Rating (4, 3, 2, 1)*

- \_\_\_\_ 1. Interpret Material Safety Data Sheets (MSDS).
- \_\_\_\_ 2. Define ergonomics and why it is important in the work place.

### 3. Computer Operations

*Module Test Score* \_\_\_\_\_

\_\_\_\_\_ *Module Rating (4, 3, 2, 1)*

- \_\_\_\_ 1. Power-up the system.
- \_\_\_\_ 2. Log in and out.
- \_\_\_\_ 3. Use on-line help.
- \_\_\_\_ 4. Navigate the desktop.
- \_\_\_\_ 5. Run an application program.
- \_\_\_\_ 6. Create, move, copy, rename, and delete files.
- \_\_\_\_ 7. Create, move, copy, rename, and delete folders.
- \_\_\_\_ 8. Use keyboard shortcuts.
- \_\_\_\_ 9. Efficiently use the mouse.
- \_\_\_\_ 10. Shut down the system.
- \_\_\_\_ 11. Describe the use of portable media.

### 4. Word Processing

*Module Test Score* \_\_\_\_\_

\_\_\_\_\_ *Module Rating (4, 3, 2, 1)*

- \_\_\_\_ 1. Create, enter text, check spelling, save, and print a document.
- \_\_\_\_ 2. Format text, paragraphs, and document elements.
- \_\_\_\_ 3. Change print effects (bold, italic, font, underline, and add bullets).
- \_\_\_\_ 4. Format a document (line spacing, change margins and tabs, page orientation, page breaks, etc.).
- \_\_\_\_ 5. Create a table.
- \_\_\_\_ 6. Add headers and footers.
- \_\_\_\_ 7. Add page numbers to a document.
- \_\_\_\_ 8. Merge documents.
- \_\_\_\_ 9. Create a resume.
- \_\_\_\_ 10. Create a brochure.
- \_\_\_\_ 11. Create a newsletter.
- \_\_\_\_ 12. Create a business card.
- \_\_\_\_ 13. Embed an excel chart into a word document.

### 5. Spread sheet

*Module Test Score* \_\_\_\_\_

\_\_\_\_\_ *Module Rating (4, 3, 2, 1)*

- \_\_\_\_ 1. Create a worksheet layout.
- \_\_\_\_ 2. Enter data into a worksheet.
- \_\_\_\_ 3. Enter formulas in a worksheet.
- \_\_\_\_ 4. Save a workbook.
- \_\_\_\_ 5. Print a worksheet.
- \_\_\_\_ 6. Format/Edit a worksheet.
- \_\_\_\_ 7. Format cells in a worksheet.
- \_\_\_\_ 8. Create a chart.
- \_\_\_\_ 9. Copy, Paste, Insert, and delete cells.

Student Name: \_\_\_\_\_

CTE-323

TDCJ Number: \_\_\_\_\_

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