

# BUSINESS COMPUTER INFORMATION SYSTEMS-II

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

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

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

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

Unit \_\_\_\_\_

WSD Certificate	Y / N
If I were hiring for this position, I would: (check one) <input type="checkbox"/> 0-No recommendation at this time. (Cannot be used for Completers.)  <input type="checkbox"/> 1-Hire this person and look no further. <input type="checkbox"/> 2-Interview this person along with other applicants <input type="checkbox"/> 3-Not hire this person.	
<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

Course Outline Modules	Windham Module Test	Module Competency Rating
1. CTE Orientation		
2. CTE Office Safety and Health		
3. Computer Operations		
4. Word Processing		
5. Spreadsheet		
6. Database		
7. Presentation Graphics		
8. Desktop Publishing		
9. Application Integration		
10. Career Investigation		
11. Keyboarding		

<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

# BUSINESS COMPUTER INFORMATION SYSTEMS-II

## 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. CTE Office Safety and Health

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

Minimum 100% Required

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

- \_\_\_\_ 1. Interpret Material Safety Data Sheets (MSDS).

### 3. Computer Operations

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

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

- \_\_\_\_ 1. Define the term computer and discuss the four basic computer operations; input, processing, output, and storage.
- \_\_\_\_ 2. Define data and information.
- \_\_\_\_ 3. Explain the principal components of the computer and their use.
- \_\_\_\_ 4. Discuss computer software and explain the difference between system software and application software.
- \_\_\_\_ 5. Identify several types of personal computer application software.
- \_\_\_\_ 6. Power-up the system.
- \_\_\_\_ 7. Log in and out.

- \_\_\_\_ 8. Use on-line help.
- \_\_\_\_ 9. Navigate the desktop.
- \_\_\_\_ 10. Run an application program.
- \_\_\_\_ 11. Create, move, copy, rename, and delete files.
- \_\_\_\_ 12. Create, move, copy, rename, and delete folders.
- \_\_\_\_ 13. Use keyboard shortcuts.
- \_\_\_\_ 14. Efficiently use the mouse.
- \_\_\_\_ 15. Shut down the system.
- \_\_\_\_ 16. Describe the use of portable media.

### 4. Word Processing

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

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

- \_\_\_\_ 1. Create a document.
- \_\_\_\_ 2. Edit a document.
- \_\_\_\_ 3. Save a document.
- \_\_\_\_ 4. Print a document.
- \_\_\_\_ 5. Format text/change print effect (bold, italic, underline, font, etc.).
- \_\_\_\_ 6. Add bullets.
- \_\_\_\_ 7. Format a document (line spacing, change margins, and tabs, page orientation, page breaks, etc.).
- \_\_\_\_ 8. Create a table.
- \_\_\_\_ 9. Add headers and footers.
- \_\_\_\_ 10. Add page numbers to a document.
- \_\_\_\_ 11. Merge documents.
- \_\_\_\_ 12. Create and run a macro.
- \_\_\_\_ 13. Enhance a document with graphics.
- \_\_\_\_ 14. Create a resume.
- \_\_\_\_ 15. Create Business Correspondence: memo's, letters, etc.

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## 5. Spreadsheet

*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 workbook.
- \_\_\_\_\_ 6. Edit a worksheet.
- \_\_\_\_\_ 7. Format data (font, alignment, etc.).
- \_\_\_\_\_ 8. Insert headers and footers.
- \_\_\_\_\_ 9. Name a range.
- \_\_\_\_\_ 10. Sort data in a worksheet.
- \_\_\_\_\_ 11. Link worksheets
- \_\_\_\_\_ 12. Create and convert charts.
- \_\_\_\_\_ 13. Print a chart.
- \_\_\_\_\_ 14. Change data in a worksheet and view changes in the chart.

## 6. Database

*Module test Score* \_\_\_\_\_

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

- \_\_\_\_\_ 1. Design a database.
- \_\_\_\_\_ 2. Switch to datasheet view.
- \_\_\_\_\_ 3. Enter data in a database.
- \_\_\_\_\_ 4. Save a database.
- \_\_\_\_\_ 5. Edit a database.
- \_\_\_\_\_ 6. Manage records in a table.
- \_\_\_\_\_ 7. Print records in a database.
- \_\_\_\_\_ 8. Sort a database.
- \_\_\_\_\_ 9. Query a database.
- \_\_\_\_\_ 10. Link tables in a database.
- \_\_\_\_\_ 11. Create a form.
- \_\_\_\_\_ 12. Create a report.
- \_\_\_\_\_ 13. Print a report.

## 7. Presentation Graphics

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

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

- \_\_\_\_\_ 1. Create a presentation.
- \_\_\_\_\_ 2. Create a bulleted slide.
- \_\_\_\_\_ 3. Add clip art to a slide.
- \_\_\_\_\_ 4. Add audio to a presentation.
- \_\_\_\_\_ 5. Add animation and transition to a presentation.
- \_\_\_\_\_ 6. Format slides.
- \_\_\_\_\_ 7. Create slide show.
- \_\_\_\_\_ 8. Save and close presentation.
- \_\_\_\_\_ 9. Describe how to print handouts.

## 8. Desktop Publishing

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

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

- \_\_\_\_\_ 1. Create a brochure.
- \_\_\_\_\_ 2. Create a newsletter.
- \_\_\_\_\_ 3. Design a logo.
- \_\_\_\_\_ 4. Design business stationary.
- \_\_\_\_\_ 5. Create a business card.
- \_\_\_\_\_ 6. Create a calendar.
- \_\_\_\_\_ 7. Create an advertisement.

## 9. Application Integration

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

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

- \_\_\_\_\_ 1. Add hyperlinks.
- \_\_\_\_\_ 2. Embed an excel file into a word document.
- \_\_\_\_\_ 3. Create WebPages.

## 10. Career Investigation

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

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

- \_\_\_\_\_ 1. Identify career interests.
- \_\_\_\_\_ 2. Create a personal resume.
- \_\_\_\_\_ 3. Discuss job applications.
- \_\_\_\_\_ 4. Give a career presentation

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## 11. Keyboarding

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

*Test score equals WPM attained divided by 40*

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

- \_\_\_\_\_ 1. Recognize and be able to use all the keys on a keyboard.
  - \_\_\_\_\_ 2. Type an adjusted 40 WPM in a 5 minute test.
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\_\_\_\_\_ Number of Skills Completed ÷

**84** Number of Skills on SPR =

\_\_\_\_\_ **% of Skills Completed**

### Conference

Date: \_\_\_\_\_ Hours in class: \_\_\_\_\_

Comments:

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Teacher initial: \_\_\_\_\_ Student initial: \_\_\_\_\_

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

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