

ADMINISTRATIVE ASSISTANT/2: BUSINESS ENGLISH (90 Hours)

Course No.: 75-35-60

COMPETENCY CHECKLIST

Student Name _____

Teacher Name _____ School Site _____

Start Date _____ Completion Date _____ Certificate Date _____

Teacher Signature _____ Student Signature _____

(Signatures verify completion of course competencies)

A. INTRODUCTION AND SAFETY (5 hrs)

- _____ 1. Scope and purpose of course
- _____ 2. Classroom policies and procedures
- _____ 3. Importance of prioritizing work
- _____ 4. First aid/emergency procedures
- _____ 5. Occupations in Finance and Business
- _____ 6. OSHA laws governing computer operators
- _____ 7. Copyright laws pertaining to computers
- _____ 8. Define ergonomics
- _____ 9. Ergonomic practices
- _____ 10. Preventing repetitive strain injuries
- _____ 11. Correct typing technique and posture
- _____ 12. Proper keyboard and monitor angle
- _____ 13. Benefits of breaks to stretch
- _____ 14. Stretches for wrists/neck/shoulders
- _____ 15. Proper use of the mouse
- _____ 16. Equivalent keyboard commands
- _____ 17. Safety test

B. GRAMMAR (20 hrs)

- _____ 1. Sentence terminology
- _____ 2. Types of sentences
- _____ 3. Eight parts of speech
- _____ 4. Different types of subjects
- _____ 5. Independent/Dependent clauses
- _____ 6. Prepositional, infinitive, and verb phrases
- _____ 7. Transitive and intransitive verbs & phrases
- _____ 8. Subject/verb agreement
- _____ 9. Business paragraphs applying grammar

C. SPELLING AND VOCABULARY (15 hrs)

- _____ 1. Basic spelling rules
- _____ 2. Homonyms/Synonyms/Antonyms/Eponyms
- _____ 3. Reference materials

- _____ 4. Business vocabulary words/use in sentence
- _____ 5. Sentences and oral/written spelling tests
- _____ 6. Business paragraphs applying #2

D. PUNCTUATION (15 hrs)

- _____ 1. Functions of punctuation marks
- _____ 2. Punctuation rules
- _____ 3. Sentences using punctuation marks
- _____ 4. Rules of capitalization
- _____ 5. Abbreviations, acronyms, symbols, & numbers
- _____ 6. Business paragraphs using lessons

E. BUSINESS LETTER AND REPORT WRITING (25 hrs)

- _____ 1. Parts of a business letter
- _____ 2. Conveying proper tone in letter
- _____ 3. Components of a business letter
- _____ 4. Titles in business communications
- _____ 5. Courtesy and tact in communications
- _____ 6. Outline as a letter planning tool
- _____ 7. Samples of business letters
- _____ 8. Size and types of envelopes
- _____ 9. Proper addressing/posting of envelopes
- _____ 10. Paragraph symbols

F. READING, LISTENING, & SPEAKING SKILLS (5 hrs)

- _____ 1. Role-play 3 scenarios
- _____ 2. Sensitivity to cultural diversity
- _____ 3. Oral presentation and critique
- _____ 4. Identifying fact versus opinion
- _____ 5. Identifying main idea in a business article
- _____ 6. Office-related classified ads
- _____ 7. Supply or equipment catalog requisition
- _____ 8. Evaluation process
- _____ 9. Telephone scenarios w/proper etiquette
- _____ 10. Example of written messages

G. EMPLOYABILITY SKILLS (5 hrs)

- _____ 1. Employer requirements
- _____ 2. Identify potential employers
- _____ 3. Update resumes
- _____ 4. Legible/accurate/complete application
- _____ 5. Sample job application
- _____ 6. Enthusiasm on job
- _____ 7. Appropriate appearance on job
- _____ 8. Upgrading job skills
- _____ 9. Customer service