

MICROSOFT OFFICE SPECIALIST [MOS]/1: WORD (CORE/EXPERT LEVELS) (90 Hours)

Course No.: 75-45-80

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. **ORIENTATION 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 periodic breaks
- _____ 14. Stretches for wrists/neck/shoulders
- _____ 15. Proper use of the mouse
- _____ 16. Equivalent keyboard commands
- _____ 17. Safety test

B. **WORKING WITH TEXT** (5 hrs)

- _____ 1. Text process/Edit/Production techniques
- _____ 2. Complete related assignments

C. **WORKING WITH PARAGRAPHS - I** (5 hrs)

- _____ 1. Paragraph formatting techniques
- _____ 2. Outlines and numbering styles
- _____ 3. Complete related assignments

D. **WORKING WITH DOCUMENTS – I** (5 hrs)

- _____ 1. Document formatting techniques
- _____ 2. Examples w/different formatting
- _____ 3. Complete assignments: 80% or higher

E. **MANAGING FILES** (5 hrs)

- _____ 1. File management techniques
- _____ 2. Complete related assignments

F. **USING TABLES – I** (5 hrs)

- _____ 1. Create table/use format techniques
- _____ 2. Complete related assignments

G. **WORKING WITH PICTURES AND CHARTS - I** (5 hrs)

- _____ 1. Picture/chart techniques
- _____ 2. Inline and floating pictures
- _____ 3. Create flyer with Drawing Toolbar
- _____ 4. Complete related assignments

H. **CORE LEVEL EVALUATION** (5 hrs)

- _____ 1. Pass MOS Certification Test – Core Level

I. **WORKING WITH PARAGRAPHS - II** (5 hrs)

- _____ 1. Apply paragraph techniques
- _____ 2. Sort/shade lists, paragraphs, tables
- _____ 3. Complete related assignments

J. **WORKING WITH DOCUMENTS – II** (5 hrs)

- _____ 1. Document editing techniques
- _____ 2. Modifying tables and Indexes
- _____ 3. Complete related assignments

K. **USING TABLES – II** (5 hrs)

- _____ 1. Table modifying techniques
- _____ 2. Create tables w/Draw Table feature
- _____ 3. Complete related assignments

L. **WORKING WITH PICTURES AND CHARTS – II** (5 hrs)

- _____ 1. Modifying techniques
- _____ 2. Import charts from Word table
- _____ 3. Complete related assignments

M. **USING MAIL MERGE** (10 hrs)

- _____ 1. Techniques for mail merge
- _____ 2. Letters from templates
- _____ 3. Complete related assignments

N. USING ADVANCED FEATURES (5 hrs)

- _____ 1. Macros/Custom Toolbar techniques
- _____ 2. Complete related assignments

O. COLLABORATING WITH WORKGROUPS (5 hrs)

- _____ 1. Techniques for various command functions
- _____ 2. Complete related assignments

P. EXPERT LEVEL EVALUATION (5 hrs)

- _____ 1. Pass MOS Certification Test – Expert Level

Q. EMPLOYABILITY SKILLS (5 hrs)

- _____ 1. Employer requirements
- _____ 2. Traditional and internet employer sources
- _____ 3. Finalize résumé
- _____ 4. Filling out a job application legibly
- _____ 5. Sample job application forms
- _____ 6. Enthusiasm on a job
- _____ 7. Appropriate appearance on job
- _____ 8. Continuous upgrading of job skills
- _____ 9. Customer service