

MICROSOFT OFFICE SPECIALIST [MOS]/2: EXCEL (CORE/EXPERT LEVELS) (90 Hours)

Course No.: 75-45-90

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** (2 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 mouse
- _____ 16. Equivalent keyboard commands
- _____ 17. Safety test

B. **RESOURCE MANAGEMENT** (1 hr)

- _____ 1. Terms related to resource management
- _____ 2. Management of office resources
- _____ 3. Examples of effective management
- _____ 4. Benefits of effective resource management
- _____ 5. Economics benefits & liabilities

C. **BUSINESS MATH** (3 hrs)

- _____ 1. Reading/Writing numbers in words/figures
- _____ 2. Rounding off whole numbers
- _____ 3. Adding whole numbers
- _____ 4. Subtracting whole numbers
- _____ 5. Rounding off decimals
- _____ 6. Learn numeric keyboard: +/-/decimals
- _____ 7. Money problems: +/-/decimals
- _____ 8. Multiplying whole numbers

- _____ 9. Dividing whole numbers
- _____ 10. Multiply/divide decimals numbers
- _____ 11. Numeric keyboard: Multiply/divide
- _____ 12. Word problems using multiplication/division
- _____ 13. Problem-solving steps for word problems
- _____ 14. Average (Mean)
- _____ 15. Parts of a fraction
- _____ 16. Types of fractions
- _____ 17. Convert fractions
- _____ 18. Reduce fractions to lowest terms
- _____ 19. Fraction word problems
- _____ 20. Convert percents to decimals
- _____ 21. Convert decimals to percents
- _____ 22. Convert fractions to percents
- _____ 23. Convert percents to fractions
- _____ 24. Find percentage when given rate/base
- _____ 25. Find rate when given percentage/base
- _____ 26. Find base when given percentage and rate
- _____ 27. Calculate increase/decrease percentage
- _____ 28. Identify increase or decrease problems
- _____ 29. Percentage distribution problems
- _____ 30. Solving steps: percentage word problems
- _____ 31. Estimating reasonable answers
- _____ 32. Retrieve information from source documents
- _____ 33. Coins and currency, complete cash report
- _____ 34. Use Federal income tax table
- _____ 35. Word problems: measurements and table
- _____ 36. Line, bar, and pie graphs
- _____ 37. Mean, Median, and Mode
- _____ 38. Word problems: graphs

D. **WORKING WITH CELLS** (5 hrs)

- _____ 1. Techniques in working with cells
- _____ 2. Complete related assignments

- E. WORKING WITH FILES (5 hrs)**
 _____ 1. File management techniques
 _____ 2. Create folders
 _____ 3. Complete related assignments
- F. FORMATTING WORKSHEETS (5 hrs)**
 _____ 1. Formatting worksheets techniques
 _____ 2. Complete related assignments
- G. PAGE SETUP AND PRINTING (5 hrs)**
 _____ 1. Understand/apply techniques
 _____ 2. Complete related assignments
- H. WORKING w/WORKSHEETS & WORKBOOKS (8 hrs)**
 _____ 1. Understand/apply techniques
 _____ 2. Complete related assignments
- I. USING CHARTS AND OBJECTS (5 hrs)**
 _____ 1. Chart types
 _____ 2. Preview/print charts
 _____ 3. Use Chart Wizard
 _____ 4. Modify 3 charts
 _____ 5. Insert/move/delete objects in chart
 _____ 6. Complete related assignments
- J. CORE LEVEL EVALUATION (5 hrs)**
 _____ 1. Pass MOS Certification Test – Core Level
- K. USING TEMPLATES (4 hrs)**
 _____ 1. Apply/edit templates
 _____ 2. Create templates
 _____ 3. Complete related assignments
- L. USING MULTIPLE WORKBOOKS (2 hrs)**
 _____ 1. Techniques in using multiple workbooks
 _____ 2. Complete related assignments
- M. FORMATTING NUMBERS (2 hrs)**
 _____ 1. Techniques in applying number formats
 _____ 2. Complete related assignments
- N. PRINTING WORKBOOKS (5 hrs)**
 _____ 1. Apply printing techniques
 _____ 2. Complete related assignments
- O. WORKING WITH TOOLBARS (4 hrs)**
 _____ 1. Apply Toolbar techniques
 _____ 2. Complete related assignments
- P. USING MACROS (4 hrs)**
 _____ 1. Apply techniques for macros
 _____ 2. Complete related assignments
- Q. AUDITING A WORKSHEET (2 hrs)**
 _____ 1. Working with Auditing toolbar
 _____ 2. Complete related assignments
- R. DISPLAYING AND FORMATTING DATA (5 hrs)**
 _____ 1. Techniques in displaying/formatting data
 _____ 2. Complete related assignments
- S. USING ANALYSIS TOOLS (5 hrs)**
 _____ 1. Understand/apply analysis tool techniques
 _____ 2. Complete related assignments
- T. COLLABORATING WITH WORKGROUPS (5 hrs)**
 _____ 1. Techniques for collaborating w/workgroups
 _____ 2. Create shared workbooks
 _____ 3. Complete related assignments
- U. EXPERT LEVEL EVALUATION (5 hrs)**
 _____ 1. Pass MOS Certification Test – Expert Level
- V. EMPLOYABILITY SKILLS REVIEW (2 hrs)**
 _____ 1. Employer requirements
 _____ 2. Identify potential employers
 _____ 3. Finalize resume
 _____ 4. Accuracy in filling out job application
 _____ 5. Complete sample job application
 _____ 6. Enthusiasm on job
 _____ 7. Appropriate appearance on job
 _____ 8. Upgrading job skills
 _____ 9. Customer service
- W. ENTREPRENEURIAL SKILLS (1 hr)**
 _____ 1. Define entrepreneurship
 _____ 2. Characteristics of successful entrepreneurs
 _____ 3. Contributions of entrepreneurs
 _____ 4. Components of a business plan
 _____ 5. Personal goals in business start-up
 _____ 6. Sources of monetary investment
 _____ 7. Licensing requirements
 _____ 8. Student as an owner of a business