

COMPUTER INFORMATION TECHNOLOGY DEPARTMENT

Office/Clerical Certificate SLOS

The student will demonstrate competence with a standard computer keyboard by achieving a sustained typing speed of 45 words per minute under standardized testing environment and proficient use of a 10-key pad by touch.

Given a common business office information requirement, the student will demonstrate competency with Internet searching technology and apply information analysis concepts by comparing three solutions discovered in terms of effectiveness of solution, ease of implementation, and security implications.

Given a controversial business office scenario that identifies ethical judgment options, the student will write a short paper explaining which option they find the most ethical.

Given a business office information management scenario, the student will demonstrate mastery of a standard Personal Information Manager and Word Processor by selecting which of the two applications would be most effective in solving the problem and developing a template to address the need.

Given job posting for an entry level office clerk, the student will demonstrate job application skills by creating a cover letter to apply for the position described.

11/01/07