

HIAWATHA HIGH SCHOOL COMPETENCY INDEX

Name _____

Department: BUSINESS Instructor: TRUJILLO

RATING SCALE: 3 Mastery of subject matter
 2 Limited mastery of subject matter
 1 Non mastery of subject matter
 0 No exposure to subject matter

DIRECTIONS: Evaluate the student by checking the appropriate number to indicate the degree of competency reached. Rate each task to reflect employability readiness.

- I. DEMONSTRATE SPREADSHEET APPLICATIONS**
- 3 2 1 0 1. Define terms related to spreadsheets.
 - 3 2 1 0 2. Identify major uses of spreadsheets.
 - 3 2 1 0 3. Design and create spreadsheets.
 - 3 2 1 0 4. Perform save, retrieve, and print procedures.
 - 3 2 1 0 5. Insert headers and footers.
 - 3 2 1 0 6. Modify spreadsheets.
 - 3 2 1 0 7. Enhance spreadsheets with formatting.
 - 3 2 1 0 8. Insert/delete row/columns.
 - 3 2 1 0 9. Copy/move/delete data.
 - 3 2 1 0 10. Use math formulas.
 - 3 2 1 0 11. Use special functions such SUM, AVERAGE.
 - 3 2 1 0 12. Create & print graphs and charts.
 - 3 2 1 0 13. Use title feature (freeze or lock).
 - 3 2 1 0 14. Use split screen feature.
 - 3 2 1 0 15. Use database functions within spreadsheets.
 - 3 2 1 0 16. Create and use macros.
 - 3 2 1 0 17. Enhance spreadsheets with fonts and graphics.
- II. DEMONSTRATE DATABASE APPLICATIONS.**
- 3 2 1 0 1. Define terms relating to databases.
 - 3 2 1 0 2. Identify major uses of databases.
 - 3 2 1 0 3. Design and create database files.
 - 3 2 1 0 4. Perform save and retrieve procedures.
 - 3 2 1 0 5. Design and print database reports.
 - 3 2 1 0 6. Edit records (update, delete, add data).
 - 3 2 1 0 7. Modify database structure (field characteristics, add/delete fields)
 - 3 2 1 0 8. Sort records.
 - 3 2 1 0 9. Search/select data/records.

Computer Applications

ENROLLMENT DATE: 08/19/09	COMPLETION DATE: 12/23/09	HOURS COMPLETED: 90
I certify that the student received training in the areas indicated.		
Student signature _____	Date: 12/23/09	
Instructor: Melissa Trujillo	Date: 12/23/09	
Administrator signature _____	Date: 12/23/09	

- II. DEMONSTRATE DATABASE APPLICATIONS. (continued)**
- 3 2 1 0 10. Use math features in database.
 - 3 2 1 0 11. Use the database wizard.
 - 3 2 1 0 12. Filter data in a database.
 - 3 2 1 0 13. Create a query.
- III. CAREER DEVELOPMENT SKILLS**
- 3 2 1 0 1. Following oral instructions
 - 3 2 1 0 2. Apply the steps in the decision making process
 - 3 2 1 0 3. Utilize problem solving skills
 - 3 2 1 0 4. Participate in team tasks
 - 3 2 1 0 5. Set order in which several tasks will be accomplished
 - 3 2 1 0 6. Understand and value effective work ethic attitudes, behaviors
 - 3 2 1 0 7. Participate in career exploration activities
- IV. STUDENT LEADERSHIP**
- 3 2 1 0 1. Display courtesy, tactfulness and patience
 - 3 2 1 0 2. Specify and cultivate elements of a desired professional image
 - 3 2 1 0 3. Control emotions under demands, time, pressure & opposition
 - 3 2 1 0 4. Communicate creatively with pictures to help convey your message
 - 3 2 1 0 5. Apply one or more problem-solving processes to a given situation
 - 3 2 1 0 6. Define goals, identify priorities and establish objectives for a project
 - 3 2 1 0 7. Demonstrate cooperative behaviors to contribute to one another's success

IV. STUDENT LEADERSHIP (continued)

3	2	1	0	8. Modify decisions as changing circumstances or data dictate
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V. Integration of Academics

3	2	1	0	1. Use proper techniques to make a formal oral presentation
3	2	1	0	2. Use basic research techniques
3	2	1	0	3. Use acceptable standards for grammar, mechanics, and word usage.
3	2	1	0	4. Write appropriate messages for specific audiences
3	2	1	0	5. Construct, read and interpret tables, charts and graphs
3	2	1	0	6. Use visualization, spatial reasoning to solve problems

HARDWARE USED: Pentium 4, 3.2 GHZ PCs, 512 mg RAM
HP ScanJet 3500C, Panasonic and Nikkon Digital Cameras
Videolabs Flexcam Digital Cameras, Panasonic VCR, Sanyo TV
HP LaserJets 4100n, 4250n, and 4550N Color Laser
SOFTWARE USED: Windows XP, Microsoft Office 2007,
Internet Explorer 7

Course competency profile sources:

*Course Competency Profiles for Business & Computer
Technology Programs provided by Debbie Hinrichs and
compiled by the Kansas Curriculum Center.

*Computer Applications I & II

*Spreadsheet Applications

*Database Applications

*Career Development Skills

*Sample Academic Competencies

*Personal Leadership Skills

HIAWATHA HIGH SCHOOL COMPETENCY INDEX

Name _____

Department: Business

Instructor: Trujillo

RATING SCALE: 3 Mastery of subject matter
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DIRECTIONS: Evaluate the student by checking the appropriate number to indicate the degree of competency reached. Rate each task to reflect employability readiness.

I. INTRODUCTORY CONCEPTS

3	2	1	0	1. Define terms related to desktop publishing
3	2	1	0	2. Describe the functions of hardware components
3	2	1	0	3. Identify tools in toolbars and palettes
3	2	1	0	4. Apply tools in toolbars and palettes
3	2	1	0	5. Use editing tools (copy, cut, paste)
3	2	1	0	6. Access available resources to solve problems
3	2	1	0	7. Manage electronic files
3	2	1	0	8. Explain copyright issues related to desktop publishing
3	2	1	0	9. Determine the most appropriate type of publication

II. LAYOUT

3	2	1	0	1. Set margins and guttering
3	2	1	0	2. Create columns and master pages
3	2	1	0	3. Create and modify templates
3	2	1	0	4. Apply layering techniques
3	2	1	0	5. Create and print template for preprinted form

III. TEXT

3	2	1	0	1. Create a text block
3	2	1	0	2. Import text files and word processing documents
3	2	1	0	3. Import charts, text, or tables
3	2	1	0	4. Use text objects and associated features
3	2	1	0	5. Apply tabs and indents in text blocks

IV. TYPOGRAPHY

3	2	1	0	1. Determine and adjust type attributes
3	2	1	0	2. Determine and apply character and word spacing
3	2	1	0	3. Determine and apply leading

DESKTOP PUBLISHING

ENROLLMENT DATE: 01/05/09	COMPLETION DATE: 05/20/09	HOURS COMPLETED: 90
I certify that the student received training in the areas indicated.		
Student signature _____	Date: 05/20/09	
Instructor: Melissa Trujillo	Date: 05/20/09	
Administrator signature _____	Date: 05/20/09	

V. GRAPHICS

3	2	1	0	1. Import graphics from various sources
3	2	1	0	2. Manipulate graphics
3	2	1	0	3. Edit graphics
3	2	1	0	4. Create scanned files
3	2	1	0	5. Create files from a digital camera
3	2	1	0	6. Determine appropriate file formats
3	2	1	0	7. Download graphic files from Internet
3	2	1	0	8. Create original drawings in illustration software

VI. PRINT PROCESS

3	2	1	0	1. Compare advantages and disadvantages of printer types
3	2	1	0	2. Select a network printer
3	2	1	0	3. Select a direct printer
3	2	1	0	4. Format document for selected printer
3	2	1	0	5. Prepare desktop publishing document for export to Internet.

VII. DEVELOP A PORTFOLIO

3	2	1	0	1. Explain the purpose of portfolios
3	2	1	0	2. Explain reasons for selecting pieces in portfolio
3	2	1	0	3. Create flyer with text and graphics
3	2	1	0	4. Create advertisement
3	2	1	0	5. Create business forms
3	2	1	0	6. Create brochures
3	2	1	0	7. Create mailing pieces
3	2	1	0	8. Create resume
3	2	1	0	9. Create multipage, multicolumn documents

VIII. STUDENT LEADERSHIP ACTIVITIES:

3	2	1	0	1. Demonstrate self-evaluation and reflection.
3	2	1	0	2. Identify leadership opportunities.
3	2	1	0	3. Demonstrate behaviors that lead to workplace promotion.
3	2	1	0	4. Control emotions under demands of time, pressure, and opposition.
3	2	1	0	5. Specify and cultivate elements of a desired professional image.
3	2	1	0	6. Identify leadership styles.
3	2	1	0	7. Utilize motivational techniques.
3	2	1	0	8. Speak clearly and distinctly with individuals and groups.
3	2	1	0	9. Make listening a highly-valued attribute.
3	2	1	0	10. Exhibit the role of leader in team situation.

IX. APPLY MATHEMATICAL STANDARDS

3	2	1	0	1. Use visualization, spatial reasoning, and geometric modeling to solve problems
3	2	1	0	2. Use geometric ideas to solve problems in, and gain insights into, other disciplines and other areas of interest such as art and architecture
3	2	1	0	3. Use mathematical models
3	2	1	0	4. Apply and adapt a variety of appropriate strategies to solve problems
3	2	1	0	5. Organize and consolidate mathematical thinking through communication
3	2	1	0	6. Recognize and apply mathematics in contexts outside of mathematics

X. WORKPLACE BASIC SKILLS

3	2	1	0	1. Develop an understanding of appropriate terminology
3	2	1	0	2. Describe different applications of Desktop Publishing
3	2	1	0	3. Perform routine tasks related to Desktop Publishing
3	2	1	0	4. Problem solving / decision making

XI. CAREER DEVELOPMENT SKILLS

3	2	1	0	1. Participate in career exploration activities.
3	2	1	0	2. Participate in team tasks.
3	2	1	0	3. Utilize time management strategies.
3	2	1	0	4. Demonstrate appropriate work behavior.

HARDWARE USED:

Pentium 4, 3.2 GHZ PCs, 512 mg RAM
HP ScanJet 3500c
HP LaserJets 4100n, 4250n, and 4550N Color LaserJet

SOFTWARE USED:

Windows XP, Adobe CS3 Design Premium
Microsoft Publisher 2007, Microsoft Frontpage 2003,
Internet Explorer 7

Course competency profile sources:

*Course Competency Profiles for Business & Computer Technology Programs provided by Debbie Hinrichs and compiled by the Kansas Curriculum Center.

- *Desktop Publishing
- *Career Development Skills
- *Sample Academic Competencies
- *Personal Leadership Skills

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Name _____

Department: BUSINESS Instructor: TRUJILLO

RATING SCALE: 3 Mastery of subject matter
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DIRECTIONS: Evaluate the student by checking the appropriate number to indicate the degree of competency reached. Rate each task to reflect employability readiness.

				I. DESIGN BASICS
3	2	1	0	1. Apply elements and principles of design including proximity, alignments, repetition, and contrast
3	2	1	0	2. Demonstrate the steps in the design process
3	2	1	0	3. Identify type categories
3	2	1	0	4. Utilize type as a design tool
3	2	1	0	5. Demonstrate ways to achieve type contrasts
3	2	1	0	6. Differentiate between vector and bitmap graphics
				II. USING PHOTOSHOP & ILLUSTRATOR
3	2	1	0	1. Demonstrate various methods of viewing images through different levels of magnification
3	2	1	0	2. Describe the difference between vector and raster images
3	2	1	0	3. Describe the importance of resolution and how it affects images
3	2	1	0	4. Name ways to get images into photocopy
3	2	1	0	5. Demonstrate various methods of selecting objects and images
3	2	1	0	6. Manipulate images
3	2	1	0	7. Use painting tools to complete drawn images
3	2	1	0	8. Demonstrate the benefits of using a quick mask, masks, and channels
3	2	1	0	9. Create a mask from compound paths
3	2	1	0	10. Make an image to display a portion of the image
3	2	1	0	11. Demonstrate the use of basic pen tools techniques
3	2	1	0	12. Demonstrate and utilize basic image correction techniques

Graphic Applications

ENROLLMENT DATE:	COMPLETION DATE:	HOURS COMPLETED: 90
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Student signature _____	Date:	
Instructor: Melissa Trujillo	Date:	
Administrator signature _____	Date:	

				II. USING PHOTOSHOP & ILLUSTRATOR (continued)
3	2	1	0	13. Demonstrate and utilize basic photo retouching
3	2	1	0	14. Utilize appropriate file formats to use within another application and for Internet use
				III. PRODUCTION SKILLS
3	2	1	0	1. Determine the appropriate computer program needed to produce the assignments most effectively
3	2	1	0	2. Scan photographs and manipulate images
3	2	1	0	3. Design brochures, business cards, letterheads, pamphlets, package design, postcards, and promotional items
3	2	1	0	4. Create color layouts
3	2	1	0	5. Create color separations for printing
3	2	1	0	6. Import and export files (include compression)
				IV. CAREER DEVELOPMENT SKILLS
3	2	1	0	1. Following oral instructions
3	2	1	0	2. Apply the steps in the decision making process
3	2	1	0	3. Utilize problem solving skills
3	2	1	0	4. Participate in team tasks
3	2	1	0	5. Set order in which several tasks will be accomplished
3	2	1	0	6. Understand and value effective work ethic attitudes, behaviors
3	2	1	0	7. Participate in career exploration activities
				V. STUDENT LEADERSHIP
3	2	1	0	1. Display courtesy, tactfulness and patience
3	2	1	0	2. Specify and cultivate elements of a desired professional image
3	2	1	0	3. Control emotions under demands, time, pressure & opposition

V. STUDENT LEADERSHIP (continued)

3	2	1	0	4. Communicate creatively with pictures to help convey your message
3	2	1	0	5. Apply one or more problem-solving processes to a given situation
3	2	1	0	6. Define goals, identify priorities and establish objectives for a project
3	2	1	0	7. Modify decisions as changing circumstances or data dictate
3	2	1	0	8. Demonstrate cooperative behaviors to contribute to one another's success

VI. Integration of Academics

3	2	1	0	1. Use proper techniques to make a formal oral presentation
3	2	1	0	2. Use basic research techniques
3	2	1	0	3. Use acceptable standards for grammar, mechanics, and word usage.
3	2	1	0	4. Write appropriate messages for specific audiences
3	2	1	0	5. Construct, read and interpret tables, charts and graphs
3	2	1	0	6. Use visualization, spatial reasoning to solve problems

HARDWARE USED: Pentium 4, 3.2 GHZ PCs, 512 mg RAM

HP ScanJet 3500C, Panasonic and Nikkon Digital Cameras

Videolabs Flexcam Digital Cameras, Panasonic VCR, Sanyo TV

HP LaserJets 4100n, 4250n, and 4550N Color Laser

SOFTWARE USED: Windows XP, Adobe Creative Suite 3 Design Premium

Microsoft Office 2007, Internet Explorer 7

Course competency profile sources:

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*Graphic Applications

*Career Development Skills

*Sample Academic Competencies

*Personal Leadership Skills

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Name _____

Department: BUSINESS Instructor: TRUJILLO

RATING SCALE: 3 Mastery of subject matter
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DIRECTIONS: Evaluate the student by checking the appropriate number to indicate the degree of competency reached. Rate each task to reflect employability readiness.

				I. INTRODUCTORY CONCEPTS
3	2	1	0	1. Define terms related to multimedia
3	2	1	0	2. List hardware requirements for various media types
3	2	1	0	3. Compare categories of multimedia software
3	2	1	0	4. List types of files used in multimedia applications
3	2	1	0	5. Manage files
3	2	1	0	6. Identify and apply toolbars and palettes
				II. ETHICS
3	2	1	0	1. Demonstrate ethical behavior when designing multimedia applications.
3	2	1	0	2. Explain key principles in the Electronic Users' Bill of Rights.
				III. GRAPHICS
3	2	1	0	1. Create scanned images
3	2	1	0	2. Import and edit graphics
3	2	1	0	3. Create digital camera images
3	2	1	0	4. Create original drawings using illustration software
				IV. AUDIO
3	2	1	0	1. Describe functions of hardware required for performing audio tasks
3	2	1	0	2. Import sound files
3	2	1	0	3. Access and capture recorded and live audio
				V. VIDEO
3	2	1	0	1. Access video clips
3	2	1	0	2. Edit a video

MULTIMEDIA I

ENROLLMENT	COMPLETION	HOURS
DATE: 08/19/09	DATE: 12/23/09	COMPLETED: 90
I certify that the student received training in the areas indicated.		
Student signature_____		Date: 12/23/09
Instructor: Melissa Trujillo		Date: 12/23/09
Administrator signature_____		Date: 12/23/09

				VI. ELECTRONIC PRESENTATIONS
3	2	1	0	1. Identify components of effective electronic presentations
3	2	1	0	2. Demonstrate basic features of presentation software
3	2	1	0	3. Create, use and edit master slides and templates
3	2	1	0	4. Incorporate audio and visual elements
3	2	1	0	5. Incorporate transitions
3	2	1	0	6. Import files into a presentation
3	2	1	0	7. Prepare an electronic presentation using a variety of formats.
				VII. WORKPLACE BASIC SKILLS
3	2	1	0	1. Develop an understanding of appropriate terminology
3	2	1	0	2. Describe different applications of Multimedia Technology
3	2	1	0	3. Perform routine tasks related to Multimedia Technology
				VIII. APPLY MATHEMATICAL STANDARDS
3	2	1	0	1. Use visualization, spatial reasoning to solve problems.
3	2	1	0	2. Use geometric ideas to solve problems in, and gain insights into, other disciplines and other areas of interest such as art and architecture
3	2	1	0	3. Use mathematical models
3	2	1	0	4. Apply and adapt a variety of appropriate strategies to solve problems
3	2	1	0	5. Organize and consolidate mathematical thinking through communication
3	2	1	0	6. Recognize and apply mathematics in contexts outside of mathematics

IX. CAREER DEVELOPMENT SKILLS

3	2	1	0	1. Participate in career exploration activities.
3	2	1	0	2. Participate in team tasks.
3	2	1	0	3. Utilize time management strategies.
3	2	1	0	4. Demonstrate appropriate work behavior.
X. STUDENT LEADERSHIP ACTIVITIES:				
3	2	1	0	1. Demonstrate self-evaluation and reflection.
3	2	1	0	2. Identify leadership opportunities.
3	2	1	0	3. Demonstrate behaviors that lead to workplace promotion.
3	2	1	0	4. Control emotions under demands of time, pressure, and opposition.
3	2	1	0	5. Specify and cultivate elements of a desired professional image.
3	2	1	0	6. Identify leadership styles.
3	2	1	0	7. Utilize motivational techniques.
3	2	1	0	8. Speak clearly and distinctly with individuals and groups.
3	2	1	0	9. Make listening a highly-valued attribute.
3	2	1	0	10. Exhibit the role of leader in team situation.

HARDWARE USED: Pentium 4, 3.2 GHZ PCs, 512 mg RAM

Averkey VGA to TV converter

Videolabs Flexcam Digital Cameras, Panasonic VCR, Sanyo TV

HP LaserJets 4100n, 4250n, and 4550N Color Laser

SOFTWARE USED: Windows XP, Adobe Photoshop CS3,

Microsoft PowerPoint 2007, Internet Explorer 7, Audacity, Windows Movie Maker

Course competency profile sources:

*Course Competency Profiles for Business & Computer Technology Programs provided by Debbie Hinrichs and compiled by the Kansas Curriculum Center.

*Multimedia

*Presentation Software

*Career Development Skills

*Sample Academic Competencies

*Personal Leadership Skills

HIAWATHA HIGH SCHOOL COMPETENCY INDEX

Name _____ SS# _____

Department _____ Instructor _____

RATING SCALE: 3 Mastery of subject matter
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DIRECTIONS: Evaluate the student by checking the appropriate number to indicate the degree of competency reached. Rate each task to reflect employability readiness.

- I. FIRST LOOK AT VISUAL BASIC
- 3 2 1 0 1. Start the Visual Basic compiler.
- 3 2 1 0 2. Open an existing Visual Basic project.
- 3 2 1 0 3. Explain the purpose of the compiler screen components.
- 3 2 1 0 4. Run a Visual Basic program.
- 3 2 1 0 5. Position a form in a Visual Basic program.
- 3 2 1 0 6. Exit Visual Basic.
- II. FORMS, CONTROLS, AND PROPERTIES
- 3 2 1 0 1. Create and save a VB project.
- 3 2 1 0 2. View and modify form properties.
- 3 2 1 0 3. Create controls such as command buttons.
- 3 2 1 0 4. Move, resize and delete objects.
- III. EVENTS and CODE
- 3 2 1 0 1. Describe events and how events are key to programs.
- 3 2 1 0 2. Access the Code window.
- 3 2 1 0 3. Add code to a command button.
- 3 2 1 0 4. Add an image to a form and set properties.
- 3 2 1 0 5. Set the Cancel and Default command button properties.
- 3 2 1 0 6. Create a standalone Windows program.
- IV. MATHEMATICAL OPERATORS
- 3 2 1 0 1. Describe purpose of operators & how they are performed.
- 3 2 1 0 2. Create label controls.
- 3 2 1 0 3. Use the addition and assignment operators.
- 3 2 1 0 4. Use text boxes and Val function.
- 3 2 1 0 5. Split code statements.
- 3 2 1 0 6. Use the subtraction operator.
- 3 2 1 0 7. Use the unary minus.
- 3 2 1 0 8. Use the multiplication and division operators with FIX.
- 3 2 1 0 9. Perform integer division and use the modulus operator.

VISUAL BASIC

ENROLLMENT DATE ___/___/___	COMPLETION DATE ___/___/___	HOURS COMPLETED _____
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- V. EXPONENTIATION, ORDER OF OPERATIONS AND ERRORS
- 3 2 1 0 1. Use the exponentiation operator.
- 3 2 1 0 2. Describe order of operations.
- 3 2 1 0 3. Use the Visible property.
- 3 2 1 0 4. Describe the purpose of program comments.
- 3 2 1 0 5. Handle run-time errors using Debug and On Error GoTo.
- 6. Display messages using the MsgBox function.
- 7. Control program flow using Exit Sub.
- VI. DATA TYPES AND VARIABLES.
- 3 2 1 0 1. Describe the purpose of data types and variables.
- 3 2 1 0 2. Use the AutoSize property.
- 3 2 1 0 3. Declare and use variables.
- 3 2 1 0 4. Describe the scope of variables.
- 5. Use the Variant data type and Option Explicit.
- VII. STRINGS AND DECIMAL TYPES.
- 3 2 1 0 1. Declare string variables.
- 3 2 1 0 2. Assign text to string variables.
- 3 2 1 0 3. Concatenate strings.
- 3 2 1 0 4. Use decimal data types.
- 5. Use the Format function.
- 6. Use the Enable property.
- 7. Use the SelStart and SelLength properties.
- VIII. IF STATEMENTS
- 3 2 1 0 1. Explain how decisions are made in a computer.
- 3 2 1 0 2. Use the conditional operators.
- 3 2 1 0 3. Use IF statements to make decisions in programs.
- 3 2 1 0 4. Create and read basic flowcharts.
- 5. Use If...Else statements.
- 3 2 1 0 6. Use Check Box controls.

3	2	1	0	7. Use the logical operators.						XIV. APPLY MATHEMATICAL STANDARDS
				IX. NESTED IF AND OPTION BUTTONS.	3	2	1	0		1. Use visualization, spatial reasoning to solve problems.
3	2	1	0	1. Use Nested IF statements.	3	2	1	0		2. Use geometric ideas to solve problems in, and gain insights into, other disciplines and other areas of interest such as art and architecture
3	2	1	0	2. Use Option buttons.						
3	2	1	0	3. Use the Form Load event.						
3	2	1	0	4. Use the Select Case statement.	3	2	1	0		3. Use mathematical models
				X. DO LOOPS.	3	2	1	0		4. Apply and adapt a variety of appropriate strategies to solve problems
3	2	1	0	1. Explain what a loop is.						
3	2	1	0	2. Use the Do While and Do Until loops.	3	2	1	0		5. Organize and consolidate mathematical thinking through communication
3	2	1	0	3. Use the InputBox function.						
3	2	1	0	4. Use the DoEvents statement.	3	2	1	0		6. Recognize and apply mathematics in contexts outside of mathematics
3	2	1	0	5. Use nested loops.						
				XI. FOR NEXT LOOPS AND MULTIPLE FORMS						XV. CAREER DEVELOPMENT SKILLS
3	2	1	0	1. Use the Print statement to print text in a window.	3	2	1	0		1. Participate in career exploration activities.
3	2	1	0	2. Use For Next Loops.	3	2	1	0		2. Participate in team tasks.
3	2	1	0	3. Nest For Next Loops.	3	2	1	0		3. Utilize time management strategies.
3	2	1	0	4. Change label font settings.	3	2	1	0		4. Demonstrate appropriate work behavior.
3	2	1	0	5. Use multiple forms in a project.						XVI. STUDENT LEADERSHIP ACTIVITIES:
				XII. MENUS AND PRINTING.	3	2	1	0		1. Demonstrate self-evaluation and reflection.
3	2	1	0	1. Create menus using the MENU Editor.	3	2	1	0		2. Identify leadership opportunities.
3	2	1	0	2. Write code for a menu command.	3	2	1	0		3. Demonstrate behaviors that lead to workplace promotion.
3	2	1	0	3. Use check marks in menus.						
3	2	1	0	4. Create submenus.	3	2	1	0		4. Control emotions under demands of time, pressure, and opposition.
3	2	1	0	5. Insert separator lines in menus.						
3	2	1	0	6. Print from Visual Basic.	3	2	1	0		5. Specify and cultivate elements of a desired professional image.
				XIII. LINES AND SHAPES.						
3	2	1	0	1. Create Line controls.	3	2	1	0		6. Identify leadership styles.
3	2	1	0	2. Create Shape controls.	3	2	1	0		7. Utilize motivational techniques.
3	2	1	0	3. Change properties of Line and Shape controls.	3	2	1	0		8. Speak clearly and distinctly with individuals and groups.
3	2	1	0	4. Manipulate Line and Shape properties from code.	3	2	1	0		9. Make listening a highly-valued attribute.
3	2	1	0	5. Draw lines from code.	3	2	1	0		10. Exhibit the role of leader in team situation.
3	2	1	0	6. Change the ScaleMode property.						
3	2	1	0	7. Draw boxes from code.						

HARDWARE USED: Pentium III, 350 MHZ Multimedia PCs

64 mg RAM, HP Deskjet 672C Printer, HP LaserJets 6L, 1100 & 5P Printers

SOFTWARE USED: Windows 98, Visual Basic 6.0, Internet Explorer 5.5

HIAWATHA HIGH SCHOOL COMPETENCY INDEX

Name _____

Department: BUSINESS Instructor: TRUJILLO

RATING SCALE: 3 Mastery of subject matter
 2 Limited mastery of subject matter
 1 Non mastery of subject matter
 0 No exposure to subject matter

DIRECTIONS: Evaluate the student by checking the appropriate number to indicate the degree of competency reached. Rate each task to reflect employability readiness.

Web Page Design

ENROLLMENT DATE: 01/05/09	COMPLETION DATE: 05/20/09	HOURS COMPLETED: 90
I certify that the student received training in the areas indicated.		
Student signature _____	Date: 05/20/09	
Instructor: Melissa Trujillo	Date: 05/20/09	
Administrator signature _____	Date: 05/20/09	

I. WEB PUBLISHING TOOLS				
3	2	1	0	1. Create a web page
3	2	1	0	2. Organize a web page
3	2	1	0	3. Add images to pages
3	2	1	0	4. Create links
3	2	1	0	5. Add background to pages
3	2	1	0	6. Add text to pages
3	2	1	0	7. Format text on pages
3	2	1	0	8. Add image maps to pages
3	2	1	0	9. Add forms to pages
3	2	1	0	10. Create forms
3	2	1	0	11. Change text size
3	2	1	0	12. Change text formatting
3	2	1	0	13. Change fonts
3	2	1	0	14. Change selected text's colors
3	2	1	0	15. Create a marquee
3	2	1	0	16. Change marquee settings
3	2	1	0	17. Change the page title
3	2	1	0	18. Create and use frames
II. DESIGN CONCEPTS				
3	2	1	0	1. Identify the audience
3	2	1	0	2. Determine and organize content of page
3	2	1	0	3. Identify & demonstrate choice of appropriate subject matter
3	2	1	0	4. Demonstrate appropriate presentation of material
3	2	1	0	5. Create easy to navigate pages

II. DESIGN CONCEPTS (continued)				
3	2	1	0	6. Create visually interesting pages.
3	2	1	0	7. Demonstrate consistency in design
3	2	1	0	8. Choose appropriate graphics, graphic format, and colors
3	2	1	0	9. Demonstrate appropriate integration of text and graphics
III. CAREER DEVELOPMENT SKILLS				
3	2	1	0	1. Following oral instructions
3	2	1	0	2. Apply the steps in the decision making process
3	2	1	0	3. Utilize problem solving skills
3	2	1	0	4. Participate in team tasks
3	2	1	0	5. Set order in which several tasks will be accomplished
3	2	1	0	6. Understand and value effective work ethic attitudes, behaviors
3	2	1	0	7. Participate in career exploration activities
IV. STUDENT LEADERSHIP				
3	2	1	0	1. Display courtesy, tactfulness and patience
3	2	1	0	2. Specify and cultivate elements of a desired professional image
3	2	1	0	3. Control emotions under demands, time, pressure & opposition
3	2	1	0	4. Communicate creatively with pictures to help convey your message
3	2	1	0	5. Apply one or more problem-solving processes to a given situation
3	2	1	0	6. Define goals, identify priorities and establish objectives for a project
3	2	1	0	7. Demonstrate cooperative behaviors to contribute to one another's success

IV. STUDENT LEADERSHIP (continued)

3 2 1 0 8. Modify decisions as changing circumstances or data dictate

V. Integration of Academics

3 2 1 0 1. Use proper techniques to make a formal oral presentation
3 2 1 0 2. Use basic research techniques
3 2 1 0 3. Use acceptable standards for grammar, mechanics, and word usage.
3 2 1 0 4. Write appropriate messages for specific audiences
3 2 1 0 5. Construct, read and interpret tables, charts and graphs
3 2 1 0 6. Use visualization, spatial reasoning to solve problems

HARDWARE USED: Pentium 4, 3.2 GHZ PCs, 512 mg RAM

HP ScanJet 3500C, Panasonic and Nikkon Digital Cameras

Videolabs Flexcam Digital Cameras, Panasonic VCR, Sanyo TV

HP LaserJets 4100n, 4250n, and 4550N Color Laser

SOFTWARE USED: Windows XP, Frontpage 2003, Adobe Creative Suite 3 Design Premium

Microsoft Office 2007, Internet Explorer 7

Course competency profile sources:

*Course Competency Profiles for Business & Computer Technology Programs provided by Debbie Hinrichs and compiled by the Kansas Curriculum Center.

*Web Design

*Career Development Skills

*Sample Academic Competencies

*Personal Leadership Skills