



Arkansas Department of Education
Division of Career and Technical Education
Office Technology Skills Model Standards

Course Title	Office Technology Skills
Career Pathway	
Career Cluster	
Course Number	356880
CIP Number	
Grade Level	5, 6
Course Credit	No credit
Course Type	Elective
End of Course	None
Standards Alignment	ISTE, Common Career Technical Core, Career Ready Practice, National Standards for Business Education (NBEA)
Teacher Certification	031, 032, 040, 222, 225, 250, 419
CTSO	FBLA Middle Level (Recommended)
Facility Requirements	http://arkansasfacilities.arkansas.gov/facilities/arkansas-school-facilities-manual-updated
Industry Certifications	Not Applicable
Prerequisites	Training in proper touch typing techniques is recommended in order to ensure optimum student achievement in this course.
Industry/Post-Secondary Partners	Cassi Work, Fort Smith & Charleston Family Dentistry; Ben Freeny, Wayne Farms LLC.
Contributing Teachers	



Course Description - This is a nine-week support course that will help students begin building a solid foundation of basic technology skills that will promote proper technology habits to prepare them for ongoing academic and career pursuits.

Course Standards

Office Technology Skills					
Standard 1.0					
Ownership and Ethics in the Business World					
Performance Indicator 1.1 Demonstrate responsible use of the Internet.		ARK-12 Academic Standards	CCTC	National Industry Standards	Career Ready Practice
1.1.1	Explain the concepts of copyright and fair use guidelines.		IT-WD10	NBEA-BL-I-BAS-A NBEA-MGT-V-ESR-A NBEA-IT-VI-INP	CRP1 CRP2
1.1.2	Describe plagiarism and its consequences.				
1.1.3	Explain ethics as it relates to the working environment.				
1.1.4	Discuss safe, responsible and legal use of the Internet.		BM2 BM3 BM5 BM6 IT4	NBEA-IT-I-IMP NBEA-IT-II-IL NBEA-IT-III-DC ISTE 2	CRP1 CRP2
1.1.5	Describe reliable resources for information available on the Internet.				
1.1.6	Students learn to responsibly manage a digital identity and reputation.				
1.1.7	Students understand the ethics and consequences of online actions.				
Standard 2.0					
Computer Fundamentals					
Performance Indicator 2.1 Identify components of computer systems and operating system software.		ARK-12 Academic Standards	CCTC	National Industry Standards	Career Ready Practice
2.1.1	Label and define hardware components of a computer system: e.g., system units and peripherals.		IT6 IT7 IT-WD9	NBEA-IT-IV-DVS NBEA-IT-V-OPS	CRP1 CRP2
2.1.2	Explain the different types of storage devices and the proper use and care of them.				



2.1.3	Explain the proper procedures for starting, logging out of and shutting down the system unit.		IT6 IT7 IT-WD9	NBEA-IT-IV-DVS NBEA-IT-V-OPS	CRP1 CRP2
2.1.4	Discuss operating systems with emphasis on the specific system used in the classroom.				
Performance Indicator 2.2 Review file management concepts and procedures.		ARK-12 Academic Standards	CCTC	National Industry Standards	Career Ready Practice
2.2.1	Discuss the need for file management.				
2.2.2	Create a folder and save a document to it.				
2.2.3	Move and copy a folder and document to new folders/locations.		BM5 IT7	NBEA-IT-IV-DVS NBEA-IT-V-OPS	CRP1 CRP2
2.2.4	Rename and delete a folder and a file.				
2.2.5	Identify application file types: e.g., word processing, spreadsheet, database, presentation.				
Performance Indicator 2.3 Review touch typing techniques.		ARK-12 Academic Standards	CCTC	National Industry Standards	Career Ready Practice
2.3.1	Demonstrate touch methods for keying alphanumeric keys and symbols.		BM6	NBEA-IT-VI-INP NBEA-IT-VII-APP	CRP1 CRP2
2.3.2	Demonstrate the ability to key paragraphs.				



Standard 3.0 Word Processing					
Performance Indicator 3.1 Open/Create/Edit one-page and multi-page documents.		ARK-12 Academic Standards	CCTC	National Industry Standards	Career Ready Practice
3.1.1	Review business document formats: e.g., letters, memorandums, reports, e-mail, and tables.		BM 4 BM-ADM 2 IT-WD6	NBEA-IT-IV-DVS NBEA-IT-V-OPS ISTE 1	CRP1 CRP2
3.1.2	Edit a document using basic features: e.g., font, point size, copy and paste, cut and paste, drag and drop, find and replace, spell check, thesaurus.		IT2 IT9		
3.1.3	Format document layout: e.g., margins, alignment indent, tabs, line spacing, paragraphs, page breaks.		IT1 IT2 IT9		
3.1.4	Use advanced features: e.g., borders, shading, bulleted lists, numbered lists, tables, templates, headers, footers, sorting features.		BM-ADM 2		
3.1.5	Examine onscreen document layouts: e.g., save, preview, print.				
Standard 4.0 Spreadsheets Basics					
Performance Indicator 4.1 Create and edit a spreadsheet.		ARK-12 Academic Standards	CCTC	National Industry Standards	Career Ready Practice
4.1.1	Identify the parts of a spreadsheet: e.g., active cell, cell, cell reference, column, label, range, row, value, workbook, worksheet.		BM-ADM 2	NBEA-IT-IV-DVS NBEA-IT-V-OPS	CRP1 CRP2
4.1.2	Enter data in a spreadsheet: e.g., labels, values, text.		IT3	NBEA-IT-IV-DVS NBEA-IT-V-OPS NBEA-IT-II-IL ISTE 6	CRP1 CRP2
4.1.3	Create mathematical functions: e.g., SUM and AVERAGE.		BM1 FN1		
4.1.4	Edit and format a spreadsheet: e.g., alignment, fill, freeze, sort.		BM-ADM 2		



4.1.5	Illustrate data using a chart/graph.		BM-ADM 2	NBEA-IT-IV-DVS NBEA-IT-V-OPS NBEA-IT-II-IL	CRP1 CRP2
4.1.6	View and print a spreadsheet.				
Standard 5.0 Business Communications					
Performance Indicator 5.1 Students use critical thinking skills to solve problems using various technology skills.		ARK-12 Academic Standards	CCTC	National Industry Standards	Career Ready Practice
5.1.1	Students select the appropriate technology for creating a solution to a given problem (e.g. Word for a report, PowerPoint for a presentation, combination for a capstone project).		BM-ADM 2	ISTE 3 ISTE 6	CRP1 CRP2
5.1.2	Students use a variety of technology to create digital objects (e.g. graphics, charts, visualizations).				
5.1.3	Students employ effective research strategies to create an authentic project that includes the use of relevant technologies.				