



LEGAL/MEDICAL/BUSINESS SKILLS SYLLABUS 2015-2016



GRADES

GRADING POLICY: Grading will be on a percentage basis:

- A = 100-94
- A- = 93-90
- B+ = 89-87
- B = 86-83
- B- = 82-80
- C+ = 79-77
- C = 76-73
- C- = 72-70
- D+ = 69-67
- D = 66-60
- F = 59 and below

Gregg Quick Filing Practice

12 week course

OBJECTIVES

1. The student will identify basic filing terms on objective tests.
2. The student will identify the parts of card filing systems on objective tests.
3. Using file cards the student will follow correct procedure in preparing records to be filed, including cross-referencing procedures.
4. The student will file cards for individuals, businesses, and government agencies alphabetically applying the **12 basic filing rules**.

Calculator Applications (120 hours)

Three Trimesters

OBJECTIVES

1. The student will learn to manage time
2. The student will become familiar with business forms
3. The student will develop accuracy in machine operation
4. The student will expand and refine math skills
5. The student will explore career opportunities

Spelling

12 week course

OBJECTIVES

1. To be able to spell commonly misspelled words.
2. To know the meaning of words and be able to use them in sentences that show the student understands the meaning.
3. To be able to use a dictionary.

4. To understand and differentiate between the many words that sound the same and are spelled differently and those that are spelled the same and have different meanings.

Intro to Word Processing (BTech 160 2 YVCC Credits = 20 hours college instruction)

1. Identify parts of word processing screen and create, save, name, print, open, and close a Word document.
2. Apply basic character formatting; change, repeat, create, and automatically format fonts.
3. Use AutoComplete, AutoCorrect, AutoText, grammar check; spell check, and the Thesaurus.
4. Align paragraphs, change spacing and indents, change margins, create lists, and work with symbols and special characters.
5. Create ordinals, repeat the last action, reveal formatting, and apply borders and shading.
6. Set, adjust, and clear tabs
7. Change the document view, insert a hard page break, vertically align text, and create newspaper columns.
8. Create a folder, search for, move, and copy blocks of text,

Document Preparation, Writing, Keyboarding, and Computer Applications

Three Trimesters (60 hours with .34 equivalency for high school English)

OBJECTIVES:

1. The student will be able to identify and use the three basic styles of professional letter.
2. The student will be able to properly set up a business envelope and properly fold a letter into that envelope.
3. The student will learn how to write a simple request letter, a thank you letter, and a cover letter.
4. The student will learn the purpose of a résumé and be able to prepare an appropriate résumé.
5. The student will learn write reports of books, magazine articles and personal experiences using correct spelling and grammar which will cover topics such as leadership, ethics and confidentiality in the workplace.
6. The student will have concentrated keyboarding practice and will:
 - A. Operate by touch the letter, number, and symbol keys.
 - B. Demonstrate proper typing technique.
 - C. Determine speed and identify and count typing errors.
 - D. Use the correct spacing with punctuation.
 - E. Demonstrate proofreading skills and correctly use proofreaders' marks.
 - F. Correctly use capitals, commas, apostrophes, and numbers.
 - G. Demonstrate composing and spelling skills.

- H. Format full- and modified-block style and personal business letters; memos; tables; business and academic reports with special features, and lists.
- I. Key 21-40 words a minute for three minutes with four or fewer errors.

COMPUTER APPLICATION:

- 7. Create a document using basic editing, naming & saving text, printing, closing and exiting Word.
- 8. Select and edit text.
- 9. Format characters.
- 10. Format paragraphs.
- 11. Understand and use tabs and tabbed columns.
- 12. Learn the tools for writing and editing.
- 13. Learn to set margins/tabs and utilize templates and printing options.
- 14. Use page and section breaks, headers, and footers.
- 15. Create, edit and format tables.
- 16. Create, edit and format columns.
- 17. Use graphics and charts.
- 18. Share work: Creating comments, comparing and merging documents, and converting documents into Web pages.
- 19. Change Document View, insert a hard page break, vertically align text, and create newspaper columns.

Vocational and Technical Career Exploration and Digital Transcription

Two Trimesters.

OBJECTIVES: The student will:

- 1. Learn about finances and expenses of everyday living.
- 2. Determine a plan for future training and/or employment.
- 3. Be familiar with research techniques for finding a job and career exploration.
- 4. Prepare a research paper on a possible career choice.

IN ADDITION, WITH USE OF MACHINE TRANSCRIPTION AND

DICTATION TEXT: The student will:

- 1. Use and become familiar with digital transcription equipment and prepare, in final form, documents in multiple businesses fields.
- 2. Define and use the word mastery terms presented in each chapter for that business field.
- 3. Apply punctuation and grammar rules for complete sentences, run-on sentences, and fragments.
- 4. Apply subject/verb agreement rules presented in this chapter.
- 5. Compose paragraphs in acceptable form utilizing the word mastery terms and language skills in each chapter.
- 6. Utilize researching, writing, and communication skills correctly in completing a collaborative research activity

Telephone Techniques and Scheduling

One Trimester.

OBJECTIVES: Students will

1. Develop positive telephone communication skills including stages of a telephone call, voice quality, active listening, listening roadblocks, and questioning techniques.
2. Manage incoming calls to include answering the telephone, screening and transferring calls, placing calls on hold, and recording messages.
3. Make telephone calls to include attitude, preparing for calls, scheduling calls, and relaying information.
4. Provide positive customer service over the telephone, including establishing and maintaining goodwill in any business, the role of voice quality, the importance of developing strong listening skills, and appropriate questioning techniques.

Spreadsheets (IT 111)

Objectives: Students will

1. Start Excel
2. Describe the Excel worksheet
3. Reset menus and toolbars
4. Select a cell or range of cells
5. Enter text/numbers
6. Use the AutoSum button
7. Copy a cell to a range of cells using the fill handle
8. Change the size of the font in a cell
9. Bold
10. Apply the AutoFormat command
11. Center cell contents
12. Use the Name box to select a cell
13. Create a column chart using the Chart Wizard
14. Save
15. Print
16. Quit
17. Open a workbook
18. Use the Auto Calculate area to determine totals
19. Correct errors
20. Use Office Assistant/Help tools
21. Enter multiple lines of text in cell
22. Enter formulas – keyboard, Point mode
23. Identify arithmetic operators, determine a percentage, verify a formula, change the font, color, and add borders
24. Align text in cells, spell check, change width and height of a row, preview and change to landscape
25. Rotate text in a cell
26. Use the fill handle and copy a cell's format to another cell using format painter button
27. Freeze columns and rows, Use system date, absolute cell references, create 3-D pie charts
28. Create, Save, View, and manipulate static/dynamic web pages

PowerPoint (IT 120)

Objective: Using A Design Template And Autolayouts To Create A Presentation

1. Start a presentation as a New Office document
2. Describe the PowerPoint window
3. Select a design template
4. Create a title slide
5. Describe and use text attributes such as font size and font style
6. Save a presentation
7. Add a new slide
8. Create a multi-level bulleted list slide
9. Move to another slide in normal view
10. End a slide show with a black slide
11. View a presentation in slide show view
12. Quit PowerPoint
13. Open a presentation
14. Check the spelling and consistency of a presentation
15. Edit a presentation
16. Change line spacing on the slide master
17. Display a presentation in black and white
18. Print a presentation in black and white
19. Use the PowerPoint Help system
20. Start a presentation as a new PowerPoint document
21. Use outline view
22. Create a presentation in outline view
23. Add a slide in outline view
24. Create multi-level bulleted list slides in outline view
25. Create a closing slide in outline view
26. Save and review a presentation
27. Change the slide layout
28. Insert clip art from Microsoft Clip Gallery 5.0
29. Move clip art
30. Change clip art size
31. Add a header and footer to outline pages
32. Add animation and slide transition effects
33. Apply animation effects to bulleted slides
34. Animate clip art objects. format, run, animate, print, and email PowerPoint
35. Using Embedded Visuals To Enhance A Slide Show
36. Creating A Presentation On The Web Using PowerPoint
37. Save a PowerPoint presentation as a web page
38. Give a presentation

INTRODUCTION TO INTERNET EXPLORER (IT 104)

1. Define Internet
2. Describe hypermedia and browsers
3. Define hyperlink, Uniform Resource Locator, and hypertext markup language
4. Launch and quit Internet Explorer
5. Use the history list, favorites list, or URLs to browse the World Wide Web
6. Use the back, forward, and home buttons to display a web page
7. Add and remove a Web page from the favorites list

8. Save a picture or text from a Web page or an entire Web page on a floppy disk
9. Stop the transfer of a Web page
10. Refresh and print a Web page
11. Copy and paste text or pictures from a Web page into WordPad
12. Save a print a WordPad document
13. Use Internet Explorer Help
14. Practice good ethics while using the Internet
15. Web Research Techniques And Search Engines
16. List the criteria for evaluating a Web resource
17. Search the Web using either a directory or keywords
18. Search the Web using the Search Assistant
19. Customize and refine a search
20. Describe the techniques used for successful keyword searches
21. Communicating Over The Internet
22. Launch an email program
23. Open, read, print, reply to, and delete electronic mail messages
24. Basic Web Page Development
25. Create and Edit a Web Page Using HTML

INTRODUCTION TO WINDOWS (IT 102)

1. WINDOWS BASICS

- a. Describe the Microsoft Windows user interface
- b. Perform the basic mouse operations: point, click, right-click, double-click, drag, and right-drag
- c. Open, minimize, maximize, restore, scroll, and close a window
- d. Move and resize a window on the desktop
- e. Use keyboard shortcuts
- f. Identify the three desktop views: Classic style, Web style, and Custom style
- g. Launch and quit an application program
- h. Create, expand, and collapse a folder
- i. Select and copy one file or a group of files
- j. Rename and delete a folder or file
- k. Use Windows Help
- l. Log onto a network
- m. Log off a network
- n. Use Network Neighborhood to save and retrieve to/from remote workstations and servers
- o. Quit Windows Explorer and shut down Windows safely
- p. Edit desktop patterns
- q. Change a desktop icon
- r. Use the control panel to customize settings
- s. View a web page with Windows Explore
- t. Save a web page as the desktop pattern; use the active desktop

2. FILE/DISK MANAGEMENT

- a. Move a file
- b. Copy a file
- c. Copy a disk
- d. Display or hide devices or folders in the all folders explorer bar
- e. Adjust the width of the Exploring Window panes
- f. View a list of files
- g. Organize files on floppy disk

- h. Arrange files by name, size, date, or type
- i. Select all files except certain ones
- j. Move one or more files between folders
- k. Move or copy files with cut, copy, and paste
- l. Copy a file from one floppy disk to another
- m. Create a new document on the desktop
- n. Create a shortcut
- o. Specify search criteria
- p. Search for a file by a name
- q. Search for files in a specific folder
- r. Sort the results list
- s. Locate files by date
- t. Use advanced search criteria
- u. View files using quick view
- v. Search by query
- w. Search by subject
- x. Use the print queue
- y. Remove print jobs from the print queue
- z. Print to different printers
- aa. Install a new font
- bb. Delete a font
- cc. Change the Windows password
- dd. Restore a file deleted from a local drive
- ee. Use scan disk
- ff. Defragment a disk

3. USING ACCESSORIES

- a. Use common accessories like calculator, CD player, notepad, paint, and word
- b. Crop a graphic in Paint
- c. Magnify a graphic in Paint
- d. Copy, cut, and paste graphics
- e. Fill an area with color
- f. Add text to a graphic
- g. Use paste to transfer data from one document to another
- h. Resize an embedded object
- i. Embed an object with insert object
- j. Link an object
- k. Manage link

Legal Office Projects

A 17 week course

OBJECTIVES: The student will:

Complete multiple projects in a variety of legal fields which contain a legal focus that will reinforce knowledge of the law regarding a particular legal topic.

Learn the general overview of the structure of a law office.

Be able to calendar, schedule appoints, use the telephone, prepare bills, and make travel arrangements.

Learn the importance of confidentiality and ethics.

Be able to utilize the computer to perform legal tasks and document preparation; and well as specialized uses of the Internet.

Learn the steps to obtain employment as a legal assistant or paralegal, and be able to conduct a job search, preparation of a résumé, a cover letter, and a follow-up letter for use after the interview.

Introduction to Medical Terminology

A 17 week course

OBJECTIVES: On completion of this course, the student will be able to identify, spell, and define medical terms related to the diagnosis, pathology, and treatment of the major body systems. The student will

1. Learn the basics about medical word parts and how the parts work together.
2. Learn the proper pronunciation of the medical words through textbook “sounds like pronunciation system” as well as audio CD.
3. Learn about career opportunities in the medical field.
4. Learn about real-life experiences of healthcare workers to find out how they selected their career, what they do and how they like it.
5. Learn how to search the internet to research specific topics relating to each chapter.
6. Practice critical thinking skills by reviewing “real-life” stories involving patients and pathology and participate in classroom discussion.
7. Intro to Word
8. Body Structure, Color, and Oncology
9. Directional Terms, Anatomical Planes, Regions, and Quadrants
10. Integumentary System
11. Respiratory System
12. Urinary System
13. Male and Female Reproductive System
14. The Body System: cardio, eyes, ears, musoskeltal, nervous, and endocrine system

Personal Finance

Objectives: On completion of this course students will be able to use the decision making process to make a financial decision and explain in a written/oral format why this was the best decision.

1. Create a career plan for post high school including a financial analysis or plan for that path.
2. Use a career plan to develop personal income and analyze gross and net pay.
3. Develop a financial plan based on career plan
4. Evaluate savings and investment options.
5. Complete a consumer research project for a product and produce an Ad reflecting why one product is better than the other (Desktop Publishing)
6. Choose a financial service from two different institutions and compare the costs and benefits *banking*.
7. Compare and contrast two different credit card offers and determine which is better and why.
8. Calculate the financial and opportunity costs related to insurance, retirement and estate planning.

Internships

During the month of May, five weeks will be designated for internships in the specific area of study for those students who maintain a B average. Students will prepare for internships by participating in a mock interview, prepare an error-free résumé and cover letter, and participate in an interview with their internship supervisor. The student will be required to maintain a journal of their experiences and present an oral report to the class. Perfect attendance is required for the internship.

OBJECTIVES: To provide the student with an opportunity to work in an office setting and use skills learned throughout the year to gain experience and confidence in the business world.