

Administrative Office Tech 1

Course Syllabus

Teacher: Coach Webster

E-mail: frank.Webster@polk-fl.net

Work: 863-499-2900 ext:2920

Course Description:

This course provides advanced concepts for Internet, Intranet, and Web design. The content includes Internet/Intranet tools, Web site promotion, advanced HTML commands, advanced page design, and multimedia applications.

Course Grading:

- First Semester = 45%
- Second Semester = 45%
- Final Exam = 10%

- Semester Grades
 - Terms and Vocabulary = 20%
 - Lecture Participation = 20%
 - Small Projects = 10%
 - Large Projects = 50%

- Final
 - Large Project = 100%

Florida Department of Education
STUDENT PERFORMANCE STANDARDS

Secondary Course Number: 8207130

Course Title: Web Design 3

Course Credit: 1

COURSE DESCRIPTION:

This course provides advanced concepts for Internet, Intranet, and Web design. The content includes Internet/Intranet tools, Web site promotion, advanced HTML commands, advanced page design, and multimedia applications. After successful completion of Web Design 1 and 2, students will have met Occupational Completion Point - Data Code B, Assistant Web Designer – SOC Code 15-1031.

- I. **PURPOSE:** This program is designed to prepare students for employment as an Information Technology Assistant, Front Desk Specialist, Assistant Digital Production Designer, and Administrative Assistant.

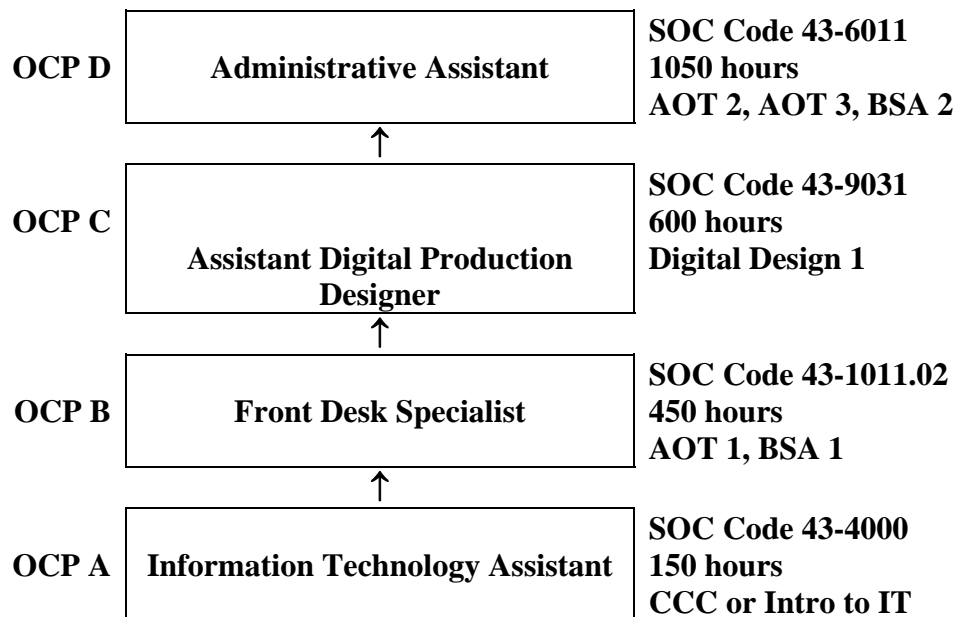
This program offers a broad foundation of knowledge and skills expanding the traditional role of the Administrative Assistant. The content includes the use of technology to develop communications skills, higher level thinking skills, and decision making skills; the performance of office procedures tasks; the production of quality work in an efficient manner using advanced features of business software applications; research of job opportunities; and the production of high quality employment portfolios and job-seeking documents.

The program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the office support services industry: planning; management; finance; technical and production skills; underlying principles of technology; labor issues; community issues; and health, safety, and environmental issues.

- II. **PROGRAM STRUCTURE:** This program is a planned sequence of instruction consisting of the Business Technology Education Core (Business Systems and Technology 1 - OCP A) and three additional occupational completion points. Secondary or postsecondary students who have previously completed the Business Technology Education Core will not have to repeat the core. A student who completes the applicable competencies at any occupational completion point may either continue with the training program or exit as an occupational completer.

The following diagram illustrates the Administrative Assistant program structure:

Office Support Services Cluster
Secondary and Postsecondary Adult Vocational



When offered at the secondary level, this program consists of the following courses which include the Business Technology Education Core:

Business Technology Education Core
 8209020 - Computing for College and Careers
 OR
 8207310 – Introduction to Information Technology
 8212110 - Administrative Office Technology 1
 8212120 - Business Software Applications 1
 8209510 - Digital Design 1
 8212410 - Administrative Office Technology 2
 8212420 - Administrative Office Technology 3
 8212160 - Business Software Applications 2

- III. **LABORATORY ACTIVITIES:** Laboratory activities are an integral part of this program and include the use of keyboarding systems, transcription equipment, computers, and peripheral equipment.
- IV. **SPECIAL NOTES:** Future Business Leaders of America (Secondary), Phi Beta Lambda (Postsecondary), and Business Professionals of America are the appropriate Career Student Organizations (CSO) for providing leadership training and for reinforcing specific career and technical skills. Career Student Organizations, when provided, shall be an integral part of the career and technical instructional program, and the activities of such organizations are defined as part of the curriculum in accordance with Rule 6A-6.065, FAC.

Cooperative training - OJT is appropriate for this program. Whenever cooperative training - OJT is offered, the following are required for each student:

a training plan, signed by the student, teacher, and employer, which includes instructional objectives and a list of on-the-job and in-school learning experiences; a workstation that reflects equipment, skills, and tasks that are relevant to the occupation which the student has chosen as a career goal. The student must receive compensation for work performed.

In accordance with Rule 6A-10.040, FAC., the minimum basic skills grade levels required for postsecondary adult vocational students is as follows: Mathematics 10.0, Language 10.0, Reading 10.0. These grade level numbers correspond to a grade equivalent score obtained on a state designated basic skills examination.

This program may be offered in courses. Vocational credit shall be awarded to the student on a transcript in accordance with Section 230.643 F.S.

The standard length of this program is 1050 hours.

To be transferable statewide between institutions, this program must have been reviewed, and a “transfer value” assigned the curriculum content by the appropriate Statewide Course Numbering System discipline committee. This does not preclude institutions from developing specific program or course articulation agreements with each other.

Federal and state legislation requires the provision of accommodations for students with disabilities to meet individual needs and ensure equal access. Adult students with disabilities must self-identify and request such services. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments and assessments, time demands and schedules learning environment, assistive technology and special communication systems. Documentation of the accommodations requested and provided should be maintained in a confidential file.

SCANS Competencies: Instructional strategies for this program must include methods that require students to identify, organize, and use resources appropriately; to work with each other cooperatively and productively; to acquire and use information; to understand social, organizational, and technological systems; and to work with a variety of tools and equipment. Instructional strategies must also incorporate the methods to improve students’ personal qualities and high-order thinking skills.

Equipment List: A generic equipment list is available for this program.

- V. **INTENDED OUTCOMES:** After completing the following competencies, the student will be able to:

OCCUPATIONAL COMPLETION POINT - DATA CODE A
Information Technology Assistant- SOC Code 43-4000

Computing for College and Careers Competencies:

- 01.0 Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance *and enhance personal performance in relation to the workplace*. Apply ergonomic principles applicable to the configuration of computer workstations. [Student Performance Standards: 01.01, 01.02, 01.03, 01.04, 01.05, 01.06, 01.07, 01.08.]
- 02.0 Demonstrate comprehension and communication skills. [Student Performance Standards: 02.01, 02.02, 02.04, 02.05, 02.05, 02.06, 02.07, 02.08.]
- 03.0 Use technology to apply and enhance communication skills in technical reading, writing. [Student Performance Standards: 03.01, 03.02, 03.03,03.05, 03.06.]
- 04.0 Develop an awareness of management functions and organizational structures as they relate to today's workplace and employer/employee roles. Demonstrate initiative, courtesy, loyalty, honesty, cooperation, and punctuality as a team member. [Student Performance Standards: 04.01, 04.02, 04.03.]
- 05.0 Practice quality performance in the learning environment and the workplace. [Student Performance Standards: 05.01, 05.02.]
- 06.0 Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal and professional ethics to accomplish job objectives and enhance workplace performance. [Student Performance Standards: 06.01, 06.02, 06.03.]
- 07.0 Apply mathematical operations and processes as well as financial planning strategies to commonly occurring situations in the workplace to accomplish job objectives and enhance workplace performance. [Student Performance Standards: 07.01, 07.02, 07.03.]
- 08.0 Assess personal strengths and weaknesses as they relate to job objectives, career exploration, personal development, and life goals. [Student Performance Standards: 08.01, 08.02, 08.03.]
- 09.0 Incorporate knowledge gained from individual assessment and job/career exploration to design an individual career plan that reflects the transition from school to work, lifelong learning, and personal and professional goals. Experience work-based learning through job shadowing, mentoring, e-coaching, etc. [Student Performance Standards: 09001,09.02, 09.03, 09.04, 09.05, 09.06, 09.07, 09.08.]
- 10.0 Demonstrate personal and interpersonal skills and attributes appropriate for the workplace. [Student Performance Standards: [10.01, 10.02, 10.03.]
- 13.0 Perform office functions and responsibilities to accomplish job objectives and enhance workplace performance. [Student Performance Standards: 13.02.]
- 41.0 Perform e-mail activities. [Student Performance Standards: 41.01, 41.09.]

- 42.0 Demonstrate operating systems. [Student Performance Standards: 42.01, 42.10, 42.12, 42.14.]
- 67.0 Develop an awareness of emerging technologies. [Student Performance Standards: 67.01, 67.02, 67.03.]

OR

Introduction to IT Competencies:

- 01.0 Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance. [Student Performance Standards: 01.01, 01.02, 01.03, 01.04, 01.06, 01.07.]
- 02.0 Demonstrate Comprehension and communication skills. [Student Performance Standards: 02.03, 02.62, 02.63, 02.64, 02.65, 02.66.]
- 03.0 Use technology to enhance the effectiveness of communication skills. [Student Performance Standards: 03.03, 03.06.]
- 04.0 Develop an awareness of management functions and organizational structures as they relate to today's workplace and employer/employee roles. [Student Performance Standards: 04.01, 04.02, 04.03.]
- 05.0 Practice quality performance in the learning environment and the workplace. [Student Performance Standards: 05.01, 05.02, 07.07, 07.08.]
- 06.0 Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance. [Student Performance Standards: 06.03.]
- 07.0 Apply mathematical operations and processes as well as financial planning strategies to commonly occurring situations in the workplace to accomplish job objectives and enhance workplace performance. [Student Performance Standards: 07.01, 07.02, 07.03.]
- 08.0 Assess personal strengths and weaknesses as they relate to job objectives, career exploration, personal development, and life goals. [Student Performance Standards: 08.02, 08.03.]
- 09.0 Incorporate knowledge gained from individual assessment and job/career exploration to design an individual career plan that reflects the transition from school to work, lifelong learning, and personal and professional

goals. [Student Performance Standards: 09.15, 09.16, 09.17, 09.18, 09.19, 09.20.]

- 10.0 Demonstrate human relations/interpersonal skills appropriate for the workplace. [Student Performance Standards: 10.01, 10.03.]
- 20.0 Participate in work-based learning experiences. [Student Performance Standards: 20.44, 20.46.]
- 41.0 Perform e-mail activities. [Student Performance Standards: 41.01, 41.02, 41.03, 41.04, 41.05, 41.06, 41.07, 41.08, 41.09, 41.10, 41.11, 41.12, 41.13.]
- 42.0 Demonstrate knowledge of different operating systems. [Student Performance Standards: 42.01, 42.10, 42.12, 42.14.]
- 55.0 Demonstrate proficiency navigating the internet, intranet, and the WWW. [Student Performance Standards: 55.01, 55.10, 55.11, 55.14, 55.15, 55.16, 55.17, 55.18.]
- 56.0 Demonstrate proficiency using HTML commands. [Student Performance Standards: 56.01, 56.02, 56.03, 56.04, 56.05, 56.06, 56.08, 56.17, 56.18, 56.19.]
- 57.0 Demonstrate proficiency in page design applicable to the WWW. [Student Performance Standards: 57.01, 57.02, 57.04, 57.05, 57.25, 57.26, 57.28.]
- 63.0 Demonstrate proficiency using specialized web design software. [Student Performance Standards: 63.01, 63.02.]
- 64.0 Develop an awareness of the information technology industry. [Student Performance Standards: 64.01, 64.04, 64.05.]
- 65.0 Develop an awareness of microprocessors and digital computers. [Student Performance Standards: 65.01, 65.02, 65.03, 65.04, 65.05, 65.06, 65.07, 65.08.]
- 66.0 Develop an awareness of programming languages. [Student Performance Standards: 66.01, 66.02, 66.03, 66.04.]
- 67.0 Develop an awareness of emerging technologies. [Student Performance Standards: 67.01, 67.02, 67.03.]
- 69.0 Demonstrate an understanding of the seven layers of the Open Systems Interface (OSI) model. [Student Performance Standards: , 69.04, 69.06, 69.07, 69.08, 69.09, 69.11, 69.01, 69.02.]
- 70.0 Demonstrate proficiency using common software applications. [Student Performance Standards: 70.01, 70.02.] 4)
- 71.0 Demonstrate proficiency using specialized software applications. [Student Performance Standards: 71.01, 71.02, 71.06.]

OCCUPATIONAL COMPLETION POINT B - DATA CODE (Front Desk Specialist) - SOC Code 43-1011.02

Intended outcomes of OCP A must be completed previously or concurrently. After completing the following additional competencies, the student will have

achieved the occupational completion point of Secretary and the student will be able to:

- 01.0 Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance. Apply ergonomic principles applicable to the configuration of computer workstations. [Student Performance Standards: 01.07, 01.10.] (HE.B.1.4) (LA.A.1.4) (LA.C.1.4) (LA.C.2.4) (MA.B.4.4) (VA.A.1.) (VA.B.1.4) (HE.B.1.4) (HE.B.2.4)
- 02.0 Apply communication skills (reading, writing, speaking, listening, and viewing) in a courteous, concise, and correct manner on personal and professional levels. [Student Performance Standards: 02.10, 02.11.] (LA.A.1.4) (LA.B.1.4) (LA.B.2.4) (LA.C.1.4) (LA.C.2.4) (LA.C.3.4) (VA.A.1.4) (HE.B.2.4) (MA.E.1.4)
- 03.0 Use technology to enhance the effectiveness of communications in order to accomplish job objectives and enhance workplace performance. [Student Performance Standard: 03.10, 03.11.] (LA.C.2.4) (LA.E.2.4) (MA.E.1.4) (VA.A.1.4)
- 07.0 Practice quality performance in the learning environment and the workplace. [Student Performance Standard: 07.05.] (LA.D.2.4) (LA.A.1.4) (LA.B.2.4) (LA.C.1.4) (LA.C.3.4) (TH.E.1.4) (PE.A.1.4) (PE.A.2.4)
- 08.0 Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance. [Student Performance Standards: 08.04, 08.05, 08.06, 08.07, 08.08.] (PE.A.1.4) (HE.C.1.4) (HE.B.1.4) (PE.B.1.4) (LA.A.1.4) (LA.A.2.4) (LA.B.2.4)
- 11.0 Incorporate knowledge gained from individual assessment and job/career exploration to design an individual career plan that reflects the transition from school to work, lifelong learning, and personal and professional goals. [Student Performance Standards: 11.08.] (LA.A.2.4) (MA.B.1.4) (MA.B.3.4) (MA.E.3.4) (LA.A.1.4) (LA.A.2.4) (LA.C.1.4)
- 12.0 Demonstrate human relations/interpersonal skills appropriate for the workplace. [Student Performance Standard: 12.03.] (SS.B.2.4) (VA.A.1.4) (LA.C.3.4) (LA.B.2.4) (La.b.1.4)

- 13.0 Perform office functions and responsibilities to accomplish job objectives and enhance workplace performance. [Student Performance Standards: 13.02, 13.03, 13.04, 13.05, 13.06, 13.07.] (LA.A.1.4) (LA.B.1.4) (LA.C.1.4) (LA.B.2.4) (LA.C.3.4) (LA.D.1.4) (MA.A.2.4) (MA.A.3.4) (MA.E.1.4)
- 15.0 Use technology to increase administrative office support productivity and enhance workplace performance. [Student Performance Standards: 15.04, 15.05, 15.06, 15.07, 15.08.] (LA.A.2.4) (MA.A.3.4) (SC.H.3.4)
- 20.0 Participate in work-based learning experiences. [Student Performance Standards: 20.01, 20.02, 20.03, 20.04.] (LA.D.1.4) (LA.D.2.4) (MA.A.4.4) (MA.A.5.4) (MA.B.1.4) (MA.B.2.4) (MA.B.3.4) (MA.B.4.4)

OCCUPATIONAL COMPLETION POINT - DATA CODE C

ASSISTANT DIGITAL PRODUCTION DESIGNER - SOC Code 43-9031

Intended outcomes OCP A and OCP B must be completed previously or concurrently. After completing the following competencies, the student will have achieved the occupational completion point of Assistant Digital Production Designer and the student will be able to:

Participate in work-based learning experiences. [Student Performance Standards: 20.38.]

48.0 Demonstrate proficiency in computer skills. [Student Performance Standards: 48.01, 48.02, 48.03, 48.04, 48.05.]

49.0 Demonstrate knowledge of digital publishing concepts. [Student Performance Standards: 49.01, 49.02, 49.03, 49.04, 49.05, 49.06.]

50.0 Perform Decision-making activities. [Student Performance Standards: 50.01, 50.02, 50.03, 50.04, 50.05, 50.06.]

51.0 Perform layout, design, and measurement activities. [Student Performance Standards: 51.01, 51.02, 51.03, 51.04, 51.05]

Demonstrate proficiency in digital publishing operations. [Student Performance Standards: 52.01, 52.03, 52.05, 52.08, 52.09, 52.18, 52.23, 52.24, 52.25, 52.26, 52.27, 52.28.]

Demonstrate proficiency in digital imaging. [Student Performance Standards: 53.01, 53.09.]

OCCUPATIONAL COMPLETION POINT - DATA CODE D

ADMINISTRATIVE ASSISTANT - DATA CODE DOT 169.167-010, SOC Code 43-6011

Intended outcomes OCP A, OCP B and OCP C must be completed previously. After completing the following competencies, the student will have achieved the occupational completion point of Administrative Assistant and the student will be able to:

- 02.0 Apply communication skills (reading, writing, speaking, listening, and viewing) in a courteous, concise, and correct manner on personal and professional levels. [Student Performance Standards: 02.12, 02.13, 02.14.](LA.A.1.4) (LA.A.2.4) (LA.B.1.4) (LA.B.2.4) (LA.C.1.4) (LA.C.2.4) (LA.C.3.4) (LA.D.2.4)
- 04.0 Use information to accomplish job objectives and enhance workplace performance. [Student Performance Standard: 04.04.] (LA.D.1.4) (LA.D.2.4) (MA.B.1.4) (MA.B.3.4) (MA.E.1.4)
- 08.0 Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance. [Student Performance Standards: 08.09, 08.10, 08.11.] (LA.D.2.4) (LA.C.3.4)
- 14.0 Perform administrative office functions and responsibilities to accomplish job objectives and enhance workplace performance. [Student Performance Standards: 14.01, 14.02, 14.03, 14.04, 14.05, 14.06, 14.07.] (LA.C.1.4) (LA.A.1.4) (LA.B.2.4) (LA.B.1.4)
- 15.0 Use technology to increase administrative office support productivity and enhance workplace performance. [Student Performance Standards: 15.06, 15.09.] (LA.B.1.4) (LA.B.2.4) (LA.D.2.4)

Participate in work-based learning experiences. [Student Performance Standards: 20.05, 20.06, 20.07, 20.08, 20.09.] (MA.B.3.4) (MA.B.1.4) (SS.D.2.4) (VA.A.1.4) (LA.A.2.4) (LA.B.2.4) (MA.A.1.457.0 DEMONSTRATE PROFICIENCY IN PAGE DESIGN APPLICABLE TO THE WWW—The student will be able to:

57.06 Embed video files into Web page designs.

57.07 Embed audio files into Web page designs

57.08 Embed animation files into Web page designs.

57.09 Use a team approach for Web project design.

57.10 Identify design strategies to reach and keep your audience.

57.11 Determine the objectives and the audience of Web sites.

- 57.12 Create storyboards of Web sites.
- 57.13 Create maps of index pages.
- 57.14 Use style sheets for consistent Web site design.
- 57.15 Create images for Web sites using digital imaging software.
- 57.16 Edit images using appropriate software.
- 57.17 Identify and create low-bandwidth graphic file types (e.g., transparent images, filters).
- 57.18 Create buttons for Web sites.
- 57.19 Format text for Web sites (e.g., font families, sizes).
- 57.20 Format online images for Web sites.
- 57.21 Create links to external images.
- 57.22 Optimize page size for effective downloading to browsers.
- 57.23 Build Web sites for publication using conventional file name structures.
- 57.24 Edit and test Web sites for accuracy and validity.
- 57.28 Compare and contrast appropriate design elements of various industries.

58.0 DEVELOP AN AWARENESS OF INTERNET/INTRANET TOOLS-The student will be able to:

- 58.02 Demonstrate the use of various software components used on the Internet (e.g., browser software with plug-ins).
- 58.03 Configure a browser for use with a plug-in.
- 58.04 Summarize the features of various plug-ins.

