



Garden Grove Unified School District – Adult Education Program
VESL/Business/Computer Applications
VALIDATION OF COMPETENCIES



VESL/Business/Computer Applications program offers computer training for ESL learners at different levels of English language skills. Microsoft Office programs including Word, Excel, PowerPoint, and Access. In addition to learning computer subjects, students are also assisted to improve their vocational English through virtual lessons accessible via the Internet. The following is the outline of course competencies:

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| <input type="checkbox"/> Essentials of Microsoft Windows (8 weeks) | <input type="checkbox"/> Intro to Microsoft Excel 2007 (8 weeks) | <input type="checkbox"/> Integration of MS Office 2007 - Level 1 (18 weeks) |
| <input type="checkbox"/> Basics of the Internet (8 weeks) | <input type="checkbox"/> Essentials of MS PowerPoint 2007 (10 weeks) | <input type="checkbox"/> Integration of MS Office 2007 - Level 2 (18 weeks) |
| <input type="checkbox"/> Intro to Microsoft Word 2007 (8 weeks) | <input type="checkbox"/> Essentials of MS Access 2007 (12 weeks) | <input type="checkbox"/> Advanced MS Office Suite (12 months) |

**** Essentials of MS Windows (8 weeks)**

- Become acquainted with components of hardware & different types of software
- Learn common features of Windows & basic editing techniques such as selection of text, cut, copy, delete, etc.
- Concepts of storage & saving/open files to/from different drives such as floppy, CD ROM, hard drive, etc.
- Explore Windows options, utilities, and applets such as Paint, WordPad & some advanced Windows features

*** Introduction to MS Excel 2007 (8 weeks)**

- Get started & learn basic parts of workbook/worksheet
- Data entries & editing techniques; format cells & numbers
- Basic functions – Save, Save As, Open, View, Print, etc.
- Formulas and basic financial functions
- Insert/delete column(s) and row(s)
- Create & modify charts – Line, Pie, Bar, Column
- Modifying large worksheet – page break, Print Preview & page number displayed in header/footer area

***** Integration of MS Office 2007 – Level 1 (18 weeks)**

- Complete all 8-week class work required for “Intro to MS Word 2007”
- Complete all 8-week class work required for “Intro to MS Excel 2007”
- Complete at least first 3 lessons of textbook of “Essentials of MS PowerPoint”
- Complete 2 projects of integration provided by the teacher (these projects are accessible via the Internet at the assigned time)
- Student presents his/her complete class work by using MS PowerPoint program

**** Basics of the Internet (8 weeks)**

- Brief history of the Internet & define Internet services
- Searching with Internet search engines
- Webmail basics – send/receive messages, file attachment, create/manage email folders
- Download files, security connections, print web pages
- Online commerce, online banking, online job ads, etc.
- Concepts of online auction and “terms to know”

*** Essentials of MS PowerPoint 2007 (10 weeks)**

- Creating a Presentation using Design Templates & AutoContent Wizard
- Saving presentations in multiple formats
- Design & modify presentations by using editing tools and task panes including Slide Layout, Clip Arts, Transition, etc.
- Managing Clip Art, Drawing Objects, & presentation tools
- Working with charts, tables, and Office Applications
- Integrating objects of MS Word & Excel into PowerPoint

***** Integration of MS Office 2007 – Level 2 (18 weeks)**

- Complete all class work required for “Integration of Level 1”
- Complete some lesson of MS Access 2007
- Advanced MS Word features – create and edit mail merge primary/main documents, edit data sources created in different formats (Word, Excel, Access)
- Customize “Student Personal and/or Job Portfolio”
- Use MS PowerPoint program to present student’s completed class works

*** Introduction to MS Word 2007 (8 weeks)**

- Basic components MS Word window & toolbars
- Basic functions of MS Word – save, open, print, etc.
- Editing techniques – select techniques, spell check & more
- Create & edit letters, memos, reports in different styles
- Create flyers using WordArt, Clip Art, AutoShapes, etc.
- Understand concepts of Table, Line/Paragraph spacing & Tab Stop setting (applied to create some simple resumes)
- Create personalized letterhead & envelopes

***** Essentials of MS Access 2007 (12 weeks)**

- Understanding database design, table structure, and saving database objects
- Changing table structures & validation rules – modifying & maintaining tables
- Working with AutoForms, simple Queries, Reports
- Working with table relationships & complex queries
- Customizing forms, sub-forms & using advanced controls
- Importing data & customize reports,
- Using switchboards, macros, and command buttons

***** Advanced Microsoft Office Suite 2007 (Self-taught format)**

- Student has successfully completed ALL assignments for introductory and intermediate levels as prerequisites
- Student has completed additional assignments correspondent with student’s learning program such as MS Word or MS Excel
 - **MS Word:** Advanced Table techniques, newspaper style columns, research paper with footnotes & endnotes, employee policy manual with table of contents & index, and macros & forms, with Visual Basic for Applications
 - **MS Excel:** Complex & sophisticated financial functions, Lookup functions, custom templates, and auditing tools

* These subjects are weekly lectured on specific days during Spring and Fall semesters

** These learning subjects are most likely lectured during Summer session, and are self-taught during Spring and Fall semesters

*** These subjects are most likely provided as individual tutoring