



Information Technology Sequence 1

Code: 8141

MISSOURI INFORMATION TECHNOLOGY
SEQUENCE 1
Test Code: 8141
Version: 01

Computer Applications 50%
Business Technology 50%

Specific competencies and skills tested in this assessment:

Computer Applications

Execute Basic Computer Operations

Use program interface (e.g., menu items, ribbons, toolbars, dialog boxes)
Manage and transfer files
Identify file formats and extensions
Perform basic troubleshooting and maintenance
Identify hardware and software specifications to purchase a computer (e.g., RAM, processor, hard drive, software, and price)
Save files to various storage devices (e.g., CDs, USB, hard drive, DVD)
Determine appropriate software applications for tasks

Construct Business Documents using Word Processing Applications

Create and format business documents (e.g., letters, memos, outlines, newsletters, and reports)
Set printer specifications
Proofread and edit documents
Manipulate the features of word processing software to enhance documents (e.g., headers, footers, tabs)
Create and format tables
Create mail-merge documents
Insert and manipulate graphics
Create documents using templates
Prepare envelopes and labels
Illustrate the use of enhancement features (e.g., borders, lines, shading, bold, bullets)
Demonstrate use of automatic features (e.g., AutoCorrect, spell-check, thesaurus)

Missouri Information Technology – Sequence 1 (continued)

Construct Business Documents using Spreadsheet Applications

Create, design, and edit spreadsheets

Create basic formulas with addition, subtraction, multiplication, and division

Format cell, column, and row contents (e.g., font, color, alignment, shading, decimal)

Format columns and rows

Use basic functions/formulas (e.g., auto sum, average, IF)

Create, format, and edit charts and graphs

Interpret and organize spreadsheet data (e.g., sort and filter)

Set print specifications for formulas, graphs, worksheets, etc.

Use relative and absolute cell references

Construct Business Documents using Database Applications

Create and manipulate a database

Process material using database features (e.g., sort, filter, and merge)

Distinguish between different field types (e.g., text, numeric)

Construct Business Documents using Presentation Applications

Create, format, and edit presentations

Enhance presentations (e.g., sound, animation, graphics, transitions, and video)

Apply design and layout principles to presentations

Set print specifications for outlines, slides, handouts, etc.

Utilize proper presentation etiquette (e.g., number of bullets, lines, words, and notes)

Integrate input from various software applications

Explore the Internet and Online Classroom Portals

Demonstrate principal usages of online communication (e.g., upload, download, attaching files)

Identify copyright principles (e.g., public domain, copy protection, licensing)

Evaluate Internet resources

Business Technology

Prepare for Employment

Investigate a potential employer

Prepare a resumé

Compose a letter of application

Complete a job application

Differentiate between legal and illegal pre-employment questions

Participate in a job interview

Missouri Information Technology – Sequence 1 (continued)

Develop Employability Skills

Maintain good attendance record
Interact effectively with others
Respect beliefs, opinions, and rights of others
Work effectively in teams
Demonstrate positive behavior when given direction, criticism, and comments
Demonstrate proper professional appearance
Exhibit attributes of a consummate professional (e.g., initiative, punctuality, responsibility, dependability, honesty)
Apply concepts of time management
Demonstrate proper business etiquette

Develop Career Management Strategies

Compare and contrast ethical, unethical, legal, and illegal business practices
Explain the importance of working within organizational structures (e.g., chain of command)
Exhibit leadership skills through a student organization (e.g., FBLA/PBL, DECA)

Apply Effective Communication Skills

Use correct grammar, spelling, and punctuation
Apply proofreading and editing skills
Select and use the appropriate communication tool for specific tasks (e.g., electronic, written, verbal)
Communicate appropriately with internal and external customers
Compose various business correspondence (e.g., email, letter, memo)
Access information from professional, technical, and electronic resources
Deliver oral presentations using appropriate tools
Demonstrate and interpret nonverbal communication
Demonstrate effective listening skills
Demonstrate the ability to give and follow written and oral instructions
Accurately receive and relay messages in a professional manner
Identify factors affecting global communications (e.g., time, culture, exchange rates, human relations skills)

Apply Administrative Assistant Skills

Effectively represent the organization to current and potential clients using appropriate customer service skills
Manage electronic and/or paper financial records
Establish and maintain records management systems
Operate a 10-key calculator
Process incoming and outgoing mail
Prepare travel, meeting, and events documents
Apply critical-thinking and problem-solving skills to business decisions
Compare and contrast effective shipping and delivery methods

Missouri Information Technology – Sequence 1 (continued)

Apply Technology to Business Applications

Analyze and determine appropriate software applications for specific tasks

Apply advanced word processing skills to design workplace documents (e.g., mail merge, envelopes and labels, tables, reports, macros)

Design and manage databases for workplace applications (e.g., query, filter, sort, merge, generate and format reports)

Design spreadsheets for workplace applications (e.g., formulas and functions, graphs and charts, links, macros)

Create and edit image, video, and audio files

Produce multimedia presentations for the workplace (e.g., sound bites, animation, transition, image download or import, video)

Use desktop publishing software for workplace applications

Create a Web page for business applications

Maintain electronic files and folders (e.g., server, workstation, shared files)

Use input technology for document production (e.g., OCR software, voice and handwriting recognition technology)

Maintain and troubleshoot computer workstation (e.g., install software, scan for viruses, troubleshoot common problems)

Use online resources as a business tool

Understand Entrepreneurial Opportunities

Describe characteristics of a free enterprise economic system (e.g., ownership of property, profit motive, risk taking, competition, supply and demand)

Compare and contrast the various forms of business ownership (e.g., sole proprietorship, partnership, corporation, cooperative)

Analyze the risks and rewards of business ownership

Identify steps necessary to start a business (e.g., need evaluation, site selection, marketing plan, financial plan, management plan)

Explore the career implications of e-commerce for entrepreneurs and employees

Compare and contrast marketing strategies

Missouri Information Technology – Sequence 1 (continued)

Written Assessment:

Administration Time: 3 hours

Number of Questions: 150

Areas covered:

- 50% Computer Applications
- 50% Business Technology

Sample Questions:

A market economy is one that

- A. is dependent on agriculture and natural resources
- B. has low economic wealth
- C. has all economic activities regulated by the government
- D. is based on supply and demand

The term, prioritizing, relates to

- A. managing time
- B. solving problems
- C. preparing organization charts
- D. listing questions

To find a synonym, use a/an

- A. thesaurus
- B. encyclopedia
- C. text editor
- D. spell-checker

To navigate to the next cell horizontally and then vertically in a word processing table, press the _____ key.

- A. tab
- B. enter
- C. alt
- D. command

Which of the following can be printed using presentation software?

- A. queries
- B. CD covers
- C. forms pages
- D. notes pages