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# **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