# Computer Applications Course No. 10004/60004 Credit: 1.0

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| --- | --- | --- | --- |
| **Student name:** |  | **Graduation Date:** |  |

Pathways and CIP Codes:Digital Media (09.0499); Graphic Design (50.0499); Information Support & Services (11.0301); Network Systems (11.0901); Programming & Software Development (11.0201); Web & Design Communications (11.1004); Biochemistry (14.1401); Biomedical (14.0501)

Course Description: **Introductory Level:** In Computer Applications courses, students acquire knowledge of and experience in the proper and efficient use of previously written software packages. These courses explore a wide range of applications, including (but not limited to) word-processing, spreadsheet, graphics, and database programs, and they may also cover the use of electronic mail and desktop publishing.

Directions:The following competencies are required for full approval of this course. Check the appropriate number to indicate the level of competency reached for learner evaluation.

**RATING SCALE:**

4. Exemplary Achievement: Student possesses outstanding knowledge, skills or professional attitude.

3. Proficient Achievement:Student demonstrates good knowledge, skills or professional attitude. Requires limited supervision.

2. Limited Achievement:Student demonstrates fragmented knowledge, skills or professional attitude. Requires close supervision.

1. Inadequate Achievement:Student lacks knowledge, skills or professional attitude.

0. No Instruction/Training:Student has not received instruction or training in this area.

## Benchmark 1: Personal Information Management

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 1.1 | Identify PIM applications (e.g., Essential PIM, MS Outlook, Lotus Notes…) and maintain safe and secure user profiles. |  |
| 1.2 | Manage daily/weekly/monthly schedule using applications such as. (e.g., Notes, MS Outlook, calendars/schedules.) |  |
| 1.3 | Create reminder for oneself and send notes/ informal memos using PIM applications. |  |
| 1.4 | Access email system using login and password functions. Access email messages received |  |
| 1.5 | Create and send e-mail messages in accordance with established business standards (e.g., grammar, word usage, spelling, sentence structure, clarity) demonstrating knowledge of email etiquette. |  |
| 1.6 | Attach files to send with messages and access and save received attachments |  |
| 1.7 | Demonstrate knowledge of contamination protection strategies for email. |  |
| 1.8 | Maintain shared database of contact information. |  |
| 1.9 | Participate in virtual group discussions and meetings. |  |

## Benchmark 2: Research & Internet

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 2.1 | Test Internet connection. |  |
| 2.2 | Navigate web sites using software functions. (e.g., Forward, Back, Go To, Bookmarks). Utilize online tools |  |
| 2.3 | Explore the multimedia capabilities of the World Wide Web. |  |
| 2.4 | Bookmark web addresses (URLs). |  |
| 2.5 | Locate information using appropriate search procedures and approaches through a variety of search engines and Boolean logic. |  |
| 2.6 | Access, evaluate accuracy, and compile Internet resource information for a variety of purposes. (e.g., library catalogs, business, technical, commercial, government, educational). |  |
| 2.7 | Unpack files using compression software. Organize and archive files. |  |

## Benchmark 3: Word Processing & Presentations

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 3.1 | Create/Open Edit and Save documents (e.g., letters, memos, reports) and presentations using existing forms and templates. |  |
| 3.2 | Employ word processing utility tools (e.g., spell checker, grammar checker, Locate/replace data using search and replace functions). |  |
| 3.3 | Format text using basic formatting functions. |  |
| 3.4 | Enhance publications using different fonts, styles, attributes, justification, etc. |  |
| 3.5 | Enhance publications using paint/draw functions. |  |
| 3.6 | Format new desktop publishing files and recognize the advantages and disadvantages of export options. |  |
| 3.7 | Place graphics (e.g., graph, clip art, table) in a document or slide in accordance with basic principles of graphics design and visual communication. |  |
| 3.8 | Prepare publications using desktop and cloud publishing applications. |  |

## Benchmark 4: Spreadsheets

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 4.1 | Create/Open Edit and Save spreadsheets. |  |
| 4.2 | Create charts and graphs from spreadsheets. |  |
| 4.3 | Group worksheets. |  |
| 4.4 | Input/process data using spreadsheet functions. |  |
| 4.5 | Perform calculations using simple formulas. |  |
| 4.6 | Locate/replace data using search and replace functions. |  |
| 4.7 | Process data using database functions (e.g., structure, format, attributes, relationships, keys). |  |
| 4.8 | Perform single- and multiple-table queries (e.g., create, run, save). |  |
| 4.9 | Verify accuracy of output. |  |
| 4.10 | Maintain shared database of contact information. |  |

## Benchmark 5: Ethics & Security

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 5.1 | Demonstrate knowledge of potential internal and external threats to security. Maximize threat reduction. |  |
| 5.2 | Assess exposure to security issues. |  |
| 5.3 | Demonstrate knowledge of virus protection strategy and ability to load virus detection/protection software. |  |
| 5.4 | Identify sources of virus infections and how to remove viruses. |  |
| 5.5 | Report viruses in compliance with company standards. |  |
| 5.6 | Ensure compliance with security rules, regulations, and codes. |  |
| 5.7 | Explore ways to implement countermeasures. |  |
| 5.8 | Implement security procedures in accordance with business ethics. |  |
| 5.9 | Document security procedures. |  |
| 5.10 | Understand how to follow a disaster plan. |  |
| 5.11 | Understand how to utilize backup and recovery procedures. |  |
| 5.12 | Maintain confidentiality. |  |
| 5.13 | Understand how to provide for user authentication (e.g., assign passwords, access level). |  |

## Benchmark 6: History/Quality Assurance

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 6.1 | Demonstrate knowledge of the diverse continuous improvement cycles within industry and their characteristics. (e.g., Baldridge Performance Excellence, Demming, ISO 9000, Six Sigma) |  |

## Benchmark 7: Personal Attributes for Success.

### Competencies

| **#** | **Description** | **RATING** |
| --- | --- | --- |
| 7.1 | Act as a responsible and contributing citizen and employee |  |
| 7.2 | Demonstrate effective professional communication skills and practices that enable positive customer relationships. |  |
| 7.3 | Apply appropriate academic and technical skills |  |
| 7.4 | Attend to personal health and financial well-being. |  |
| 7.5 | Communicate clearly, effectively and with reason |  |
| 7.6 | Consider the environmental, social and economic impacts of decisions |  |
| 7.7 | Demonstrate the use of cross-functional teams in achieving IT project goals. |  |
| 7.8 | Demonstrate positive cyber citizenry by applying industry accepted ethical practices and behaviors. |  |

I certify that the student has received training in the areas indicated.

Instructor Signature:

For more information, contact:

CTE Pathways Help Desk

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