

COMPUTER APPLICATIONS
COURSE CODE: 2702
STUDENT PROFILE

STUDENT'S NAME:					
School Year/Semester:		Grade:			
Begin Date:		Date Completed:			
<p>Directions: Document student's progress using the applicable rating scales below: Enter date of completion under the appropriate column.</p> <p>0 - Has not received instruction in this area / no experience or knowledge of this task (N/A) 1 - Can apply and perform independently (80-100) 2 - Can perform the task completely with limited supervision (70-79) 3 - Requires additional instruction and or close supervision (60-69)</p>					
A. SAFETY					
1	Review school safety policies and procedures.				
2	Review classroom safety rules and procedures.				
3	Review safety procedures for using equipment in the classroom.				
4	Identify major causes of work-related accidents in office environments.				
5	Demonstrate safety skills in an office/work environment.				
B. STUDENT ORGANIZATIONS					
1	Identify the purpose and goals of a Career and Technology Student Organization (CTSO).				
2	Explain how CTSOs are integral parts of specific clusters, majors, and/or courses.				
3	Explain the benefits and responsibilities of being a member of a CTSO.				
4	List leadership opportunities that are available to students through participation in CTSO conferences, competitions, community service, philanthropy, and other activities.				
5	Explain how participation in CTSOs can promote lifelong benefits in other professional and civic organizations.				
C. TECHNOLOGY KNOWLEDGE					
1	Demonstrate proficiency and skills associated with the use of technologies that are common to a specific occupation				
2	Identify proper netiquette when using e-mail, social media, and other technologies for communication purposes.				

3	Identify potential abuse and unethical uses of laptops, tablets, computers, and/or networks.				
4	Explain the consequences of social, illegal, and unethical uses of technology (e.g., cyber bullying; piracy; illegal downloading; cyberbullying; licensing infringement; inappropriate uses of software, hardware, and mobile devices in the work environment).				
5	Discuss legal issues and the terms of use related to copyright laws, fair use laws, and ethics pertaining to downloading of images, photographs, Creative Commons, documents, video, sounds, music, trademarks, and other elements for personal use.				
6	Describe ethical and legal practices of safeguarding the confidentiality of business-related information.				
7	Describe possible threats to a laptop, tablet, computer, and/or network and methods of avoiding attacks.				
D. PERSONAL QUALITIES AND EMPLOYABILITY SKILLS					
1	Demonstrate self-awareness (e.g., independence, self-awareness, and self-advocacy).				
2	Demonstrate creativity (e.g., imaginative, inventive, divergent, and resourceful).				
3	Demonstrate problem solving (e.g., investigator, researcher, and decision maker).				
4	Demonstrate integrity (e.g., equitable, helpful, accountable, and courageous).				
5	Demonstrate motivation (e.g., self-motivated, collaborative, focused, and purposeful).				
6	Demonstrate communication skills (e.g., articulate, persuasive, audience-aware).				
7	Demonstrate information and media literacy (e.g., researcher, analyzer).				
8	Demonstrate career awareness (e.g., proactive, career-minded, career-connected).				
E. COMPUTING SYSTEMS					
1	Determine appropriate hardware, operating systems, and software based upon the needs of users in various career fields (e.g., computing devices used by professional video producers and students differ).				
2	Analyze the use of computing to solve relevant problems.				
F. NETWORKS AND THE INTERNET					
1	Identify and define basic Internet terminology (e.g., World Wide Web, browsers, networks, Internet, intranet, search engine, cloud computing).				
2	Describe the uses of the Internet.				
3	Identify types of Internet connections.				

4	Identify methods to protect data, information, and computing devices across networks.				
G. IMPACT OF COMPUTING					
1	Identify traditional and nontraditional careers that use computer science (e.g., computer science in agriculture, medical, and public safety fields).				
2	Identify and describe emerging technologies (e.g., virtual reality, robotics, animation, and gaming).				
H. KEYBOARDING MASTERY					
1	Demonstrate proper touch techniques using correct fingers and posture to key alphanumeric information.				
2	Demonstrate proper touch techniques using correct fingers and posture to key numeric information on a ten-key pad.				
3	Demonstrate speed at minimum grade-level requirement (wpm) with a maximum of three errors on a three-minute timed writing. (NOTE: 20 in 5th grade, 25 in 6th grade, 30 in 7th grade, 35 in 8th grade).				
I. MS OFFICE OVERVIEW					
1	Identify common features found throughout the suite of applications, (e.g., ribbons, status bar, scrollbar, etc.)				
2	Create new documents.				
3	Locate and open existing documents.				
4	Create and use folders.				
5	Demonstrate the use of shortcut keys.				
6	Create, modify, and use templates.				
7	Identify and use the Help feature.				
8	Identify and use the Mini-toolbar.				
9	Use the Undo, Redo, and Repeat commands.				
10	Identify and use ribbons.				
11	Apply font formats (font type, font size, font color, bold, italics, and underline).				
12	Differentiate between Save and Save As (different name, location, or format).				
13	Discuss file properties.				
14	Ensure document accessibility (e.g., captions, alt text, header rows, color/sound use).				
15	Attach, upload, and download files.				
16	Differentiate between cloud and desktop applications.				
J. WORD PROCESSING APPLICATIONS (MS WORD)					
1	Create various documents (e.g., flier, letter, resume, envelope, label, MLA/APA report).				
2	Demonstrate methods for selecting text in documents. (e.g., single-, double-, triple-, and right-click).				
3	Highlight text in document.				

4	Cut, copy, paste, and paste special using the clipboard/Office Clipboard.				
5	Clear formatting.				
6	Copy formats using the Format Painter.				
7	Insert and move text (cut-paste and drag-drop).				
8	Use special features (e.g., Spelling, Research, Thesaurus, grammar, find/replace, Go To, Word Count). Insert hard (manual) and soft (automatic) page breaks).				
9	Insert and format a Cover Page.				
10	Insert date and time.				
11	Insert bullets, numbering, symbols, and special characters.				
12	Align text in paragraphs (center, left, right, and justified).				
13	Set character, line, and paragraph spacing options.				
14	Apply borders and shading to paragraphs and pages.				
15	Use indentation options (left, right, first line, and hanging).				
16	Set or change page orientation.				
17	Set or change margins.				
18	Align text vertically.				
19	Create and modify columns.				
20	Apply styles, themes, and page backgrounds.				
21	Create and modify headers and footers using page numbers, text, images, dates, running headers.				
22	Create, edit, and format tables.				
23	Modify table structure (insert/delete rows/columns, change cell formats, merge cells, change height/width, and rotate text).				
24	Insert, position, edit, and resize graphics in a document (WordArt, SmartArt, shapes, images/pictures, diagrams, and charts).				
25	Insert, position, edit and resize a text box in a document.				
26	Print various documents using the print menu (duplex, scale to fit, selection only, print location, grayscale), if available.				
K. ELECTRONIC SPREADSHEET APPLICATIONS (MS)					
1	Create a worksheet/workbook, entering various types of data.				
2	Define and use the name box.				
3	Define and use the formula bar.				
4	Apply number formats (currency, percent, increase/decrease decimal place, dates, and comma).				
5	Clear or edit cell content and/or format.				
6	Apply formatting to cells and worksheets (size rows/columns, alignment, merge/split).				
7	Insert and delete selected cells, columns, rows, and ranges.				
8	Cut, copy, paste, and paste special using the clipboard/Office Clipboard.				
9	Copy formats using the Format Painter.				

10	Use special features (Spelling, Thesaurus, Research, grammar, find/replace, Go To).				
11	Use AutoFill to work with a series.				
12	Move between worksheets in a workbook.				
13	Insert, delete, move, copy, change tab color, and rename worksheets.				
14	Enter a range within a formula using the fill handle option.				
15	Use the formula bar to enter and edit formulas using proper order of operations: a. Use basic functions (i.e. AVERAGE, SUM, COUNT, MIN, MAX). b. Use date functions (i.e. NOW and DATE). c. Use logical functions (i.e. IF).				
16	Use AutoSum.				
17	Create various charts (i.e. column, pie, line, line with markers, scatter plots).				
18	Modify charts (i.e. adding title, clip art, legend, data labels, and gridlines).				
19	Preview and print charts, if available.				
20	Insert, position, edit, and resize graphics on a worksheet (WordArt, SmartArt, shapes, images/pictures, diagrams, and charts).				
21	Sort and filter data.				
22	Use the following views: print preview, normal view, page break view, zoom view, and Web page preview.				
23	Create and edit headers and footers.				
24	Set or change page orientation and scaling.				
25	Set or change page margins and centering.				
26	Print various worksheets and/or workbooks using the print menu (duplex, scale to fit, selection only, print location, grayscale), if available.				
L. PRESENTATION APPLICATIONS (MS POWERPOINT)					
1	Create new presentations using blank and/or an online template.				
2	Insert and delete slides.				
3	Change the sequence of slides using Normal, Outline, and Slide Sorter view(s).				
4	Enter text using normal and outline tabs.				
5	Insert, position, edit, and resize graphics in a presentation (WordArt, SmartArt, shapes, images/pictures, diagrams, and charts).				
6	Insert, position, edit, and resize text box in a presentation.				
7	Navigate among different views (normal, outline, and slide sorter).				
8	Change the layout for one or more slides.				
9	Apply and modify a theme to all or selected slides.				

10	Use special features (Spelling, Thesaurus, Research, grammar, find/replace, Go To).				
11	Create and modify headers and footers.				
12	Add graphical bullets.				
13	Insert hyperlinks.				
14	Apply animation and transition.				
15	Manage presentations (e.g., setup and customize slide show with rehearsed timings, hidden slides, sound files, use screen navigation tools, pen, highlighter, etc.)				
16	Deliver presentations (e.g., print slides, outlines, handouts, and speaker notes, including pure black and white, grayscale, and color).				
M. ADDITIONAL MICROSOFT 365 APPLICATIONS					
1	Explore additional applications (e.g., Outlook, Publisher, Sway, Teams, Access).				
2	Research various applications and how they are applicable to the workplace.				
N. PROJECT/SIMULATION LEARNING					
1	Complete a comprehensive project, with instructor-approval, that integrates two or more applications demonstrating mastery of skills.				