# Computer Applications Course No. 10004/60004 Credit: 0.5

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

Pathways and CIP Codes:Information Support & Services (11.0301); Network and Telecommunication Systems (11.0901); Programming & Software Development (11.0201); Media Arts, Web and Digital; Biotechnology

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 and maintain safe and secure user profiles. |  |
| 1.2 | Manage daily/weekly/monthly schedule using applications. |  |
| 1.3 | Create reminders and send notes/ informal memos using PIM applications. |  |
| 1.4 | Access email system using login and password functions and access received email messages. |  |
| 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 | Maintain a shared database of contact information. |  |
| 1.8 | Demonstrate knowledge of preventative cybersecurity strategies for email and online personal 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 and utilize onlie tools and web sites using software functions. (e.g., Forward, Back, Go To, Bookmarks). |  |
| 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 to organize and archive files. |  |
| 2.8  | Demonstrate an understanding of copyright laws and intellectual property rights, including graphics, video, and sound. |  |

## Benchmark 3: ethics and security

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 3.1 | Demonstrate knowledge of potential internal and external threats to security. Maximizethreat reduction. |  |
| 3.2 | Assess exposure to security issues. |  |
| 3.3 | Demonstrate knowledge of virus protection strategy and ability to load virusdetection/protection software. |  |
| 3.4 | Identify sources of virus infections and how to remove viruses. |  |
| 3.5 | Report viruses in compliance with company standards. |  |
| 3.6 | Ensure compliance with security rules, regulations, and codes. |  |
| 3.7 | Explore ways to implement countermeasures. |  |
| 3.8 | Implement security procedures in accordance with business ethics. |  |
| 3.9 | Document security procedures. |  |
| 3.10 | Understand how to follow a disaster plan. |  |
| 3.11 | Understand how to utilize backup and recovery procedures. |  |
| 3.12 | Maintain confidentiality. |  |
| 3.13 | Understand how to provide for user authentication (e.g., assign passwords, access level). |  |

## Benchmark 4: industry software operations

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 4.1 | Create/Open Edit and Save files using new and existing forms and/or templates. |  |
| 4.2 | Identify the menu bar and demonstrate understanding to the functions. |  |
| 4.3 | Identify and Access the Tools and Tool Bars in industry standard software. |  |
| 4.4 | Employ utility tools in industry standard software. |  |
| 4.5 | Prepare files/projects for output according to industry software standards. |  |
| 4.6 | Proficiency in using word processing platforms for creating and formatting documents. |  |
| 4.7 | Identify common file extensions and the common industry software applications that willopen the file. (PDF, jpeg, Docx. Etc.). |  |
| 4.8 | Proficiency in using spreadsheets including formulas, charts, and data manipulation. |  |
| 4.9 | Proficiency in presentation software for creating engaging presentations. |  |
| 4.10 | Identify and customize the workspace in the industry software and create a file.(e.g., choosing a template for a poster, predefined artboards in Illustrator,Architectural templates a modeling software application). |  |
| 4.11 | Demonstrate knowledge of the diverse continuous improvement cycles within industry and their characteristics. (e.g., Demming, ISO 9000, Six Sigma, etc.). |  |

## Benchmark 5: Personal Attributes for Success.

### Competencies

| **#** | **Description** | **RATING** |
| --- | --- | --- |
| 5.1 | Act as a responsible and contributing citizen and employee. |  |
| 5.2 | Demonstrate effective professional communication skills and practices that enable positive customer relationships. |  |
| 5.3 | Apply appropriate academic and technical skills. |  |
| 5.4 | Attend to personal health and financial well-being. |  |
| 5.5 | Communicate clearly, effectively and with reason. |  |
| 5.6 | Consider the environmental, social, and economic impacts of decisions. |  |
| 5.7 | Demonstrate the use of cross-functional teams in achieving IT project goals. |  |
| 5.8 | 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

(785) 296-4908

pathwayshelpdesk@ksde.org



900 S.W. Jackson Street, Suite 102

Topeka, Kansas 66612-1212

[https://www.ksde.org](https://www.ksde.org/)

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to any group officially affiliated with the Boy Scouts of America and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 S.W. Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201.