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

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| **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. Maximize  threat reduction. |  |
| 3.2 | Assess exposure to security issues. |  |
| 3.3 | Demonstrate knowledge of virus protection strategy and ability to load virus  detection/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 will  open 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:

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