

## Standards and Competencies for Computer Applications (Course # 3718)

	Begin-End Yr
Standard 1 - The student will evaluate the impact and applications of computers in society	2009 -
1.1 - Analyze the impact of computer technology on individual lives and the business world. (Gateway English II 3.0)	2009 -
1.2 - Explore emerging computer technologies. (Gateway English II 2.0, 3.0)	2009 -
1.3 - Analyze different types of computer applications and the types of tools needed to complete each. (Gateway English II 3.0)	2009 -
1.4 - Explore the use of computers in business, recreation, and entertainment. (Gateway English II 2.0, 3.0)	2009 -
Standard 2 - The student will apply skills appropriate to the resident operating system	2009 -
2.1 - Operate the keyboard by using the touch system.	2009 -
2.2 - Apply the touch system to develop basic keyboarding skills on the alphabetic, numeric, and special characters on the keyboard.	2009 -
2.3 - Analyze and illustrate use of operating system commands. (Gateway English II 2.0, 3.0)	2009 -
2.4 - Analyze components and functions of the operating system. (Gateway English II 2.0, 3.0)	2009 -
2.5 - Demonstrate operating system commands.	2009 -
2.6 - Demonstrate proficiency in the care and operation of computer technology	2009 -
Standard 3 - The student will research and apply knowledge of ethical and legal issues within the industry	2009 -
3.1 - Demonstrate work ethics that include integrity, honesty, and perseverance that meet industry standards	2009 -
3.2 - Research benefits and consequences resulting from the practice of business ethics. (Gateway English II 2.0)	2009 -
3.3 - Observes copyright laws and their applications to text, visual art, design, music, and photography. (Gateway English II 2.0)	2009 -
3.4 - Research legal responsibilities associated with the use of the Internet as required by federal and state government agencies (Gateway English II 2.0, 3.0)	2009 -
Standard 4 - The student will research and apply typography, layout, design, and composition concepts and guidelines for preparation of documents.	2009 -
4.1 - Analyze composition processes. (Gateway English II 1.0, 2.0, 3.0, 4.0)	2009 -
4.2 - Analyze principles of typography. (Gateway English II 1.0, 2.0, 3.0)	2009 -
4.3 - Illustrate how to apply typographical commands to text.	2009 -
4.4 - Evaluate the effectiveness of typography in publications. (Gateway English II 1.0, 2.0, 4.0)	2009 -
4.5 - Compare and contrast the typography from at least two print sources: composition technique, different timesteps, different types of justification (Gateway English II 1.0, 2.0, 3.0, 4.0)	2009 -
4.6 - Analyze layout principles. (Gateway English II 3.0)	2009 -
4.7 - Analyze principles of design: special effects techniques; thumbnail sketches; guides, rulers, scales, menus, pallets; text alignment, element positioning, rules of page design for printed text; margins, gutters, tabs, letter	2009 -
4.8 - Illustrate gradations in shapes and blend colors. (Gateway Algebra I 5.0)	2009 -
4.9 - Illustrate methods of importing and exporting text and graphics. (Gateway English II 3.0)	2009 -
Standard 5 - The student will accurately create a variety of word processing documents	2009 -
5.1 - Compare and contrast the uses of word processing and desktop publishing software. (Gateway English II 1.20, 2.0, 3.0, 4.0)	2009 -
5.2 - Apply accurate formatting skills to a variety of documents such as academic course work and business and industry materials. (Gateway English II 3.0)	2009 -
5.3 - Use appropriate capitalization, punctuation, number expression rules, and editing/proofreading skills to produce mailable documents. (Gateway English 1.0, 2.0, 3.0)	2009 -
Standard 6 - The student will create and design spreadsheets to produce and manipulate alpha/numeric data	2009 -
6.1 - Recognize the advantages of spreadsheets.	2009 -
6.2 - Explain the functions and terminology of spreadsheet software. (Gateway English II 1.0, 2.0; Gateway Algebra I 1.0, 2.0)	2009 -
6.3 - Input, edit, and format cell contents. (Gateway English II 1.0, 2.0, 3.0, 4.0; Gateway Algebra I 1.0, 3.0)	2009 -
6.4 - Analyze formulas. (Gateway English II 3.0; Gateway Algebra I 2.0, 3.0)	2009 -
6.5 - Create graphs. (Gateway Algebra I 3.0, 5.0)	2009 -
Standard 7 - The student will develop database skills to organize and maintain information	2009 -
7.1 - Assess the advantages of database management as a method for organizing data	2009 -
7.2 - Describe the functions of database software and identify related terminology. (Gateway English II 2.0, 3.0)	2009 -
7.3 - Plan and create a database. (Gateway English II 1.0, 3.0; Gateway Algebra I 2.0)	2009 -
7.4 - Input, sort, search, edit, and update data. (Gateway English II 3.0)	2009 -
7.5 - Create a database report. (Gateway English II 3.0; Gateway Algebra I 2.0)	2009 -
Standard 8 - The student will design a multimedia presentation	2009 -
8.1 - Use software packages for multimedia and observe operating procedures. (Gateway English II 3.0)	2009 -
8.2 - Appraise the basic concepts of interactive multimedia design.	2009 -
8.3 - Critique multimedia presentations and discuss the strengths and weaknesses of the presentation. (Gateway English II 1.0, 3.0, 4.0)	2009 -
8.4 - Identify equipment and software requirements necessary to make a multimedia presentation. (Gateway English II 3.0)	2009 -

	8.5 - Develop a storyboard. (Gateway Algebra I 5.0)	2009 -
	8.6 - Design, create, and present a multimedia presentation within the framework of copyright laws. (Gateway English II 1.0, 2.0, 3.0; Gateway Algebra I 5.0)	2009 -
Standard 9 - The student will examine the new and emerging technologies		2009 -
	9.1 - Forecast future trends using knowledge of current technology. (Gateway Algebra I 4.0)	2009 -
	9.2 - Compare and contrast potential changes in technologies, lifestyles, and employment needs. (Gateway English II 1.0, 4.0)	2009 -
	9.3 - Discuss emerging technology, such as handheld devices, voice and handwriting recognition. (Gateway English II 2.0, 3.0, 4.0)	2009 -
Standard 10 - The student will examine network, hardware, software, and programming applications		2009 -
	10.1 - Compare and contrast types of networks, considering definition, benefits, and types. (Gateway English II 1.0, 2.0, 3.0, 4.0)	2009 -
	10.2 - Identify the basic components of a communication system: hardware, computer programming languages, software (Gateway English II 3.0)	2009 -
	10.3 - Differentiate the Internet and an intranet. (Gateway English II 1.0, 2.0, 3.0, 4.0)	2009 -
	10.4 - Explain how Internet services work. (Gateway English II 1.0, 2.0, 4.0)	2009 -
	10.5 - Analyze network and Internet etiquette, security, privacy, and copyright issues. (Gateway English II 2.0, 3.0)	2009 -
Standard 11 - The student will develop and demonstrate human relations, self-management, organizational and professional leadership skills.		2009 -
	11.1 - Examine the value of leadership skills and confidence through personal reflection	2009 -
	11.2 - Assess image building and public relations techniques	2009 -
	11.3 - Assess decision-making skills.	2009 -
	11.4 - Demonstrate effective teamwork. (Gateway English II 4.0)	2009 -
	11.5 - Apply parliamentary procedure skills in group activities	2009 -
	11.6 - Demonstrate effective teamwork and group thinking applying problem solving, decision making, and conflict resolution techniques. (Gateway English II 4.0)	2009 -
	11.7 - Examine the goals and apply the principles of a co-curricular student organization. (Gateway English II 4.0)	2009 -