

A+ CERTIFICATION/2 (180 Hours)

Course No.: 74-15-60

COMPETENCY CHECKLIST

Student Name _____

Teacher Name _____ School Site _____

Start Date _____ Completion Date _____ Certificate Date _____

Teacher Signature _____ Student Signature _____

(Signatures verify completion of course competencies)

A. INTRODUCTION AND SAFETY (5 hrs)

- _____ 1. Review scope and purpose of course
- _____ 2. Review class as part of Linked Learning
- _____ 3. Review classroom policies and procedures
- _____ 4. Class/workplace emergency procedures
- _____ 5. Occupations available to comp. technicians
- _____ 6. Opportunities for gender equity/non-trad
- _____ 7. EPA legislation and engineering industry
- _____ 8. EPA standards for hazardous waste disposal
- _____ 9. MSDS in computer technology industry
- _____ 10. Sustainable and green building practices
- _____ 11. OSHA rules and regulations for industry
- _____ 12. Employer/employee responsibility to safety
- _____ 13. Safety test

B. OPERATING SYSTEMS (15 hrs)

- _____ 1. Identify/discuss basic of operating systems
- _____ 2. Demonstrate use of various interfaces

C. OS AND SOFTWARE: WINDOWS 2000 (15 hrs)

- _____ 1. Features/functions of Windows 2000
- _____ 2. File systems/directory structures/files
- _____ 3. Verification of hardware compatibility
- _____ 4. Installation techniques
- _____ 5. Operating system installation options
- _____ 6. Disk preparation techniques
- _____ 7. Installation techniques for Device Manager
- _____ 8. Demonstrate listed related techniques
- _____ 9. Boot sequences and startup utilities
- _____ 10. Pass written exam

D. OS AND SOFTWARE: WINDOWS XP PROFESSIONAL (15 hrs)

- _____ 1. Features/functions of XP Professional
- _____ 2. File systems/directory structures/files

- _____ 3. Verification of hardware compatibility
- _____ 4. Installation techniques
- _____ 5. Operating system installation options
- _____ 6. Demonstrate listed related techniques
- _____ 7. Boot sequences and startup utilities
- _____ 8. Pass written exam

E. OS AND SOFTWARE: WINDOWS XP HOME (15 hrs)

- _____ 1. Features/functions of XP Home
- _____ 2. File systems/directory structures/files
- _____ 3. Verification of hardware compatibility
- _____ 4. Installation techniques
- _____ 5. Operating system installation options
- _____ 6. Demonstrate listed related techniques
- _____ 7. Boot sequences and startup utilities
- _____ 8. Pass written exam

F. OS AND SOFTWARE: XP MEDIACENTER (15 hrs)

- _____ 1. Features/functions of XP MediaCenter
- _____ 2. File systems/directory structures/files
- _____ 3. Verification of hardware compatibility
- _____ 4. Installation techniques
- _____ 5. Operating system installation options
- _____ 6. Demonstrate listed related techniques
- _____ 7. Boot sequences and startup utilities
- _____ 8. Pass written exam

G. OS AND SOFTWARE: WINDOWS VISTA HOME (15 hrs)

- _____ 1. Features/functions of Windows Vista Home
- _____ 2. File systems/directory structures/files
- _____ 3. Verification of hardware compatibility
- _____ 4. Installation techniques
- _____ 5. Operating system installation options
- _____ 6. Demonstrate listed related techniques
- _____ 7. Boot sequences and startup utilities

_____ 8. Pass written exam

H. OS AND SOFTWARE: HOME PREMIUM (15 hrs)

- _____ 1. Features/functions of Home Premium
- _____ 2. File systems/directory structures/files
- _____ 3. Verification of hardware compatibility
- _____ 4. Installation techniques
- _____ 5. Operating system installation options
- _____ 6. Demonstrate listed related techniques
- _____ 7. Boot sequences and startup utilities
- _____ 8. Pass written exam

I. OS AND SOFTWARE: BUSINESS AND ULTIMATE

(15 hrs)

- _____ 1. Features/functions of Business & Ultimate
- _____ 2. File systems/directory structures/files
- _____ 3. Verification of hardware compatibility
- _____ 4. Installation techniques
- _____ 5. Operating system installation options
- _____ 6. Demonstrate listed related techniques
- _____ 7. Boot sequences and startup utilities
- _____ 8. Pass written exam

J. OPERATIONAL PROCEDURES (50 hrs)

- _____ 1. Safety/environmental procedures for scenarios
- _____ 2. Workplace communications/service skills
- _____ 3. Pass written exam

K. EMPLOYABILITY SKILLS (5 hrs)

- _____ 1. Employer requirements in an employee
- _____ 2. Update list of potential employers
- _____ 3. Role of social networking in the job search
- _____ 4. Update sample resume and cover letter
- _____ 5. Review accurate/legible job application
- _____ 6. Common mistakes made on job applications
- _____ 7. Complete sample job application
- _____ 8. Review enthusiasm for job
- _____ 9. Review appropriate appearance on job
- _____ 10. Review continuous upgrading of job skills
- _____ 11. Customer service to establish relationships
- _____ 12. Review/demonstrate interview techniques
- _____ 13. Resources useful for successful interview
- _____ 14. Update sample follow-up interview letters
- _____ 15. Review appropriate follow-up procedures