

COMPUTER OPERATION/1: FOUNDATIONS (90 Hours)

Course No.: 75-35-80

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. **ORIENTATION & SAFETY** (3 hrs)

- _____ 1. Scope & purpose of course
- _____ 2. Classroom policies & procedures
- _____ 3. Importance of prioritizing work
- _____ 4. First aid/emergency procedures
- _____ 5. Occupations in Finance & Business
- _____ 6. OSHA laws governing computer operators
- _____ 7. Copyright laws pertaining to computers
- _____ 8. Define ergonomic
- _____ 9. Ergonomic practices
- _____ 10. Repetitive strain injuries
- _____ 11. Typing technique & posture
- _____ 12. Keyboard & monitor angle
- _____ 13. Benefits of breaks
- _____ 14. Stretches
- _____ 15. Using the mouse
- _____ 16. Keyboard commands
- _____ 17. Safety test
- _____ 18. Review & sign LAUSD acceptable use policy

B. **RESOURCE MANAGEMENT** (1 hr)

- _____ 1. Define related terms
- _____ 2. Resources, Management, Sustainability
- _____ 3. Specific examples: Resource management
- _____ 4. Benefit: Resource management
- _____ 5. Economic benefits and liabilities

C. **COMPUTER HARDWARE, TERMINOLOGY & MEDIA STORAGE** (15 hrs)

- _____ 1. Start up & Shutdown process
- _____ 2. Features/function of external parts
- _____ 3. Features/functions of storage devices
- _____ 4. Function of Central procession Unit (CPU)
- _____ 5. Capabilities of various CPUs
- _____ 6. Parts of the CPU

- _____ 7. Graphic User Interface (GUI)
- _____ 8. Start Menu
- _____ 9. Windows, Desktop, Mouse
- _____ 10. Starting, Running, & Ending a program
- _____ 11. Manipulating windows
- _____ 12. Dialogue box components
- _____ 13. RAM/ROM
- _____ 14. Definition of related terminologies

D. **COMPUTER SOFTWARE, OPERATING SYSTEMS & VIRUS PROTECTION** (5 hrs)

- _____ 1. Different software categories
- _____ 2. Operating systems
- _____ 3. Malware (malicious software)
- _____ 4. Current types of malware
- _____ 5. Pre-emptive measures
- _____ 6. Process of eradicating a virus/malware
- _____ 7. Benefits of creating an anti-virus boot disk
- _____ 8. Benefits of scheduling virus checking
- _____ 9. Web functions
- _____ 10. Penalties

E. **INTRODUCTION TO WORD PROCESSING** (20 hrs)

- _____ 1. Standard keyboard
- _____ 2. Special purpose keys
- _____ 3. Open blank document/template
- _____ 4. Keyboard shortcuts
- _____ 5. Word processing software
- _____ 6. Word processing in business
- _____ 7. Input and format text
- _____ 8. Save a doc.: File name: data storage media
- _____ 9. Retrieve information
- _____ 10. Edit document
- _____ 11. Delete information from document
- _____ 12. Insert info into a retrieved document

- ___ 13. Copy & paste text: One doc. to another
- ___ 14. Insert clip art/graphics
- ___ 15. Format document for printing
- ___ 16. Proofread & correct errors: Prep. printing
- ___ 17. Print: Both in portrait & landscape
- ___ 18. Advantages & Disadvantages

- ___ 10. Computer abuse & crimes in business
- ___ 11. Social networking: Security & issues of privacy

J. EMPLOYABILITY SKILLS (5 hrs)

- ___ 1. Employer requirements
- ___ 2. Identify potential employers
- ___ 3. Design sample resumes
- ___ 4. Importance of accuracy/completeness
- ___ 5. Filling out job application correctly
- ___ 6. Enthusiasm on job
- ___ 7. Appropriate appearance on job
- ___ 8. Upgrading job skills
- ___ 9. Customer service

F. FILE MANAGEMENT (25 hrs)

- ___ 1. Operating systems & associated utilities
- ___ 2. Single & Multi-user operating systems
- ___ 3. Identify related terms
- ___ 4. Proper operating system commands
- ___ 5. Demonstrate file management tasks
- ___ 6. Hierarchy, folders, drives, & libraries
- ___ 7. Various file management activities
- ___ 8. Task bar/view/switch through windows

G. THE INTERNET (10 hrs)

- ___ 1. Internet Service Provider (ISP)
- ___ 2. General functions of the ISP
- ___ 3. Major ISPs
- ___ 4. Internet connections
- ___ 5. Advantages & Disadvantages
- ___ 6. Search engines, Search, Keyword
- ___ 7. Role of browsers
- ___ 8. Discuss and demonstrate
- ___ 9. Search engine
- ___ 10. Definitions of terms
- ___ 11. Navigating your Internet
- ___ 12. Travel reservations over Internet
- ___ 13. Online consumer resources
- ___ 14. Importance of transaction security
- ___ 15. Internet searches

H. E-MAIL (3 hrs)

- ___ 1. Define electronic mail (e-mail), attachment
- ___ 2. Demonstrate e-mail techniques
- ___ 3. Define e-mail terminology
- ___ 4. Function of filters
- ___ 5. Precautions in receiving/opening attach
- ___ 6. Netiquette tasks

I. COMPUTER ETHICS & SECURITY (3 hrs)

- ___ 1. Definitions of terms
- ___ 2. Security in using a computer
- ___ 3. Protecting computers & their info
- ___ 4. Computer crime prevention
- ___ 5. Computer use in the work environment
- ___ 6. Independence provided by computer tech.
- ___ 7. Dependence caused by the computer tech.
- ___ 8. Impact of privacy issues/computer crimes
- ___ 9. Impact of unsecured computer networks