

# COMPUTER OPERATION/2: APPLICATIONS (90 Hours)

Course No.: 75-35-90

## 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 AND SAFETY** (2 hrs)

- \_\_\_\_\_ 1. Identify scope of course
- \_\_\_\_\_ 2. Classroom policies & procedures
- \_\_\_\_\_ 3. Importance of prioritizing work
- \_\_\_\_\_ 4. First aid/emergency procedures
- \_\_\_\_\_ 5. Occupations available in industry sector
- \_\_\_\_\_ 6. OSHA laws governing computer operators
- \_\_\_\_\_ 7. Copyright laws pertaining to computers
- \_\_\_\_\_ 8. Define ergonomic
- \_\_\_\_\_ 9. Ergonomic practices in one's workplace
- \_\_\_\_\_ 10. Causes of/preventing repetitive strains
- \_\_\_\_\_ 11. Safety test
- \_\_\_\_\_ 12. Review & sign LAUSD acceptable use policy

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

- \_\_\_\_\_ 1. Terms related to resource management
- \_\_\_\_\_ 2. Describe the management of resources
- \_\_\_\_\_ 3. Examples of effective management
- \_\_\_\_\_ 4. Benefit of effective management
- \_\_\_\_\_ 5. Econ/environment benefits & liabilities

### C. **WORD PROCESSING** (41 hrs)

- \_\_\_\_\_ 1. Define word processing/terms
- \_\_\_\_\_ 2. Demo/apply screen & keyboard elements
- \_\_\_\_\_ 3. Demonstrate use of page layout tools
- \_\_\_\_\_ 4. Identify/apply document editing tools
- \_\_\_\_\_ 5. Define/apply formatting elements
- \_\_\_\_\_ 6. Identify/practice using printing elements
- \_\_\_\_\_ 7. Create & format various types of tables
- \_\_\_\_\_ 8. Define mail merge terms & create operation
- \_\_\_\_\_ 9. Create various business/academic reports

### D. **SPREADSHEETS** (41 hrs)

- \_\_\_\_\_ 1. Define spreadsheets and their capabilities
- \_\_\_\_\_ 2. Identify/apply screen & keyboard elements

- \_\_\_\_\_ 3. Demonstrate & apply page layout tools
- \_\_\_\_\_ 4. Demo/apply/practice formulas in spreadsheets
- \_\_\_\_\_ 5. Apply/practice using spreadsheet editing tools
- \_\_\_\_\_ 6. Define/apply spreadsheet formatting elements
- \_\_\_\_\_ 7. Elements of printing with spreadsheets
- \_\_\_\_\_ 8. Creating charts & integrating to spreadsheet

### E. **EMPLOYABILITY SKILLS** (5 hrs)

- \_\_\_\_\_ 1. Importance of listed employability skills
- \_\_\_\_\_ 2. Identify potential employers thru job search
- \_\_\_\_\_ 3. Create sample resume
- \_\_\_\_\_ 4. Complete job application correctly
- \_\_\_\_\_ 5. Importance of upgrading job skills
- \_\_\_\_\_ 6. Customer service to build relationships