

**21 CLE A9: Academic Expectation: Demonstrate Computer Competency**

	<b>Advanced</b>	<b>Proficient</b>	<b>Basic</b>	<b>Novice</b>
<p><b>1 CLE A9.1</b></p> <p>Use and understand word processing</p>	<p>Record a macro</p> <p>Import and export graphics and content from other applications</p> <p>Create hot key functions</p> <p>Use track changes</p>	<p>Use hot key functions</p> <p>Ability to merge documents</p> <p>Manipulate computer window views</p> <p>Manipulate format to achieve desired result</p> <p>Attach and send a document in email</p>	<p>Create, save and print a word processing document</p> <p>Cut and Paste information</p> <p>Manipulate text style</p> <p>Use spell check and grammar functions</p>	<p>Perform basic keyboard functions</p> <p>Complete task by following line by line instructions</p> <p>Maneuver on computer with mouse</p>
<p><b>21 CLE A9.2</b></p> <p>Know different computer applications</p>	<p>Analyze when to use a specific application to perform a task</p> <p>Demonstrate use of advanced features to others</p>	<p>Summarize the function of different computer applications</p> <p>Demonstrate use of basic functions within major applications</p> <p>Use a variety of computer applications to complete a project</p>	<p>Identify different computer applications</p> <p>Open and save different files within multiple applications</p>	<p>Know that different computer applications exist</p>
<p><b>21 CLE A9.3</b></p> <p>Use computers legally</p>	<p>Debate the ethical implications of using computers in a legal manner</p> <p>Explain the school wide acceptable use policy to someone else</p>	<p>Identify how illegal computer use impacts others</p> <p>Summarize the school wide acceptable use policy</p>	<p>Use the computer in a legal, responsible manner</p> <p>Identify key components of the school wide acceptable use policy</p>	<p>Identify legal and illegal uses of computer equipment</p> <p>Know that a school wide acceptable use policy (AUP) exists</p>
<p><b>21 CLE A9.4</b></p> <p>Navigate on the Internet to communicate and acquire credible information</p>	<p>Choose the correct terms and phrases to use for search strings</p> <p>Determine the search engine and/or database to acquire information to suit your purpose</p> <p>Assess the validity and credibility of information based on its source</p>	<p>Locate different search engines</p> <p>Create different search phrases to acquire specific information</p> <p>Understand why to use a particular search engine</p> <p>Analyze and compare the accuracy and reliability of informational resources</p>	<p>List different search engines</p> <p>Recognize that different search terms and phrases will produce different results</p> <p>Recognize the point of view of a source</p>	<p>Define a search engine</p> <p>Define a Uniform Resource Locator (URL)</p>

<p><b>21 CLE A9.5</b> Know how to purchase and maintain a computer</p>	<p>Recommend computer equipment based on specific uses</p> <p>Assemble a computer network</p> <p>Repair a computer</p> <p>Evaluate what software is needed to maintain the health of a computer</p> <p>Evaluate the health of a computer and identify the steps necessary to maintain the entire system</p>	<p>Explain how computer equipment works</p> <p>Assemble a home computer system</p> <p>Install new software</p> <p>Troubleshoot the steps for deleting a computer virus</p> <p>Perform basic computer maintenance functions</p>	<p>Define what specific computer equipment does</p> <p>Identify a computer virus and its effects</p> <p>Know how to contact technical support</p>	<p>Identify computer equipment</p> <p>Define computer virus</p>
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