

Division 2 "F" and "P" Outcomes Checklist

Student _____

A. BASIC PROCEDURES

Observation of Student		<i>The student can:</i>
YES	NOT YET	
		<ul style="list-style-type: none"> power up and down various technologies and peripherals correctly, and/or log on or off a network (F6.2.1)
		<ul style="list-style-type: none"> create, use, save, copy, paste and delete files and directories correctly (F6.2.2)
		<ul style="list-style-type: none"> use peripherals, including printers and scanners (F6.2.3)
		<ul style="list-style-type: none"> open a text file and save as a different file type (P1.2.3)
		<ul style="list-style-type: none"> select and use the technology appropriate to a given communication situation (P6.2.1)
		<ul style="list-style-type: none"> enter and manipulate data by using such tools as spreadsheets or databases for a specific purpose (P2.2.1)
		<ul style="list-style-type: none"> edit and format text within a word processor (P1.2.2) <ul style="list-style-type: none"> – use of thesaurus – find/change function – text alignment – font size and style
		<ul style="list-style-type: none"> create and navigate a multi-link document (P5.2.1)

B. TEXT-DATA ENTRY PROCEDURES

Observation of Student		<i>The student demonstrates proper keyboarding techniques for:</i>
YES	NOT YET	
		<ul style="list-style-type: none"> alphabetical keys (F6.2.4)
		<ul style="list-style-type: none"> basic punctuation keys (.,,:?) (F6.2.4)
		<ul style="list-style-type: none"> shift keys, return/enter, delete (F6.2.4)

C. COMPUTER WORKSTATION COMPONENTS

Observation of Student		<i>The student identifies and explains use of hardware architecture, configurations, peripherals:</i>
YES	NOT YET	
		<ul style="list-style-type: none"> input systems; e.g., keyboard, mouse, voice (F1.2.1)
		<ul style="list-style-type: none"> operating platforms/systems; e.g., MAC, DOS, WINDOWS (F1.2.1)
		<ul style="list-style-type: none"> output devices; e.g., monitor, printer (F1.2.1)
		<ul style="list-style-type: none"> communication devices; e.g., modem (F1.2.1)
		<ul style="list-style-type: none"> storage mediums—floppy disk, hard drive, network, CD (F1.2.1)

Observation of Student		Work Station Routines <i>The student:</i>
YES	NOT YET	
		<ul style="list-style-type: none"> appropriately adjusts monitor, keyboard, desk, chair and other equipment to ensure workstation is ergonomically appropriate—comfortable, healthy, safe and efficient (F5.2.1)
		<ul style="list-style-type: none"> observes ethical, legal and security measures in handling software and hardware—copyright, privacy, confidentiality (F3.2.5, F3.2.6, F3.2.7)
		<ul style="list-style-type: none"> complies with school acceptable use policy (F3.2.1)

D. PROCESSES FOR PRODUCTIVITY

Observation of Student		<i>To support communication, the student can:</i>
YES	NOT YET	
		<ul style="list-style-type: none"> create and revise original text (P1.2.1)
		<ul style="list-style-type: none"> edit and format text to clarify and enhance meaning using word processing features (P1.2.2)
		<ul style="list-style-type: none"> enter and manipulate data using such tools as spreadsheets or databases (P2.2.1)
		<ul style="list-style-type: none"> display data electronically using graphs and charts (P2.2.2)
		<ul style="list-style-type: none"> create a multimedia presentation (P3.2.1)
		<ul style="list-style-type: none"> integrate a spreadsheet, or graphics generated by a spreadsheet, into a text document (P4.2.1)