South Carolina CTE

Computer Applications (2012): Grades 7, 8, 9, 10, 11, 12

Adopted 2012

Safety and Ethics	1. Identify major causes of work-related accidents in offices.
	2. Describe the threats to a computer network, methods of avoiding attacks, and options in dealing with virus attacks.
	3. Identify potential abuse and unethical uses of computers and networks.
	4. Explain the consequences of illegal, social, and unethical uses of information technologies (e.g., piracy; illegal downloading; licensing infringement; inappropriate uses of software, hardware, and mobile devices).
	5. Differentiate between freeware, shareware, and public domain software copyrights.
	6. Discuss computer crimes, terms of use, and legal issues such as copyright laws, fair use laws, and ethics pertaining to scanned and downloaded clip art images, photographs, documents, video, recorded sounds and music, trademarks, and other elements for use in Web publications.
	7. Identify netiquette including the use of e-mail, social networking, blogs, texting, and chatting.
	8. Describe ethical and legal practices in business professions such as safeguarding the confidentiality of business-related information.
Employability Skills	1. Identify positive work practices (e.g., appropriate dress code for the workplace, personal grooming, punctuality, time management, organization).
	2. Demonstrate positive interpersonal skills (e.g., communication, respect, teamwork).
Student Organizations	1. Explain how related student organizations are integral parts of career and technology education courses.
	Explain the goals and objectives of related student organizations.

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	3. List opportunities available to students through participation in related student organization conferences/competitions, community service, philanthropy, and other activities.
	4. Explain how participation in career and technology education student organizations can promote lifelong responsibility for community service and professional development.
Word Processing Software Applications	1. Create word processing files/folders.
	2. Save word processing files using Save and Save As.
	3. Open word processing files/folders.
	4. Print word processing files.
	5. Create documents (e.g., business letters, tables, reports, e-mails).
	6. Format documents (e.g., business letters, tables, reports, e-mails).
	7. Edit documents (e.g., business letters, tables, reports, e-mails).
	8. Use cut, copy, and paste features.
	9. Demonstrate the use of character formatting features (e.g., bold, underline, italics, font styles and sizes, superscript, subscript).
	10. Demonstrate the use of paragraph formatting features (e.g., tabs, indentations, line spacing, enumerated/bulleted items).
	11. Demonstrate the use of page formatting features (e.g., margins, alignment, vertical placement, orientation, page breaks, headers, footers).
	12. Demonstrate document editing using spell/grammar check, thesaurus, and word count.
	13. Insert, position, and resize graphics in a document.
Spreadsheet Software Applications	1. Define spreadsheet terminology (cell, row, column, range, label, value, formula, function, worksheet, workbook, chart, x-axis and y-axis, gridline, title, data points, and legend).
	2. Create worksheets using spreadsheet commands, functions, and formulas.
	3. Apply font formats (font type, font size, font color, bold, italics, and underline).
	4. Apply number formats (currency, percent, increase/decrease decimal place, dates, and comma).

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	5. Clear or edit cell content and/or format.
	6. Apply formatting to cells and worksheets (e.g., size rows/columns, alignment, merge/split, indentation, borders/shading, text alignment, hide/unhide, freeze/unfreeze).
	7. Insert and delete selected cells, columns, rows, and ranges.
	8. Use cut, copy, and paste features.
	9. Create charts with titles and legends to visually represent data.
	10. Organize workbook by renaming and rearranging worksheets.
	11. Demonstrate the use of page formatting features (e.g., margins, alignment, vertical placement, orientation, page breaks, headers, footers).
	12. Preview and print worksheets, print areas, and charts.
Presentation Software Applications	1. Identify presentation software terminology.
	2. Identify elements of a clear and concise presentation.
	3. Identify procedures for planning and creating a presentation (e.g., 6 x 6 rule, complementary graphics, contrast, background).
	4. Create new presentations from blanks and/or templates.
	5. Insert, delete, edit, and copy slides.
	6. Incorporate effective use of graphics, fonts, builds, animation, and transitions.
	7. Change the layout for one or more slides.
	8. Utilize print options (outline, handouts, notes pages, and pure black and white).
	9. Deliver presentation in a professional manner.
Database Software Applications	1. Define database terminology.
	2. Create a database.
	3. Create a database table.
	4. Add or delete records in a database table.
	5. Edit records in a database table.

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Find records.

	7. Sort records.
	8. Query records.
	9. Create reports.
	10. Print filtered records, tables, queries, and reports.
Project/Simulation Learning	1. Produce documents integrating word processing, spreadsheet, database, and/or presentation files.