VENTURA COUNTY BOARD OF EDUCATION

ADMINISTRATIVE
REGULATION 6146.1   ADOPTED: 01/23/12

CLASSIFICATION: Curriculum & Instruction   REVISED:

SUBJECT: High School Graduation Requirements, Computer Literacy

---

A.   Students may waive the Computer Literacy course of study requirement by demonstrating mastery of basic computer operations; email; internet; spread sheets; word processing & presentation software at a level of 80% or better through an alternative assessment. Students demonstrating Computer Proficiency through the alternative assessment must complete the 5 required credits as Elective Credit

B.   The alternative assessment for Computer Literacy includes the following skills:

    1.   Basic Computer Operations
        a.   Start, shutdown, and restart the computer properly
        b.   Locate MY DOCUMENTS folder
        c.   Locate the 'C' drive
        d.   Locate a network drive
        e.   Use a Flash drive or USB drive to save and retrieve an item
        f.   Save an item to the desktop
        g.   Create a new folder on the desktop
        h.   Delete an item from the desktop and empty trash
        i.   Open & Run a CD from an external drive
        j.   Open & Run a DVD from an external drive

    2.   Email
        a.   Open and close an email program
        b.   Open an email
        c.   Send an email
        d.   Reply to an email: know the difference between reply, and reply all
        e.   Add an attachment
        f.   Open an attachment
        g.   Save an attachment
        h.   Forward an email
        i.   Delete an email
        j.   Use the address book to add & delete a contact
        k.   Create and edit a distribution group

3. Internet
    a. Open an internet browser
    b. Shut down an internet browser
    c. Enter a web address into an internet browser to locate a specific website
    d. Use an internet based search engine to find information on a specific topic
    e. Add a website as a favorite
    f. Organize and manage bookmarks

4. Spread Sheet
    a. Open a Spread Sheet
    b. Close a Spread Sheet
    c. Save a Spread Sheet to different Drives
    d. Insert rows
    e. Insert columns
    f. Change column width
    g. Hide columns
    h. Add formulas and using the sum function
    i. Create graphs and charts (label axis, title, etc.)
    j. Create new worksheet
    k. Sort and Filter information
    l. Spell check
    m. Change font: type and size
    n. Bold/Underline/Italics
    o. Copy/Cut/Paste
    p. Print a Spread Sheet & Use Page Layout

5. Word Processing
    a. Open Word Processor
    b. Close Word Processor
    c. Create a new document
    d. Save a document on different Drives
    e. Spell check a document
    f. Insert bullets, table, and chart
    g. Change line spacing and page margins
    h. Add clip art
    i. Change font: type and size
    j. Bold/Underline/Italics
    k. Copy/Cut/Paste
    l. Format paragraphs (single space – double space)
    m. Add a header/footer

n. Print a document & Use Page Layout

6. Presentations
    a. Open presentation software
    b. Close presentation software
    c. Create a new presentation
    d. Save presentation to different Drives
    e. Add a slide
    f. Change font: type and size
    g. Bold/Underline/Italics
    h. Copy/Cut/Paste
    i. Add an image
    j. Print slides/handouts