

Computer I Competency Assessment

Students with exceptional skill in operating a computer and running software programs may choose to take the Computer Competency Assessment. This tool is used to measure a student's knowledge and competency of the areas covered in the traditional Computer I class.

All documents need to be saved by the student as a backup – please follow the instructions as some documents are to be printed and one is to be shared.

Word 2010/Google Docs

Use a Word/Google Docs document to describe yourself. Your name is the title and should be bold, centered and in larger font than the rest of the document. Use bullet points for your birthday, address, family statistics, interests, etc. Type a short paragraph at the end citing your favorite scripture and what it means to you. Insert a picture from word art. Use italics, underline and bold to be creative. Go to the FCA website and copy the school logo, then paste it on your page. Print document.

Powerpoint 2010/Google Slides

Create an 8-slide slideshow illustrating (with words and pictures) the Seven Days of Creation. Cite your sources for text and photos. Set the slideshow to automatically advance. Use at least one animation and at least one sound. At least one slide should load in varied stages. Save the slideshow as you might be asked to e-mail it to your proctor. Print a handout of the Powerpoint /Google Slides with 4 slides on each page.

Excel 2010/Google Sheets

Create an Excel/Google Sheet spreadsheet illustrating your monthly household budget your first year of marriage. Include the following assumptions: You have graduated from college or the trade school of your choice and are currently working within your chosen field. You and your spouse are at entry level employment, making a standard salary for the job. You are renting an apartment, 2 bedrooms & 1 bath to stay efficient with your money, yet having enough room for visiting in-laws to have a place to sleep. You are making payments on one car; the second car is one your spouse received years ago for a 16th birthday present. Show all expenses in as detailed a fashion as possible, including EVERYTHING...insurance, gasoline, utilities, phone, entertainment, food, charitable gifts, etc.

Create a formula to figure out how much you have left over at the end of the month. Insert a pie graph to illustrate what percentage of your budget goes toward each expense. Print the document.

Publisher/Google Docs

Use a template to create a 2-page newsletter with articles you find on the internet. Cite sources. Use pictures and text. Print document.

Keyboarding Skill

Go to www.typingtest.com. You must demonstrate that you can type at least 30 WPM. – Print off information showing your WPM

Online Google Classroom

Log in to your Google account and create a Google Document to describe your ideal trip around the world.

Your name is the title and should be bold, centered and in larger font than the rest of the document. One introductory paragraph will include who you would like to take with you and why.

Type a short paragraph for each of seven places that you would go (a total of seven paragraphs). Sentences in each paragraph would support details of each location (consider the typical questions of who, what, where, when and why).

Insert a picture for each place that you visit.

Finally, a closing paragraph will include what you hope to gain from this entire experience.

"Share" the document with your proctor (Mrs. Stephens) to complete this assignment.

Place all of your documents into a folder with the following page as the cover sheet.

Computer I Competency Assessment Cover Sheet

Check off that each of the following has been completed.

Complete the required verification signatures at the bottom of this cover sheet.

Printed off each project/assignment and put in the following order in a folder with this page as the cover sheet and turn in to the HS Office (during the summer) or Guidance office (during the school year).

____ Word 2010/Google Docs

____ Powerpoint 2010/Google Slides

____ Excel2010/Google Sheets

____ Publisher/Google Docs

____ Keyboarding Skill – Write in Words per minute _____

____ Online Google Classroom – Check proctor that document was shared to:

____ Mrs. Stephens

My signature verifies that I have completed all of this competency assessment on my own and that I possess the competency in these areas so that I have the skills in the computer area that will be needed in college and career.

_____ - Student Signature and Date

My signature verifies that my son/daughter has completed the competency assessment on his/her own and that he/she does possess the competency in these areas so that he/she will have the skills in the computer area that will be needed in college and career.

_____ - Parent/Guardian Signature and Date