

2010/2011 DoDEA Student Competency Record
Spreadsheet Software Applications
PTI306 - 18 weeks

Student	School Year
Grade	Term (fall, spring)
School	Teacher Signature

Mastery is a level of performance that indicates a student has demonstrated the knowledge, skills, and abilities for a unit of instruction or subject area as defined by a recognized standard. DoDEA defines mastery as being competent in the task and non-mastery as needing task remediation.

As students complete each competency, the student or teacher should assess the student's level of performance and mark the appropriate column next to the competency. This record should be used to provide information about competencies mastered to employer, student-employee, or another school/teacher.

PTI306 18 weeks	Spreadsheet Software Applications TASKS/COMPETENCIES	Mastery	Non-Mastery
Implementing DoDEA's CTE Course Requirements			
• 001	Demonstrate DoDEA's Workplace Readiness Skills in course activities.		
• 002	Identify issues related to this field of study that affect the environment and impact local and global communities.		
• 003	Identify Internet safety issues and procedures for complying with acceptable use standards.		
Exploring Computer Concepts			
• 004	Explain the functions of computer system components.		
• 005	Identify basic networking components.		
• 006	Know and use appropriate technology vocabulary.		
Exploring Ethical Issues Related to Computers and Computer Systems			
• 007	Identify security issues related to computer hardware, software, and data.		
• 008	Identify concepts related to copyright, public domain, copy protection, and licensing agreements.		
• 009	Identify concepts of security, integrity, courtesy, and confidentiality related to information and communications systems.		
• 010	Investigate physical and logical security issues related to technology (e.g., viruses, firewalls, spam, system backup, passwords).		
• 011	Investigate computer crimes and privacy issues related to Internet use.		
Managing Computer Systems			
• 012	Maintain workstation, equipment, software, and supplies.		

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• 013	Obtain assistance via electronic and hard copy references and documentation.		
• 014	Troubleshoot hardware problems (e.g., power supply, network and peripheral connections, printer malfunctions).		
• 015	Identify components of the user interface (e.g., menus, toolbars, icons).		
• 016	Manage the desktop environment (e.g., creating shortcuts/aliases).		
• 017	Manage files and directories (in networked and stand alone environments).		
Developing Electronic Spreadsheets			
• 018	Differentiate among a variety of spreadsheet programs and their functions.		
• 019	Effectively use and customize the application environment.		
• 020	Create and edit a spreadsheet using various methods (e.g., templates, find/replace).		
• 021	Enhance a spreadsheet by using a variety of formatting features and graphics.		
• 022	Construct arithmetic formulas to solve typical business oriented problems.		
• 023	Apply basic function commands (e.g., AVG, MIN, MAX, SUM, COUNT), and perform relative and absolute cell addressing and conditional formats.		
• 024	Analyze and interpret data.		
• 025	Create graphs and charts to visually represent data.		
• 026	Integrate word processing and database information.		
• 027	Use specialized formulas and functions (e.g., pmt, pv, if).		
• 028	Analyze, interpret, and present data.		
• 029	Sort and filter spreadsheet data.		
• 030	Import and export linked and embedded data to and from a spreadsheet.		
• 031	Design appropriate output options for spreadsheet delivery.		
Communicating through Technology			
• 032	Incorporate information from the World Wide Web into a business project.		
Preparing for Industry Certification			
• 033	Describe the process and requirements for obtaining industry certifications related to the Spreadsheet Applications course.		
• 034	Identify testing skills/strategies for a certification examination.		
Developing Employability Skills			
• 035	Create or update a portfolio containing representative samples of student work.		