

CASAS Computer Skills Competencies

Content Area 4: Employment

Competency 4.1: Understand basic principles of getting a job.

Statement 4.1.2: Follow procedures for applying for a job, including interpreting and completing job applications, resumes, and letters of application.

Statement 4.1.3: Identify and use sources of information about job opportunities such as job descriptions, job ads, and online searches, and about the job market.

Sample Student Learning Objectives:

- Be able to locate and complete online job applications
- Be able to write a resume and cover letter using word processing software
- Be able to send a resume and cover letter as an email attachment
- Be able to locate information about the job market online using iSeek.org
- Be able to search for a job using common job search websites
- Be able to browse online newspaper classified ads for jobs

Competency 4.5: Effectively use common workplace tools and technology.

Statement 4.5.1: Identify and use common tools, equipment, machines, and materials required for one's job.

Statement 4.5.2: Demonstrate ability to enter information using keyboards, keypads, and other devices.

Statement 4.5.5: Demonstrate the ability to use a computer in performing work tasks.

Statement 4.5.6: Demonstrate the ability to select, set up, and apply appropriate technology for a given task.

Statement 4.5.7: Demonstrate ability to troubleshoot and resolve problems with machines and to follow proper maintenance procedures.

Sample Student Learning Objectives:

- Demonstrate knowledge of computer terminology and primary functions of main components
- Demonstrate understanding of how computer components interface
- Be able to use a USB flash drive
- Be able to type (QWERTY keyboard)
- Be able to use the mouse correctly (click, double-click, drag, scroll button)
- Be able to check equipment power supply and connections (e.g. power strip on/off, printer cable connected, headphones in correct jack)
- Be able to turn a computer and printer on and off correctly
- Be able to open and close software programs correctly
- Be able to maximize and minimize an open program window
- Be able to navigate between windows/programs
- Be able to check for and resolve printer problems: low ink, out of paper, paper jams

Competency 4.6: Communicate effectively in the workplace.

Statement 4.6.2: Interpret and write work-related correspondence, including notes, memos, letters, and email.

Sample Student Learning Objectives:

- Be able to open existing documents (word processing, .pdf, and other document types)
- Be able to use word processing software to write, save, and print memos and letters
- Demonstrate understanding of appropriate email etiquette (openings/closings, response times, using signatures, etc.)
- Be able to open and save email attachments

Competency 4.7: Effectively manage workplace resources.

Statement 4.7.1: Interpret or prepare a work-related budget, including projecting costs, keeping detailed records, and tracking status of expenditures and revenue

Statement 4.7.4: Identify, secure, evaluate, process, and/or store information needed to perform tasks or keep records

Statement 4.7.5: Demonstrate ability to use a filing system or other ordered system (e.g. coded or numbered)

Sample Student Learning Objectives:

- Be able to access files on the C: drive, a network or shared drive, and on removable media (CDs or flash drives)
- Be able to create a file and save it to the appropriate drive
- Be able to create and manage folders to organize documents
- Be able to use spreadsheet software to create a budget
- Be able to password-protect word processing and/or spreadsheet documents
- Be able to use a database to manage and search within a list of contacts (name, address, phone number, email address, etc.)

Content Area 7: Learning and Thinking Skills

Competency 7.4: Demonstrate Study Skills

Statement 7.4.4: Identify, evaluate, and use appropriate informational resources, including the Internet

Sample Student Learning Objectives:

- Be able to use library website to search for books or other resources
- Be able to use common search engines to search for information on a topic
- Be able to evaluate the validity and accuracy of information on websites
- Be able to use Wikipedia to find and contribute to an article on a topic

Competency 7.7: Demonstrate the ability to use information and communication technology

Statement 7.7.1: Identify common information and communication technology and other electronic devices and their uses, and how they work together

Statement 7.7.2: Demonstrate basic skills in using a computer, including using common software applications

Statement 7.7.3: Demonstrate ability to use the Internet

Statement 7.7.4: Demonstrate ability to use email and other messaging systems

Statement 7.7.5: Identify safe and responsible use of information and communication technology

Statement 7.7.6: Interpret operating and maintenance procedures for information and communication equipment and devices

Student Learning Objectives might include any of those above, or others such as:

- Be able to use email
 - Login in to email
 - Read messages
 - Compose and send messages
 - Reply to and forward messages
 - Send email attachments
 - Open email attachments
 - Delete messages
 - Manage inbox and folders
 - Identify and remove SPAM
- Be able to navigate on the Internet using the address bar and basic browser buttons
- Be able to identify Internet addresses, their components, and how to correctly type an address
- Demonstrate an understanding of the difference between an email address and an Internet address
- Be able to send text messages from a cell phone
- Be able to use chat rooms in online courses
- Be able to edit, contribute to, and discuss content in shared documents (such as Google docs) or a wiki site