

Student Competency Profile

Student Name: _____

This record is intended to serve as a method of noting student achievement of the competencies in each unit. It can be duplicated for each student, and it can serve as a cumulative record of competencies achieved in the course.

In the blank before each competency, place the date on which the student mastered the competency.

Unit 1: Orientation and Digital Citizenship		
	1.	Identify school policies, program policies, and safety procedures related to Cyber Foundations I.
	2.	Investigate social and ethical issues related to Digital Citizenship and Social Media.
	3.	Interact with teachers, peers, and course material using a learning management system.
	4.	Discover career opportunities within the Law, Public Safety, Corrections, and Security career cluster.
Unit 2: Student Organizations		
	1.	Recognize opportunities to participate in student organizations related to technology and business.
	2.	Recognize how a business meeting is conducted.
	3.	Identify leadership and personal development styles.
Unit 3: 21st Century Toolbox		
	1.	Differentiate between various learning styles and personality traits found within the classroom and workplace.
	2.	Demonstrate effective time management skills, study skills and note-taking strategies.
	3.	Explore careers in each of the 16 National Career Clusters.
	4.	Complete interest profiler and career exploration exercises.
	5.	Demonstrate effective public speaking skills.
	6.	Demonstrate knowledge of 21st century skills.
Unit 4: Keyboarding		
	1.	Demonstrate an understanding of basic keyboarding information.
	2.	Perform keyboarding applications.
	3.	Investigate keyboarding skills and computer science in the context of Business Management and Administration career cluster.
Unit 5: Word Processing Applications		
	1.	Perform basic word processing applications.

	2.	Generate documents using word processing applications.
	3.	Perform desktop publishing tasks.
	4.	Investigate career opportunities in the Hospitality and Tourism career cluster.
Unit 6: Spreadsheet Applications and Financial Literacy		
	1.	Organize personal finances and use a budget to manage cash flow, plan for spending, and save for future goals.
	2.	Use a career plan to develop personal income potential.
	3.	Apply reliable information and systematic decision making to personal financial decisions.
	4.	Perform spreadsheet applications.
	5.	Develop and interpret spreadsheet tables, charts, and figures to support written and oral communication.
	6.	Investigate career opportunities in the Finance career cluster.
Unit 7: Multimedia Presentations		
	1.	Demonstrate basic multimedia presentation applications.
	2.	Create a multimedia presentation.
	3.	Investigate career opportunities in the Arts, Audio/Video Technology Communications career cluster.
Unit 8: Problem Solving		
	1.	Investigate the problem solving process.
	2.	Differentiate between computer components and processes.
	3.	Evaluate, analyze, and collaborate to design a web app.
	4.	Investigate career opportunities in the STEM career cluster.
Unit 9: Web Development		
	1.	Identify the purpose of a website.
	2.	Examine the use of HTML and common tags.
	3.	Describe Digital Footprint and how it is created.
	4.	Understand the appropriate identification and use of Intellectual Property and Images.
	5.	Investigate Sources and Search Engines.
	6.	Demonstrate the use of CSS within an HTML document.
	7.	Investigate career opportunities in the STEM career cluster.
Unit 10: Interactive Games and Animations		
	1.	Explore programming for entertainment.
	2.	Investigate the use of shapes in gaming and animation.
	3.	Investigate the use of variables in gaming and animation.
	4.	Demonstrate the use of sprites in gaming and animation.

	5.	Apply the use of draw loop in gaming and animation.
	6.	Demonstrate the use of movement in gaming and animation.
	7.	Examine the use of Booleans and conditionals in gaming and animation.
	8.	Use the game design process to create games and animations.
	9.	Investigate career opportunities in the STEM (game designer, mathematics, or entrepreneur) career cluster.