



TITLE: Computer Literacy Graduation Requirement

NUMBER: Reference Guide No. REF- 913

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Instructional Support Services

DATE: April 12, 2004

PURPOSE: The purpose of this reference guide is to identify the procedures for students to complete the computer literacy requirement.

MAJOR CHANGES: This reference guide replaces Instructional Support Services, Reference Guide M-52, of the same title, dated March 11, 2002. The organization has been updated to reflect current information.

GUIDELINES: The following guidelines apply.

ROUTING
Local District Superintendents
Local District Directors of Instruction
Local District Directors of School Support Services
Principals
Assistant Principals, SCS
Counselors

I. INTRODUCTION

In March 1999, the Board of Education approved a change in graduation requirements to include computer literacy. Beginning with the graduating class of 2004, students will demonstrate computer literacy in grades 6 through 12 in order to graduate from high school.

II. PURPOSE

The purpose of this document is to identify the procedures for students to complete the computer literacy requirement.

III. DEFINITIONS AND COURSES

Computer Literacy is the ability to communicate using appropriate and accurate terminology and basic computer skills. Students must be able to demonstrate rudimentary competency in a) keyboarding, b) word processing, and c) information retrieval. Computer Literacy skills must be demonstrated in all three areas in order to meet the Computer Literacy requirement.

Students in grades 6 through 12 shall demonstrate computer literacy by one of the following methods:

1. Successfully completing a computer education course (listed on Attachment A), or



2. Demonstrating competency on the Computer Literacy Criteria Checklist.

Computer education courses have been identified in the District and are available in all school settings and accessible to all students. See Attachment A.

In order for any student to complete the Computer Literacy Criteria Checklist, the Principal must authorize the teacher and the course. See Attachment B for the Computer Literacy Criteria Checklist.

IV. VERIFYING COMPLETION OF THE REQUIREMENT

As a student successfully completes an identified District computer education course, the SIS system will automatically check off the Computer Literacy requirement on the appropriate SIS screen.

In addition, the Assistant Principal Secondary Counseling Services or designee will check off the computer literacy requirement as necessary for an individual student when the student completes a course at a college that is similar in content and computer literacy competencies as a course identified as a computer education course in LAUSD.

The Assistant Principal Secondary Counseling Services or designee will follow the directions specified below for posting the completion of the Computer Literacy requirement by demonstration of competency on the Computer Literacy Criteria Checklist.

1. Ensure that there is a bubble number in CL31 each semester for District course number 18-99-49 COMP LITERACY 0.0. The course must be listed for 0.0 credits.
2. Use the above bubble number in CL01 to create a class in the Master Schedule. The class should use a period that currently is not used in your school (i.e. period B, period C, etc.). For year-round schools, this course should have a class on each track, each semester.
3. When a student completes the Criteria Checklist form, the student's counselor will enroll the student in the proper class number for COMP LITERACY using CL04.
4. The counselor takes the completed form to the Credit Clerk or designee. That person enters a final academic mark of "P" in MR04.



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Making the final grade of “P” in the computer will cause the course and academic mark to print on a cumulative grade label when CL22 is run at the end of the semester. Also, the course and academic mark will be posted to TR01 when TR22 is run at the end of the semester.

ASSISTANCE: For Assistance or further information, please contact Bud Jacobs, Director, High School Programs at (213) 241-6895.

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ATTACHMENT A

The courses listed below are computer education courses and will meet the Computer Literacy requirement.

COURSE TITLE (COURSE ABBREVIATION)	DISTRICT NUMBER	GRADES
Introduction to Computer (INTRO COMP) 2.5 credits	180101	6-8
Introduction to Computer (INTRO COMP) 5 credits	180103	6-12
Computer Programming 1AB (COMP PROG 1AB)	180201/02	8-12
Computer Programming 2AB (COMP PROG 2AB)	180203/04	9-12
Computer Programming 3AB (COMP PROG 3AB)	180205/06	10-12
AP Computer Science AB (AP COMP SC AB)	180207/08	10-12
Web Development & Production (WEB DEV & PROD)	180211	10-12
Computer Arch System (COM ARCH SYS)	180213/14	10-12
Information Processing (INFO PROCESS)	180501	8-12
Introduction to Digital Graphics AB (INTRO DIG GR AB)	180707/08	10-12
New Media 1AB (NEW MEDIA 1AB)	180709/10	9-12
New Media 2AB (NEW MEDIA 2AB)	180711/12	9-12
New Media 3AB (NEW MEDIA 3AB)	180717/18	9-12
Internet Publishing 1AB (INTERNT PUB 1AB)	180713/14	9-12
Internet Publishing 2AB (INTERNT PUB 2AB)	180715/16	10-12
Digital Computers1AB (DIG COMP 1AB)	180701/02	9-12
Digital Computers2AB (DIG COMP 2AB)	180721/22	10-12
Digital Computers3AB (DIG COMP 3AB)	180731/32	11-12
Info Tech in Global Society AB (IT GLBL SOC AB)	180739/40	9-12
Computer Network Mgmnt 1AB (COMP NET MGT 1AB)	180741/42	9-12
Computer Network Mgmnt 2AB (COMP NET MGT 2AB)	180743/44	10-12
Digital Imaging 1AB (DIG IMAG SH 1AB)	200321/22	9-12
Digital Imaging 2AB (DIG IMAG SH 2AB)	200323/24	9-12
Digital Imaging Production AB (DIG IMAG PROD AB)	200325/26	9-12
Global Internet Trade 1AB (GLB INT TRD 1AB)	211105/06	9-12
Travel & Tourism I (TRAVEL/TOUR I)	211123	10-11
Travel & Tourism II (TRAVEL/TOUR II)	211125	11-12
Computer Ast Drafting/Design 1AB (CAD DESIGN 1AB)	292201/02	10-12

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ATTACHMENT A (Cont.)

The courses listed below are computer education courses offered by The Division of Adult and Career Education and will meet the Computer Literacy requirement.

COURSE TITLE (COURSE ABBREVIATION)	DISTRICT NUMBER
Computer Operator/Database Management	211383
Computer Operator/Integrated Applications	211072
Computer Operator/Integrated Applications	211075
Computer Operator/Literacy	210155
Computer Operator/MOUS/Excel 2000	211077
Computer Operator/MOUS/Word 2000	211076
Computer Operator/Software Applications	211070
Computer Operator/Software Applications	211074
Computer Operator/Spreadsheets	210474
Computer Operator/Word Processing	210584
Computer Programmer/Introduction	211351
Computer Programmer/Trainee	211381
Design technician/CAD	292269
Desktop Publisher	295078
Desktop Publisher/Page Layout Design	295079
Desktop Publisher/Web Page Design	295080
Electronic Drafter/CAD	292279
Electronic Drafter/Pre-Employment	292177
Electronics tech/Computer Repair/A+ Cert	291085
Electronics tech/Computer Repair/A+ Upgd	291084
Electronics Tech/Computer Repair/Fund	291080
Electronics Tech/Computer Repairer	294371
Electronics Tech/Computer Repairer/Fund	291078
Electronics Tech/Computer Repairer/Micro	291077
Electronics Tech/Networking Basics	291083
General Clerk/Keyboarding & Word Proces	210564
Graphic Designer/Computer Animation	292071
Graphic Designer/Computer Animation/Upg	292072
Typist/Computer Keyboarding	210158
Typist/Computer Keyboarding 2	210159
Word Processor/Desktop Publishing	210583

COMPUTER LITERACY CRITERIA CHECKLIST

STUDENT NAME: _____ **Date of Birth:** _____

Your signature indicates that the student has demonstrated the skills listed below.

TEACHER SIGNATURE: _____ **Date** _____

PRINT TEACHER NAME: _____ **PRINCIPAL APPROVAL:** _____

COURSE TITLE: _____

KEYBOARDING SKILLS The student demonstrates the ability to do all of the following:

- 1) use proper typing techniques when using a computer
- 2) use proper procedures to start up, locate applications, create and locate folders and files, open files, save documents and shut down
- 3) use the touch system to type all letters, numbers and symbols
- 4) use the shift, caps lock, tab and enter/return keys properly
- 5) use the track pad (point), right/left/center buttons, mouse, space bar, arrow keys and control keys properly
- 6) use features on task bar and pull down menu, including create new folder, page set up, find/search, trash
- 7) produce a multiple page document with proper margins, alignment and formatting
- 8) proofread, edit, revise and copy using acceptable procedures including insert, delete, cut, copy, paste, undo

WORD PROCESSING The student demonstrates the ability to do all of the following:

- 1) open a word processing program and create a multi-page document
- 2) navigate within the screen using the mouse or keyboard
- 3) save and retrieve documents to/from a folder on the hard drive or to/from a disk
- 4) use the pull down menu options, icons on the task bar or keyboard commands to select font features (style, size, color and characteristics); adjust all margins, center and justify text, use bold, italicize and underline; use open and close, print, preview
- 5) revise and edit documents; use insert, delete, copy, cut and paste, paginate, and create page breaks
- 6) import a graphic and format it within text (Internet, scanner, digital camera, electronic source, clip art)
- 7) print a document successfully

INFORMATION RETRIEVAL The student demonstrates the ability to do all of the following:

- 1) use the computer, electronic resources and the Internet to locate and retrieve data and information
- 2) access an Internet Provider and the World Wide Web and Internet Resources for research
- 3) use a browser such as Internet Explorer or Netscape and use the basic features of that browser
- 4) identify and use various search engines, appropriate operators and effective searching strategies
- 5) capture and save data selected
- 6) capture and save graphics in the proper format
- 7) create, send and receive e-mail
- 8) use electronic encyclopedias, dictionaries, thesauri, maps, atlases and other references
- 9) access museums, libraries, research centers and other educational/information repositories

___ Teacher's copy ___ Counselor's copy, CL04 ___ Cum Record Copy ___ Student's copy
___ Credit Clerk, MR04