

# Computer Competency Assessment

## Who should take the assessment?

Current 8<sup>th</sup> - 12<sup>th</sup> graders may register for this assessment. Kennewick School District's graduation requirements state that, **starting with the graduation class of 2007**, students must demonstrate computer competence by either passing a competency assessment or successfully completing Computer Applications 1-2.

## What is the assessment?

The competency assessment is a web-based program which tests the student's ability "to perform basic competencies" in the Microsoft Office XP Applications of Word, Excel, and PowerPoint.

The assessment is scheduled for 2.5 hours. Students will not be allowed to use any resource materials. A student must score a minimum composite score of 70 percent to pass the computer competency assessment. Students who successfully pass the assessment will fulfill the graduation requirement and it will be reflected on the transcript. High school credit is not awarded for completing the assessment.

The following table lists the basic competencies covered by the assessment.

PowerPoint	Word
<input type="checkbox"/> Create a slide presentation using design templates	<input type="checkbox"/> Create and modify a document using font options, alignment, indentation, bullets, numbering, line spacing, tabs with leaders, borders and shading, margins and page orientation
<input type="checkbox"/> Modify a slide show using text formats, clipart, slide transitions, and animations	<input type="checkbox"/> Edit documents using find/replace, cut, copy and paste, and spelling tools
<input type="checkbox"/> Demonstrate an automatic or manual slide presentation and select print options	<input type="checkbox"/> Format documents with columns, tables, and graphics
<b>Excel</b>	<input type="checkbox"/> Insert headers/footers, date, time, page numbers
<input type="checkbox"/> Create and modify a spreadsheet with basic formulas and functions	<input type="checkbox"/> Manage document files and folders
<input type="checkbox"/> Use editing functions for find/replace, fill, cut, copy, and paste	
<input type="checkbox"/> Adjust, insert, and delete rows and columns	
<input type="checkbox"/> Use cell formatting options, borders, shading, and highlights	
<input type="checkbox"/> Create and modify charts	
<input type="checkbox"/> Select header/footer and print options	

## How to register?

1. The CCA registration form is available on the KSD website at [www.ksd.org](http://www.ksd.org) OR
2. Contact the school counselor or [pat.kippes@ksd.org](mailto:pat.kippes@ksd.org) or 222-5626 to obtain a registration form
3. **Registration forms are due by the deadline indicated on the form.**

## Computer Competency Assessment:

1. Plan to be at the classroom about 15 minutes prior to the assessment.
2. You must bring your student identification (photo ID) with you to the assessment at Kennewick High School, room 117.