

Computer Literacy

The use of computer technology is needed for students to achieve academic, personal, and career goals. As a basic competency, students should be able to use computer technology to access, create, analyze, process and deliver information. A standardized list of such competencies has been developed by a statewide task force. Consequently, course that meet the articulated state standard should include the following:

- Operating systems
- Computer concepts including terminology and computer operation
- Word processing to include the preparation, editing and manipulation of text.
- Spreadsheets to include the representation and manipulation of data in tabular and visual forms such as charts.
- E-mail and internet access to include electronic communication using local and wide-area networks and to gain access to electronic information resources.

To meet these goals, courses in computer literacy will require students to complete, at a minimum, the following:

- See the state approved minimums contained in the “Utah Business Computer Proficiency” guidelines (attached)