

Month Completed	Essential/ Optional	Task Number	Digital Applications (6617/18 weeks) Tasks/Competencies
Ongoing	Required	1	Demonstrate creativity and innovation.
Ongoing	Required	2	Demonstrate critical thinking and problem solving.
Ongoing	Required	3	Demonstrate initiative and self-direction.
Ongoing	Required	4	Demonstrate integrity.
Ongoing	Required	5	Demonstrate work ethic.
Ongoing	Required	6	Demonstrate conflict-resolution skills.
Ongoing	Required	7	Demonstrate listening and speaking skills.
Ongoing	Required	8	Demonstrate respect for diversity.
Ongoing	Required	9	Demonstrate customer service skills.
Ongoing	Required	10	Collaborate with team members.
Ongoing	Required	11	Demonstrate big-picture thinking.
Ongoing	Required	12	Demonstrate career- and life-management skills.
Ongoing	Required	13	Demonstrate continuous learning and adaptability.
Ongoing	Required	14	Manage time and resources.
November	Required	15	Demonstrate information-literacy skills.
November	Required	16	Demonstrate an understanding of information security.
November	Required	17	Maintain working knowledge of current information-technology (IT) systems.
November	Required	18	Demonstrate proficiency with technologies, tools, and machines common to a specific occupation.
October	Required	19	Apply mathematical skills to job-specific tasks.
Ongoing	Required	20	Demonstrate professionalism.
Ongoing	Required	21	Demonstrate reading and writing skills.
November	Required	22	Demonstrate workplace safety.
October	Required	23	Examine aspects of planning within an industry/organization.
October	Required	24	Examine aspects of management within an industry/organization.
October	Required	25	Examine aspects of financial responsibility within an industry/organization.
October	Required	26	Examine technical and production skills required of workers within an industry/organization.
October	Required	27	Examine principles of technology that underlie an industry/organization.
October	Required	28	Examine labor issues related to an industry/organization.
October	Required	29	Examine community issues related to an industry/organization.
October	Required	30	Examine health, safety, and environmental issues related to an industry/organization.
October	Required	31	Identify the purposes and goals of the student organization.

October	Required	32 Explain the benefits and responsibilities of membership in the student organization as a student and in professional organizations.
October	Required	33 Demonstrate leadership skills through participation in student organization activities, such as meetings, programs, and projects.
September	Required	34 Identify Internet safety issues and procedures for complying with acceptable use standards.
	Required	35 Identify the types of work-based learning (WBL) opportunities.
*****	Optional	36 Reflect on lessons learned during the WBL experience.
	Required	37 Explore career opportunities related to the WBL experience.
*****	Optional	38 Participate in a WBL experience, when appropriate.
September	Required	39 Identify computer system components.
September	Required	40 Identify safety precautions associated with computer use.
September	Required	41 Describe ergonomic and repetitive strain injury (RSI) guidelines related to computer use.
September	Required	42 Maintain workstation, equipment, and supplies.
September	Required	43 Navigate operating systems and software programs.
September	Required	44 Input data and commands using peripherals.
September	Optional	45 Troubleshoot computer problems.
September	Optional	46 Troubleshoot printer malfunctions.
September	Required	47 Manipulate data/software/operating system.
September	Required	48 Use file management techniques.
October	Required	49 Key alphabetic, numeric, and symbol information.
October	Required	50 Improve keyboarding techniques.
October	Required	51 Increase keyboarding speed and accuracy to meet industry standards.
October	Required	52 Proofread copy.
March	Required	53 Identify a variety of word processing programs.
March	Required	54 Compose business documents.
March	Required	55 Key business documents.
March	Required	56 Edit copy.
March	Required	57 Enhance documents by using page layout and graphic design features.
*****	Optional	58 Prepare addresses on labels and envelopes.
January	Required	59 Obtain assistance from electronic references and documentation.
*****	Optional	60 Integrate keyed information and notes directly from conversations, meetings, and media.
*****	Optional	61 Key research-related documents.
*****	Optional	62 Complete special forms.
*****	Optional	63 Merge files to produce form letters.
*****	Optional	64 Integrate database data, spreadsheet data, and graphics into a word-processed document.
	Required	65 Identify a variety of spreadsheet programs.

	Required	66 Enter data and formulas in a spreadsheet.
	Required	67 Edit data in a spreadsheet.
*****	Optional	68 Analyze data in a spreadsheet.
	Required	69 Create graphs and charts to visually represent spreadsheet values.
December	Required	70 Identify a variety of presentation applications.
December	Required	71 Identify the components of an effective presentation.
December	Required	72 Build a multimedia presentation.
December	Required	73 Enhance a multimedia presentation with specialized features.
	Required	74 Identify a variety of database applications.
	Required	75 Create a database.
	Required	76 Populate the database.
	Required	77 Process material using database features.
	Required	78 Apply database skills to solve a problem.
January	Required	79 Define copyright, computer ethics, and netiquette
January	Required	80 Apply copyright standards, computer ethics, and netiquette.
December	Required	81 Use best practices for data security.
January	Required	82 Manage digital identity and reputation.
January	Required	83 Apply best practices for cyber and social media presence.
	Required	84 Correlate digital application skills with the appropriate career pathways.
	Required	85 Develop or update a print and/or electronic resume
	Required	86 Complete an online and/or a written job application form.
	Required	87 Create an electronic and/or hard-copy portfolio.
	Required	88 Participate in a mock interview.
*****	Optional	89 Describe the process and requirements for obtaining industry certifications related to the Digital Applications cc
*****	Optional	90 Identify testing skills/strategies for a certification examination.
*****	Optional	91 Demonstrate ability to successfully complete selected practice examinations (e.g., practice questions similar to
*****	Optional	92 Successfully complete an industry certification examination representative of skills learned in this course (e.g., I