

# Plato Course CASAS Competencies 7

## Course Overview

The CASAS Competencies 7 course is developed by aligning Plato Courseware with the strands and topics that are assessed in the CASAS integrated assessment and curriculum management system. Each unit in this course aligns to one or more strands within the CASAS Content Standards. This course focuses on critical thinking, problem solving, and information and communication technology. You will learn about paraphrasing and understand how to use a glossary and an index. You will also use pictures and graphics for better understanding. You will then learn about word-processing applications, spreadsheet applications, and electronic presentation applications. You will also navigate the Internet and demonstrate the use of email. In this course, you will find a variety of lessons and activities that will help you improve on the essential skills.

## Course Goals

By the end of this course, you will know how to:

- Restate parts of a report in your own words.
- Find information in the table of contents.
- Find a specific word in an alphabetical word list.
- Use a glossary and an index.
- Choose the best reference to answer a question.
- Read and find information when both text and graphics are present in a passage.
- Understand expository text with the use of graphics.
- Differentiate between facts and opinions, and state whether claims are questionable and believable.
- Discover what is similar and what is different as you read.
- Establish the functions and uses of different types of application software.
- Demonstrate how to search the Internet to find research information.
- Demonstrate the use of email and recognize its appropriate and safe usage.
- Describe the impact of computers in today's society and its related social issues.
- Recognize and perform basic functions using a word-processing application.
- Identify the components and basic functions of a spreadsheet application.
- Use electronic presentation applications to create and save a presentation.
- Summarize and list priorities for computer maintenance.

## General Skills

To participate in this course, you should be able to do the following:

- Complete basic operations with word processing software, such as Microsoft Word or Google Docs.
- Complete basic operations with presentation software, such as Microsoft PowerPoint or Google Docs presentation.
- Perform online research using various search engines and library databases.
- Communicate through email.

*For a complete list of general skills that are required for participation in online courses, refer to the Prerequisites section of the Plato Student Orientation document, found at the beginning of this course.*

## Credit Value

CASAS Competencies 7 is a 0.5-credit course.

## Course Materials

- Notebook
- Graphing calculator, TI-83 or equivalent
- Computer with Internet connection and speakers or headphones
- Microsoft Word or equivalent
- Microsoft Excel or equivalent

## Unit 1: Critical Thinking, Problem Solving, and Study Skills

### Summary

In this unit, you will start by restating parts of a report in your own words. You will find information in the table of contents, and find a specific word in an alphabetical word list. You will use a glossary as well as an index and choose the best reference to answer a question. Moving ahead, you will learn to read and find information from a passage that has text and a graphic. You will also identify and understand information from a passage with a graphic. You will differentiate facts from opinions and state whether

claims are actionable and believable. In the latter part of this unit, you will learn to read between the lines in stories and information. Lastly, you will determine what is similar and what is different as you read.

## Unit 2: Information and Communication Technology

### Summary

At the start of this unit, you will explore the functions and uses of different types of application software. You will learn how to search the Internet to find research information. Additionally, you will study the use of email and recognize how to use it appropriately and safely. Moving ahead, you will understand the impact of computers in today's society and its related social issues. You will also recognize and perform basic functions using a word processing application. With the help of the lessons in this unit, you will identify the components and basic functions of a spreadsheet application. You will use electronic presentation applications to create and save a presentation. Lastly, you will summarize and list priorities for computer maintenance.