# IT for Service Professions Course No. 44010 Credit: 1.0

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| **Student name:**  |  | **Graduation Date:** |  |

Pathways and CIP Codes:Government & Public Administration (44.0401)

Course Description:

Directions:The following competencies are required for full approval of this course. Check the appropriate number to indicate the level of competency reached for learner evaluation.

**RATING SCALE:**

4. Exemplary Achievement: Student possesses outstanding knowledge, skills or professional attitude.

3. Proficient Achievement:Student demonstrates good knowledge, skills or professional attitude. Requires limited supervision.

2. Limited Achievement:Student demonstrates fragmented knowledge, skills or professional attitude. Requires close supervision.

1. Inadequate Achievement:Student lacks knowledge, skills or professional attitude.

0. No Instruction/Training:Student has not received instruction or training in this area.

## Benchmark 1: Click or tap here to enter text.

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 1.1 | Record observations of activities and incidents following occupation-specific guidelines. |  |
| 1.2 | Transcribe information based upon written data and observations |  |
| 1.3 | Create written reports from recorded observations. |  |
| 1.4 | Record details of calls, dispatches and/or messages |  |
| 1.5 | Record daily activities and submit logs based upon occupation-specific expectations. (i.e. activities of prisoners, phone calls, alarms, property damage, theft, unusual occurrences OR project work, community development records, etc.). |  |
| 1.6 | Create, keep and update database of people involved in government and LPSS (i.e., prisoners, offenders, clients, service recipients, witnesses, etc.). |  |
| 1.7 | Maintain access to and security of sensitive materials. |  |
| 1.8 | Utilize Internet browser software to research information related to LPSS and government applications |  |
| 1.9 | Utilize electronic systems to share files and documents and to communicate within and across organizations |  |
| 1.10 | Prepare written reports that detail specifics of incidents (i.e. fire, client referrals, etc.) |  |
| 1.11 | Discuss various types of software specific for use in government, medical, fire, law enforcement, dispatching, and corrections settings. |  |
| 1.12 | Employ spreadsheet and database applications to organize, manipulate, and manage data |  |
| 1.13 | Use Translation Software to communicate information |  |
| 1.14 | Create and interpret tables, charts, and figures to support written and oral communications |  |
| 1.15 | Use information technology tools to manage and perform work responsibilities |  |
| 1.16 | Explore advances in record keeping technology as it develops |  |

I certify that the student has received training in the areas indicated.

Instructor Signature:

For more information, contact:

CTE Pathways Help Desk

(785) 296-4908

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