

### **88-29-13. Content requirements for qualified admission computer technology**

**courses.** Each qualified admission computer technology course shall include instruction in the following:

(a) The meaning of at least 90 of the terms in the following sets of terms:

(1) Disk operating system, MS-DOS, Mac OS, Microsoft Windows, operating system, OS/2, and UNIX;

(2) American standard code for information interchange (ASCII), binary, command, compression, directory or folder, file, format, menu, prompt, server, and utility programs;

(3) clipboard, graphical user interface (GUI), multiprocessing, multitasking, and root directory;

(4) central processing unit (CPU), computer hardware, keyboard, monitor, motherboard, mouse, printer, random-access memory (RAM), scanner, and video resolution color depth;

(5) bit, byte, compact disc read-only memory (CD-ROM), diskette, gigabyte, hard disk, kilobyte, magnetic storage media, megabyte, and optical storage;

(6) baud and modem;

(7) boldface, center, cut, edit, font, format, justify, paste, spell-check, type size, underline, and word processor;

(8) absolute reference, attributes of a cell, cell, chart, copy across, copy down, formula, relative reference, and spreadsheet;

(9) database, field, filter, record, report, and sort;

(10) presentation software and slides;

(11) client/server, ethernet, file transfer protocol, gopher, host, local area network, and network;

(12) bookmark, browser, bulletin board system (BBS), download and upload, hypertext, hypertext markup language (HTML), internet, uniform resource locator (URL), and world wide web;

(13) discussion list, e-mail, flame, frequently asked questions (FAQs), online telecommuting, teleconferencing, telnet, usenet, and virus; and

(14) computer crime, copyright, ethics, fraud, laws, legislation, and privacy;

(b) the following hardware skills:

(1) Entering commands from the keyboard, mouse, or other input device;

(2) turning a machine on and off; and

(3) identifying the operating system type and version;

(c) at least three of the following file management skills:

(1) Creating a directory, subdirectory, and folder;

(2) copying files from one directory to another directory;

(3) finding a file located on a hard disk or other storage device;

(4) renaming or deleting files and either directories or folders; or

(5) decompressing a file using a given decompression program;

(d) the following diskette skills:

(1) Copying files to and from a diskette;

(2) formatting a diskette; and

(3) checking a diskette for viruses using a virus check program;

(e) the following word processing skills:

(1) Launching a word processor and creating documents;

(2) formatting a document according to certain specifications, including the following

skills:

(A) Entering text and changing margins, paragraph format, and page numbering;

(B) changing text styles, including the font, type size, and other special characteristics;

(C) entering a title and text; and

(D) centering the lines of text on the page, with the title in boldface and a larger type size

than the body of the text;

(3) opening a saved document that is stored on a hard disk or floppy disk;

(4) checking for spelling and grammatical errors using the software;

(5) rearranging sentences and paragraphs using cut-and-paste methods; and

(6) saving and printing documents;

(f) the following spreadsheet skills:

(1) Launching a spreadsheet program and saving and printing a spreadsheet in portrait or

landscape;

(2) creating a spreadsheet using formulas;

(3) changing cell text and number attributes;

(4) inserting or deleting a row into or from a spreadsheet;

(5) copying a formula with both relative and absolute references down a column or across

a row;

(6) copying a formula from one cell and pasting the formula into another cell; and

(7) creating a chart from a spreadsheet;

(g) the following database software skills:

(1) Creating a database;

(2) sorting a database on any field in any order;

(3) creating a report that filters out some of the data; and

(4) printing a report;

(h) presentation software skills, including creating and printing a presentation document that meets specified requirements;

(i) the following multitasking skills:

(1) Opening several programs at once; and

(2) inserting material from one program, including e-mail, spreadsheet, database, and presentation software, into another program;

(j) the following networking and internet skills:

(1) Transferring a file by connecting to another computer to upload and download files in any format, including ASCII, binary, and binary hexadecimal (binhex);

(2) receiving, saving, and decoding attachments;

(3) creating e-mail messages, with attachments;

(4) accessing a site on the world wide web and copying a file from the site to disk; and

(5) following hypertext links from that site to several others and bookmarking the path;

(k) the following ethical standards:

(1) Making copies of copyrighted software without permission is software piracy;

(2) misusing passwords or otherwise using computers without permission is unethical;

and

(3) interfering with the transmission, storage, or retrieval of data through deliberate virus infection, alteration of codes, or destruction or damage of operating systems is unethical; and

(l) additional topics, upon prior approval of the chief executive officer of the board of regents or the chief executive officer's designee.

This regulation shall have no force and effect on and after June 1, 2021. (Authorized by and implementing K.S.A. 76-717; effective Aug. 1, 2007; amended Oct. 16, 2020.)