

# 4-H Computers Proficiency Program A Member's Guide

## OVERVIEW

The 4-H Computers Proficiency program helps you learn what you need to know about your 4-H project. Your project leader will assist you in setting and achieving your goals. Through your project, you will learn more about how the computer works.

There are many resources to help you learn more about your project:

- The University of California Davis has free resources available online by visiting: <http://anrcatalog.ucdavis.edu/4HYouthDevelopment/> This site lists a variety of project materials and resources recommended for use in your project.
- The Tehama County 4-H Resources and Lending Library at our county 4-H Office includes other books, videos, and reference materials that can be checked out by members and leaders.

There are five levels in the Project Proficiency Program. You may choose how many levels you wish to complete:

- ◆ Level I – “Explorer”, you begin to learn about many different aspects of computers.
- ◆ Level II – “Producer”, you practice and refine the many skills involved in learning about computers.
- ◆ Level III – “Consumer”, you become an experienced computer technician.
- ◆ Level IV – “Leader”, allows you to show your own leadership potential.
- ◆ Level V – “Researcher”, you carry out a demonstration on some aspect of computers, and prepare a paper or portfolio.

As you work through the proficiency program, your leader will date each skill item as you complete it. When all items in a proficiency level are completed, your leader will sign the Certificate of Achievement.

# COMPUTERS

## Level I - Explorer

Date  
Completed

- \_\_\_\_\_ 1. Know the meaning of the following terms or phrases:
- Software
  - Hardware
  - Directory
  - DOS
  - "boot"
  - Bit/byte
  - CPU
  - Floppy disk
  - Bug/debug
  - File
  - RAM
  - ROM
- \_\_\_\_\_ 2. Know how to set up a computer (i.e. connect monitor and printer to computer, etc.)
- \_\_\_\_\_ 3. Know how to install various programs into the computer system and configure them properly.
- \_\_\_\_\_ 4. Know how to handle and properly care for disks.
- \_\_\_\_\_ 5. Know and explain how information is saved to a disk.
- \_\_\_\_\_ 6. Name four big names in software companies.
- \_\_\_\_\_ 7. Explain and know how to use word processing, data base, and spreadsheet.
- \_\_\_\_\_ 8. Understand what the numbers and figures mean when purchasing a computer.
- \_\_\_\_\_ 9. Know basic DOS commands (i.e. show directory, change directory, change drive, etc.)
- \_\_\_\_\_ 10. Be able to navigate your way through windows.
- \_\_\_\_\_ 11. Know how to set up an Internet account with an email address.
- \_\_\_\_\_ 12. Know how to use and know the importance of using MS Defrag and Scandisk.
- \_\_\_\_\_ 13. Do a demonstration at County Presentation Day on computers.
- \_\_\_\_\_ 14. Create a poster about computers and enter it in a fair or share it with your project group.

Member Name: \_\_\_\_\_ Date: \_\_\_\_\_

Project Leader's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# COMPUTERS

## Level II - Producer

Date \_\_\_\_\_  
Completed \_\_\_\_\_

1. Know the meaning of the following terms or phrases  
\_\_\_\_\_
  - Network
  - Email
  - Input device
  - Resolution
  - Wild card
  - Output device
  - Field
  - Pull down menu
  - Binary
  - www
2. Be able to create your own homepage on the World Wide Web.  
\_\_\_\_\_
3. Know how to and be prepared to show your instructor how to add/remove hardware to/from your computer.  
\_\_\_\_\_
4. Know how to upload/download files.  
\_\_\_\_\_
5. Know how to edit your AUTOEXEC.BAT and CONFIG.SYS files  
\_\_\_\_\_
6. Do a demonstration at County Presentation Day on computers.  
\_\_\_\_\_
7. Create a poster about computers, and enter it in the fair, or share it with your project group.  
\_\_\_\_\_
8. Know some of the different types of initialization strings, and what they do to your modem.  
\_\_\_\_\_

Member Name: \_\_\_\_\_ Date: \_\_\_\_\_

Project Leader's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# COMPUTERS

## Level III - Consumer

Date  
Completed

- \_\_\_\_\_ 1. Know the meaning of the following terms or phrases:
- HTML
  - FAT
  - FTP
  - CRT
  - Heat sink
  - IP
  - Gopher
  - Baud rate
  - TSR
  - SIMMS
- \_\_\_\_\_ 2. Know what some of the three digit extensions mean (i.e. \*.EXE, \*.BAT, \*.WAV, etc.)
- \_\_\_\_\_

Member Name: \_\_\_\_\_ Date: \_\_\_\_\_

Project Leader's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COMPUTERS**  
Level IV - Leader

Date  
Completed

- \_\_\_\_\_ 1. Serve as Junior or Teen leader in this project for one year.
- \_\_\_\_\_ 2. Assist younger members in the computer project.
- \_\_\_\_\_ 3. Prepare teaching materials for use at project meetings.
- \_\_\_\_\_ 4. Develop and put on a demonstration or judging event or train a junior team for a judging activity.
- \_\_\_\_\_ 5. Serve as a speaker on a computer based subject before an organization other than your 4-H project.

Member Name: \_\_\_\_\_ Date: \_\_\_\_\_

Project Leader's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# COMPUTERS

## Level V - Researcher

Date \_\_\_\_\_  
Completed \_\_\_\_\_

1. Orally summarize a 300 word report at your computer project meeting or county member educational event. Use two of the following subjects:

- Argue the points of FAX vs. email
- Argue the points of Macintosh vs. IBM compatibles
- Computers in the World
- State the pros and cons of the following: UNIX, DOS, OS/2, WARP, Windows, Mac OS
- Argue 16 bit vs. 32 bit
- Argue SCSI vs. IDE
- Other

Member Name: \_\_\_\_\_ Date: \_\_\_\_\_

Project Leader's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Certificate of Achievement

*This certifies that*

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*has completed the Computer Proficiency  
in Tehama County.*

*Explorer*

*Producer*

*Consumer*

*Leader*

*Researcher*

\_\_\_\_\_  
*Date*

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