

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: February 24, 2014

To: High School Principals and Vice Principals, School Counselors,  
Graduation Coaches, Registrars

Subject: COMPUTER PROFICIENCY GRADUATION REQUIREMENT

Department and/or  
Persons Concerned: High School Principals and Vice Principals, School Counselors,  
Graduation Coaches, Registrars

Due Date: N/A

References: SDUSD Graduation Requirements  
Administrative Procedure 4770

Action Requested: Ensure students in the Class of 2014 meet the Computer Proficiency  
requirement; share information with appropriate staff

**BRIEF EXPLANATION:**

A recent review of Class of 2014 data indicates that a large number of students have not met the district's Computer Proficiency graduation requirement. Information on the requirement is specified in Administrative Procedure 4770, Graduation from Senior High School:

**D.1.c. Computer Proficiency:** Students may demonstrate computer proficiency (in Grades 5–12) through completion of a course of study (e.g., Interactive 21<sup>st</sup> Century or i21) that incorporates proficiency in computer applications. Proficiency may also be demonstrated through satisfactory results on the high school level district test of computer proficiency ([www.sandi.net/page/800](http://www.sandi.net/page/800)).

**Standard Means of Meeting the Computer Proficiency Requirement:**

Many students meet the computer proficiency requirement in middle school through successful completion of Science 7<sup>th</sup> – Computers and Technology (Course #6008/#6009) or a specific computer applications course such as Exploring Computers (Course #4403). Course completion is indicated on the student's transcript in the right-hand column under "Computer Literacy." If taken in high school, the course will also appear in the list of courses with the academic grade on the transcript. Successful completion of one of the CCTE computer courses shown on the chart below also meets the requirement. Registrar enters Course #4402 to indicate computer proficiency on the transcript.

The Technology Competencies Rubric, available on the district website at [www.sandi.net/page/806](http://www.sandi.net/page/806), shows the required core and technological proficiency levels.

**Additional Means of Meeting the Computer Proficiency Requirement:**

The requirement may also be met through satisfactory results on the high school level district test of computer proficiency ([www.sandi.net/page/800](http://www.sandi.net/page/800)). Students who are 16 years of age and above can also certify computer proficiency through successful completion of the Adult Education Mac Lab course at the San Diego Community College District’s North City Campus. Students must obtain a minor waiver from their school counselor prior to enrollment. Details regarding the course are available at <http://www.sdce.edu/class-details/5201D>. The SDCCD Adult Education Program provides certification to the registrar, who enters Course #4402 to indicate computer proficiency on the transcript.

**District Courses Approved to Meet the Computer Proficiency Requirement:**

Course #	Description	Low Grade	High Grade	Weighted	UC ‘a-g’	District-wide	Site Adopted
0581	VIRTUAL ENTRP 1	10	12	N		1	
0582	VIRTUAL ENTRP 2	10	12	N		1	
0716	AE KYBRD/COM LIT	12	12	N			2
*0723	COMP APPL/BUS 1	9	12	N		1	
*0724	COMP APPL/BUS 2	9	12	N		1	
3705	FOUND INFO TECH 1	9	10	N			2
3706	FOUND INFO TECH 2	9	10	N			2
3761	INT TECH SUP SRV	5	8	N		1	
4411	COMP SCI 1(P)	9	12	N	g	1	
4412	COMP SCI 2(P)	9	12	N	g	1	
4413	COMP SCI 3(P)	10	12	N	g	1	
4414	COMP SCI 4(P)	10	12	N	g	1	
4421	COMP APP 1	9	12	N		1	
4422	COMP APP 2	9	12	N		1	
4425	COMP GRAPH 1	9	12	N			2
4426	COMP GRAPH 2	9	12	N			2
4459	INTG TECH STD 1	7	8	N			2
4460	INTG TECH STD 2	7	8	N			2
4461	CM SC A1 AP (HP)	9	12	Y	g	1	
4462	CM SC A2 AP(HP)	9	12	Y	g	1	
4400	COMPUTER EDUC	9	12	N		1	
4402	TEST – COMP LIT	7	12	N			
4403	EXPL COMPUT 5-8	5	8	N		1	
4447	NUVH INT/CMP/APP	9	12	N			2
4481	COMP SCI 1 (BP)	9	12	N			2
4482	COMP SCI 2 (BP)	9	12	N			2

Course #	Description	Low Grade	High Grade	Weighted	UC 'a-g'	District-wide	Site Adopted
4483	GLOBAL SPEAK 1	9	10	N			2
4484	GLOBAL SPEAK 2	9	10	N			2
6008	SCI7TH-COMPTCH1	7	7	N		1	
6009	SCI7-COMPTCH2	7	7	N		1	
6087	SCI/TECH 7 <sup>TH</sup> IB	7	7	N			2
6088	SCI/TECH 8 <sup>TH</sup> IB	8	8	N			2
4441	COMP PRG TC1(P)	11	12	N	gg		2
4442	COMP PRG TC2(P)	11	12	N	gg		2
8291	GEO IS/GT 1	11	12	N		1	
8292	GEO IS/GT 2	11	12	N		1	
8293	GEO IS/GT 3	11	12	N		1	
8294	GEO IS/GT 4	11	12	N		1	
8295	GEO IS/GT 1-2	11	12	N		1	
8296	GEO IS/GT 3-4	11	12	N		1	
8297	GEO IS/GT CC5	11	12	N		1	
8298	GEO IS/GT CC6	11	12	N		1	
8603	ADV ACCOUNT 1(P)	11	12	N	gg	1	
8604	ADV ACCOUNT 2(P)	11	12	N	gg	1	
8605	ADV ACCOUNTING 3	11	12	N		1	
8606	ADV ACCOUNTING 4	11	12	N		1	
8923	TECHN SUPP SRV1	11	12	N		1	
8924	TECHN SUPP SRV2	11	12	N		1	
8931	WEB SITE DES1(P)	11	12	N	gg	1	
8932	WEB SITE DES2(P)	11	12	N	gg	1	
8933	WEB SITE DES 3	11	12	N		1	
8934	WEB SITE DES 4	11	12	N		1	
8935	WEB SITE 1-2(P)	11	12	N	g	1	
8936	WEB SITE DES3-4	11	12	N		1	
8937	WEB ST DES CC5	11	12	N		1	
8938	WEB ST DES CC6	11	12	N		1	

\*Course title changes to Computer Applications in Fall 2014

Courses that meet the Computer Proficiency Requirement are noted in the Course of Study under subject area in which graduation credit is issued, “successful completion of the course also fulfills the district’s computer literacy requirement.”

For additional information or assistance with the computer proficiency requirement, contact Melissa Janak, Director, Counseling and Guidance/Placement and Appeal, 619-725-7234 or [mjanak@sandi.net](mailto:mjanak@sandi.net).

APPROVED:

A handwritten signature in black ink that reads "Joe Fulcher". The signature is written in a cursive style with a large initial "J".

Joe Fulcher  
Chief Student Services Officer

MJ:ms

Distribution: Lists D, E, F, I