

Computer Applications

Course Description

This area of study is designed to provide the learner with an opportunity to understand and apply integrated software to both business and personal applications. The course covers basic word processing functions, spreadsheet applications, slide show presentations, database concepts, e-mail activities and internet resources. (Noncredit course: 45 lect/pres hrs, 45 lab hrs, 45 other hrs)

Course Focus

This is an entry-level course that will provide an introduction to word processing concepts, spreadsheet functions, database applications, presentation software, e-mail activities, and internet resources.

Text and References

Required text and references: County-adopted textbooks and materials.

Course Goals

The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives (Addendum A). (*designates a CRUCIAL goal)

1. (17) practice standard start-up, shut-down procedures BCL 5, and 15
2. demonstrate correct keyboarding/keypad technique BCL 1, 2
3. (24) identify computer hardware BCL 7, 8
4. (2) perform mouse operation BCL 1,2,18
5. (17) format disk BCL12, 14
6. (13) perform window resize operation BCL 17-22
7. (13) use help features BCL 17-22
8. (17) create new documents13-14,17-22
9. (2) input appropriate data BCL 1, 2
10. (17) name documents BCL 18-22
11. (17) save documents BCL17-22
12. (17) use save as function BCL 17-22
13. edit documents BCL 22
14. (17) exit program applications BCL 4,
15. (2) open existing document BCL 17-22
16. (17) display folder contents BCL 12, 14
17. copy files BCL 17--22
18. (13) use software application toolbars BCL 17-22
19. (13) use spell/grammar checker BCL 17-22
20. (48) demonstrate proper software usage BCL 5
21. (48) use application print options 17-22
22. (17) remove file BCL 17-22
23. (87) analyze technological lifestyle effects BCL 6,16
24. define course terminology BCL12
25. (87) demonstrate ethical computer practices BCL 5,6
26. (24) research information systems careers BCL 3
27. (13) prioritize assigned tasks BCL14, 22
28. (13) select appropriate software BCL 17-22
29. (13) recognize proofreading symbols BCL 17--22
30. (48) create job application documents BCL18,PW47
31. (48) format word processing documents BCL 18
32. (13) use select text functions BCL 17-22

33. (13) replace selected text BCL 17-22
34. (13) perform drag and drop operations BCL 17-22
35. (13) perform cut and paste operations BCL 17-22
36. (13) copy text BCL 17--22
37. (13) apply move function BCL 17--22
38. (48) create bulleted lists BCL 17-8,21-2
39. (48) create numbered lists BCL 18
40. (13) use thesaurus BCL 18
41. (48) create headers and footers BCL 18,20
42. (48) create word processing format styles BCL18
43. (48) demonstrate desktop publishing functions BCL 21,22
44. (48) use graphic features BCL 17-22
45. (48) format envelopes/labels 18
46. (48) insert page breaks BCL 18, 20
47. (48) merge documents BCL 18
48. (48) perform document enhancement functions BCL 17-22
49. (48) use draw tools BCL 17-22
50. (13) use find/replace feature BCL 17-22
51. (13) use multiple open documents BCL 17-22
52. (13) use template wizards BCL 17-22
53. (48) create spreadsheet worksheet BCL 20
54. (53) demonstrate spreadsheet formula usage BCL 20
55. (13) edit worksheet formulas BCL 20
56. (53) operate AutoFormat function BCL 20
57. (53) use spreadsheet format features BCL 20
58. (53) select chart data BCL 20
59. (53) identify chart elements BCL 20
60. (13) enable chart editing BCL 20
61. (13) edit chart, map, and legend, text BCL 20
62. (53) change chart types BCL 20
63. (53) create What-If worksheet BCL 20
64. (53) use IF function BCL 20
65. (53) protect worksheet BCL 20
66. (53) sort data BCL 20
67. (53) lock spreadsheet cells BCL 20
68. (13) transfer information between applications 18-22
69. (70) plan database structure BCL13-4,19
70. (70) design database structure BCL 19
71. (70) store database structure BCL 19
72. (70) create database form BCL 19
73. (70) create data sources BCL19
74. (70) perform database formatting functions BCL 19
75. (70) update database records BCL 19
76. (70) reformat database BCL 19
77. (70) create database query BCL 19
78. (70) query database BCL 14,19
79. (70) rename query design fields BCL 19
80. (70) search database records BCL 19
81. (70) sort database BCL 19-20
82. (70) change database query design BCL 14,19
83. (70) manipulate field format in query design BCL 19
84. (70) insert database validation rules 19
85. (86) demonstrate presentation software functions BCL 21
86. (86) create slide show presentation BCL 21
87. (86) examine electronic mail technology BCL 4,21
88. (87) examine World Wide Web resources

Student Contributions

Students will be expected to attend class regularly, be on time and bring all needed materials.

ADDENDUM A

PERFORMANCE OBJECTIVES

2. The student will not be allowed references. The student will demonstrate correct keyboarding technique, including use of the numeric keypad and the computer calculator, while creating new documents and inserting data into existing documents. Performance will be satisfactory if the student uses correct fingers for the appropriate keys and is able to keyboard at a speed of 35 words per minute using the alphabetic portion of the keyboard. The following Content Goals are related to this PO : 2, 4, 9, and 15.
13. The student will edit various documents using basic editing functions related to each software application studied throughout the course. The student should be able to use and interpret proofreader symbols, continuously advancing to a higher skill level. Performance will be evaluated on edited, printed documents. The following Content Goals are related to this PO : 6, 7, 13, 18, 19, 27, 28, 29, 32, 33, 34, 35, 36, 37, 40, 50, 51, 52, 55, 60, 61, and 68.
17. The student will perform a variety of file management activities basic to all software applications and to management of files on a floppy diskette as well as on the hard drive. In addition, the student will practice correct start-up/shut-down procedures. Performance will be satisfactory if files and folders are located, contain the correct contents and if proper start-up/shut-down procedures are demonstrated. The following Content Goals are related to this PO : 1, 5, 8, 10, 11, 12, 14, 16, 17, and 22.
24. The student will not be allowed references. The student will demonstrate knowledge and understanding of basic computer terminology relating to software programs and functions common to both business and personal use applications. Performance will be satisfactory if terminology is used and defined throughout the course. The following Content Goals are related to this PO : 3, 24, and 26.
48. The student will perform document enhancement functions. Performance will be satisfactory if the student applies basic editing and formatting techniques as well as desktop publishing types of enhancements to a variety of business documents along with one-page and multiple-page reports. In addition, the student will create a resume and letters of application. Students will keep samples of their work in a document portfolio. The following Content Goals are related to this PO : 20, 21, 30, 31, 38, 39, 41, 42, 43, 44, 45, 46, 47, 48, and 49.
53. The student will not be allowed references. The student will create spreadsheets, solving problems that involve numerical data and using formulas to solve various problems. Performance will be satisfactory if correct formulas are used, mathematical calculations are accurate, and the worksheet is formatted according to assignment directions. The following Content Goals are related to this PO : 53, 54, 56, 57, 58, 59, 62, 63, 64, 65, 66, and 67.
70. The student will not be allowed references. The student will design and create a database structure, add records, store, retrieve, analyze and print reports. Performance will be satisfactory if reports are created, the management information system can be accessed quickly and reports generated accurately. The following Content Goals are related to this PO : 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, and 84.
86. The student will create a slide show presentation. Performance will be satisfactory if the student demonstrates ability to use presentation software by creating a slide show and using the computer and television to present his slide show to the class. The following Content Goals are related to this PO : 85, 86.

87. The student will examine electronic mail technology and internet resources. Performance will be satisfactory if the student performs basic e-mail set-up activities, can send and receive mail using standard e-mail commands and demonstrates responsibility in using internet resources. The following Content Goals are related to this PO : 23, 25, 87, and 88.

Developed/Revised : May 7, 2004