



Discipline: Office Technology
Date Submitted: 9/14/07
Date Reviewed: May 2010 – No Changes

ARTICULATION TEMPLATE

General Course Title: Computer Applications	
General Course Description: This course is a document production course using operating system and application software. Students will learn the basic functions of the Windows operating system, Internet concepts, word processing, spreadsheet, database, and presentation software applications.	
College Prerequisite(s):	HS/ROCP Prerequisite(s):
Advisories/Recommendations: None	
Course Content:	
<p>A. General Goals: To acquaint the student with the personal computer as a tool and to develop introductory skills in the use of the Windows operating system along with productivity software in word processing, spreadsheets, presentations, database, and Internet browsers.</p> <p>B. General Objectives: At the end of the course the student will have:</p> <ol style="list-style-type: none"> 1. Become more comfortable with the use of computer hardware and productivity software. 2. Developed knowledge of general technological concepts as applied to computer hardware and software applications. 3. Developed the skills necessary to use the Windows operating system, and productivity software for word processing, spreadsheets, presentations, database and Internet browsers. 	
Competencies and Skill Requirements (Use additional pages as necessary.) Where appropriate, please incorporate standards being used (e.g. CTE standards).	
At the conclusion of this course, the student should be able to:	
<ul style="list-style-type: none"> • Explain the use of the Windows operating system to include the use of correct techniques for resizing windows, using the mouse and using menus and toolbars. • Demonstrate correct Windows operating system file management, including creating folders and subfolders, moving files to folders, renaming folders and deleting folders and files. • Display correct use of the Internet by identifying the similarities and differences among popular browsers, utilizing search techniques within popular search engines. • Describe the characteristics of computer networks and demonstrate the use of browser menus and toolbars. • Demonstrate word processing application knowledge by creating, formatting and editing short reports, newsletters and other documents while correctly utilizing menus, toolbars, and other user interface components. • Explain spreadsheet application knowledge by creating, formatting and editing worksheets including the correct use of formulas and functions, creation of charts and graphs from worksheet data, while correctly utilizing menus, toolbars and other user interface components. • Demonstrate presentation application knowledge by creating, formatting, and editing presentations including correctly designing and formatting slides, inserting charts into slides 	

and preparing a presentation to show to a group, while correctly utilizing menus and toolbars.

- Describe database knowledge needed to create, format, and edit a simple database.

Measurement Methods (include any industry certification or licensure):

- Skills-based tests
- Written exams
- Portfolio
- Computer and online assessment tools

Sample Textbooks or Other Support Materials (including Software):

- Microsoft Office, Illustrated Introductory, Premium Edition
Course Technology Inc.
Beskeen, Cram, Duffy, Friedrichsen, Reding
Copyright year: 2007
- SAM on-line training and testing tools.
- Computer Concepts — Illustrated Brief, Sixth Edition
Course Technology
Parsons, Oja
ISBN 10: 1-4188-6035-2
Copyright year: 2006
- Microsoft Office Excel, Illustrated Brief, CourseCard Edition
Course Technology
Reding
ISBN 13: 978-1-4188-4294-9, Copyright year: 2006
- Microsoft Office Word, Illustrated Brief, CourseCard Edition
Course Technology
Duffy
ISBN 13: 978-1-4188-4300-7, Copyright year: 2006
- Microsoft Office PowerPoint, Illustrated Brief, CourseCard Edition
Course Technology
Beskeen, David
ISBN 13: 978-1-4188-4303-8, Copyright year: 2006
- Microsoft Office Access, Illustrated Brief, CourseCard Edition
Course Technology
Friedrichsen, Lisa
ISBN 13: 978-1-4188-4297-0, Copyright year: 2006
- Microsoft Office: Essentials Course
Labyrinth Publications
Favro, Stolins, Caldwell, Mardar, Marotti, and Murphy
ISBN# 1-59136-027-7, Copyright year: 2004

DWG Recommendations:

Textbooks are suggested texts. Software versions may vary.

DWG Facilitator's Signature:

Date:

[Office use only.]

[Office use only.]

TOPs Code: 0514

Internal Tracking Number:

Date Accepted by Steering Committee: