**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.

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<th>College Prerequisite(s):</th>
<th>HS/ROCP Prerequisite(s):</th>
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**Advisories/Recommendations:** None

**Course Content:**

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.

B. **General Objectives:**
   At the end of the course the student will have:
   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:*

- 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.
- Demonstrate 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  
  Copyright year: 2006

- Microsoft Office Excel, Illustrated Brief, CourseCard Edition  
  Course Technology  
  Reding  

- Microsoft Office Word, Illustrated Brief, CourseCard Edition  
  Course Technology  
  Duffy  

- Microsoft Office PowerPoint, Illustrated Brief, CourseCard Edition  
  Course Technology  
  Beskeen, David  

- Microsoft Office Access, Illustrated Brief, CourseCard Edition  
  Course Technology  
  Friedrichsen, Lisa  

- 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.

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**TOPs Code:** 0514

**Internal Tracking Number:**

**Date Accepted by Steering Committee:**

Finalized 12/07
Reviewed 5/2010