



Course Title: **College Computers DMACC**

Description: The focus is to use hardware and software business productivity tools. This course builds on skills learned in Computer Applications. Class is accelerated and project-based. Training includes a hands-on introduction to microcomputer applications vital in today's business and industry. It focuses on operating system, email, internet, word processing, spreadsheet, database, and presentation software applications. College Computers corresponds to BCA 212 in the DMACC course guide.

BCA 212 DMACC Course Description: In a Windows environment, the focus of this course is to use hardware and software as business productivity tools. Training includes a hands-on introduction to computer applications vital in business and industry. The course covers computer terminology, operating system, email, and internet and focuses on software business applications including word processing, spreadsheet, database, and presentation software.

<u>Reporting Topic</u>	<u>Course Level Standards</u>	<u>Competency Statement</u>
<u>Computer Basics</u>	<ul style="list-style-type: none"><li>● Identify the four basic computer operations: input, processing, output and storage</li><li>● Distinguish difference between data and information</li><li>● Explain principal components of the computer</li><li>● Discuss common types of storage devices</li><li>● Explain the difference between system software and application software</li><li>● Define types of security threats</li></ul>	Students will examine a computer.
<u>Network</u>	<ul style="list-style-type: none"><li>● Identify the difference between a local area network and a wide area network</li><li>● Identify what is the internet and what is the World Wide Web</li><li>● Identify what is e-commerce</li></ul>	Students will discuss a network.
<u>Operating System</u>	<ul style="list-style-type: none"><li>● Describe an operating system environment</li><li>● Perform basic mouse operations: point, click, right-click, double-click, drag, and right-drag</li><li>● Practice changing features on window: open, minimize, maximize, restore, move, size, scroll, and close</li></ul>	Students will use an operating system.



	<ul style="list-style-type: none"><li>● Use menus, toolbars, dialog boxes, scroll bars and on-line help</li></ul>	
<b><u>File Management</u></b>	<ul style="list-style-type: none"><li>● Display drive and folder contents</li><li>● Change file and folder views</li><li>● Understand file management</li><li>● Copy, move, rename, delete and restore files and folders</li><li>● Create folders and subfolders</li><li>● Search for files, folders, and programs</li></ul>	Students will assess file management features.
<b><u>Information Management Software</u></b>	<ul style="list-style-type: none"><li>● Practice electronic mail messaging features: open, read, print, reply to, and delete</li><li>● Use file attachments: insert and view</li><li>● Use folders to organize email messages</li><li>● Practice calendar management</li><li>● Manage contact information</li></ul>	Students will use desktop information management software.
<b><u>Internet</u></b>	<ul style="list-style-type: none"><li>● Display World Wide Web pages</li><li>● Define a Web browser</li><li>● Search the Web for information</li><li>● Use tabbed browsing</li><li>● Understand browser security and available privacy features</li><li>● Save a list of frequently used Web pages</li><li>● Print text and images found on Web pages</li><li>● Download files from a web site</li></ul>	Students will use features of the internet.
<b><u>Business Suite</u></b>	<ul style="list-style-type: none"><li>● Identify screen elements</li><li>● Customize Quick Access toolbar</li><li>● Use copy and paste features</li><li>● Apply themes and other features found on the ribbon</li><li>● Check spelling and grammar</li><li>● Select the application software type appropriate for specific tasks</li></ul>	Students will evaluate features common to a suite of business productivity.



<p><b><u>Word Processing Application</u></b></p>	<ul style="list-style-type: none"><li>● Identify user interface components of word processing application</li><li>● Create, edit, save, print, close, and open word processing documents</li><li>● Use editing and proofreading tools including page view and layout options</li><li>● Apply character, paragraph and document formats including styles, bullets and indents</li><li>● Find and replace text</li><li>● Set and modify tab stops to align text</li><li>● View and modify document properties</li><li>● Insert picture features in a document: Clip Art, Word Art, and from file items</li><li>● Use header and footer features</li><li>● Create, modify and insert building blocks and quick parts and tables</li><li>● Use report features such as citations, footnotes and endnotes along with keyboard shortcuts</li><li>● Change document margins, page orientation and columns</li></ul>	<p>Students will critique a word processing application.</p>
<p><b><u>Spreadsheet Application</u></b></p>	<ul style="list-style-type: none"><li>● Identify user interface components of spreadsheet application</li><li>● Build, edit, save, print, close, and open spreadsheets</li><li>● Use formulas, what if analysis, and functions in worksheets</li><li>● Perform absolute and relative cell referencing</li><li>● Use built-in features including fill handle, AutoCalculate, Range Finder and data series</li><li>● Apply formats in worksheets</li><li>● Apply conditional formatting</li><li>● Copy, move, rename, and delete worksheets</li><li>● Create, format, and print cards</li></ul>	<p>Students will use a spreadsheet application.</p>



<p><b><u>Database Application</u></b></p>	<ul style="list-style-type: none"><li>● Identify user interface components of database application</li><li>● Build, edit, save, print, close and open database tables</li><li>● Create database queries including sorting and use of one, or more than one, criterion</li><li>● Create and modify database forms</li><li>● Create and modify database reports</li><li>● Change database structures</li><li>● Use database maintenance features</li><li>● Share data from database application to other software applications</li></ul>	<p>Students will assess a database application.</p>
<p><b><u>Presentation Application</u></b></p>	<ul style="list-style-type: none"><li>● Identify user-interface components of presentation application</li><li>● Apply principles and techniques of presentation software</li><li>● Create, modify, save, print, close, and open presentations</li><li>● Add, edit, and enhance slides</li><li>● Insert objects into a presentation</li><li>● Use Slide Master view</li><li>● Use slide show tools</li><li>● Prepare slide outline, notes page, and audience handouts</li></ul>	<p>Students will evaluate a presentation application.</p>