

COMPETENCY PROFILE



Computer Fundamentals

BTC: CAP 101 Introduction to Computers (5 credits) = 90 hour course

WCC: CIS 100 Computer Literacy (3 credits)

This course introduces students to the major components of computer systems, networking, common program functions, word processing, presentation software, Internet, electronic mail & societal issues surrounding computers & the Internet. The course content covers the IC3 certification standards.

NOTE: at BTC emphasis in instruction is placed on the skills listed in the right-hand column.

Upon completion of high school courses equivalent to the following competencies:

Computer Hardware

- Identify types of computers, how they process information & how individual computers interact with other computing systems & devices.
- Identify function of computer hardware components.
- Identify how to maintain computer equipment & solve common problems relating to computer hardware.

Computer Software

- Identify how software & hardware work together to perform computing tasks & how software is developed & upgraded.
- Identify different types of software, general concepts relating to software categories & the tasks to which each type of software is most suited or not suited.

Using an Operating System

- Identify what an operating system is & how it works; solve common problems related to operating systems.
- Manipulate & control the Windows desktop, files & disks.
- Identify how to change system settings, install & remove software.

Common Program Functions

- Able to start & exit a Windows application & utilize sources of online help.
- Identify common on-screen elements of Windows applications, change application settings & manage files with an application.
- Perform common editing & formatting functions.
- Perform common printing functions.

Presentation Software

- Able to create & format simple presentations.

Word Processing Functions

- Able to format text & documents including ability to use automatic formatting tools.
- Able to insert, edit & format tables in a document.

Spreadsheet Functions

- Able to modify worksheet data & structure & format data in a worksheet.
- Able to sort data, manipulate data using formulas & functions; add & modify charts in a worksheet.

Networks and the Internet

- Identify network fundamentals & benefits & risks of network computing.
- Identify the relationship between computer networks, other communications networks (like the telephone network) & the Internet.

Electronic Mail

- Identify how to use an electronic mail application.
- Identify the appropriate use of email & email related "netiquette".

Using the Internet

- Identify different types of information sources on the internet.
- Able to use a Web browsing application.
- Able to search the internet for information.

The Impact of Computing & the Internet on Society

- Identify how computers are used in different areas of work, school & home.
- Identify risks of using computer hardware & software.
- Identify how to use computers & internet safely, legally & responsibly.

Assessment: Using SAM, IC3 or other comparable exam, students pass at 80% or better.

College Textbook Reference:

BTC: Microsoft Office 2007 Premium Video Edition – Introductory; Cengage Learning/Course Technology Publisher

WCC: Discovering Computer Fundamentals; Shelly, Cashman, Vermaat, 5th Edition