WVC

BCT 105 Articulation Competencies

Computer Applications (5 Credits)

Focuses on the Key Applications domain of Certiport's industry certification for Internet and Computing Core (IC3), which covers popular word processing, spreadsheet, presentation and database applications, and the common features of all applications.

Upon completion of this course, successful students will score 80% or better on the following competencies to receive WVC college credits.

Student Learning Outcomes:

CATEGORIES			
1. **Problem Solving**:	A. Critical Thinking B. Creative Thinking C. Quantitative Reasoning D. Qualitative Reasoning	3. **Social Interaction**:	A. Collaboration B. Ethical Conduct C. Professional Conduct D. Cultural Diversity
2. **Communication**:	A. Oral Expression B. Written Expression C. Artistic Expression	4. **Inquiry:**	A. Information Literacy B. Research C. Documentation

Course Competencies Checklist:

❑ Understand and use common functions of word processing, spreadsheet, database, and presentation programs. (1A, 2B, 4A)

❑ Identify and modify program interface elements. (4A)

❑ Utilize sources of online help within programs. (2B)

❑ Perform common editing and formatting functions. (1A, 2B)

❑ Perform common printing/outputting functions. (1A)

Program Outcomes:
Students enrolled in the BCT program will do the following:
- Develop foundational knowledge in computer technologies.
- Develop communication and professional work skills.
- Make appropriate technology choices for business productivity.
- Apply Internet tools for research and collaboration.
- Prepare for industry certifications such as Microsoft Office Specialist and IC3 Digital Literacy.

Course Topics:
- Starting and exiting programs
- Creating, saving, and managing files
- Editing, formatting, and printing functions
- Word Processing tools and functions
- Spreadsheet tools and functions
- Database tools and functions
- Presentation software tools and functions
- Online Help features