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 3. **Social Interaction**: A.Collaboration

 B. Creative Thinking B. Ethical Conduct

 C. Quantitative Reasoning C.Professional Conduct

 D. Qualitative Reasoning D. Cultural Diversity

1. **Communication**: A. Oral Expression 4. **Inquiry: A.** Information Literacy

 B. Written Expression B. Research

 C. Artistic Expression 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)

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

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.