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 to help you work smarter and present yourself better.

School Name: _____

School Articulated Course: _____

School Instructor: _____

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

Course Competencies Checklist:

- ❑ Understand and use common functions of word processing.
- ❑ Understand and use common functions of spreadsheet.
- ❑ Understand and use common functions of database.
- ❑ Understand use common functions of presentation programs.
- ❑ Identify and modify program interface elements.
- ❑ Utilize sources of online help within programs.
- ❑ Perform common editing and formatting functions.
- ❑ Perform common printing/outputting functions.

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