

COURSE OUTLINE**Course:** 50676 COMPUTER SOFTWARE LAB**Total Course Hours:** 720.00**CBEDS Title:** INFORMATION PROCESSING**CBEDS #:** 4613**Job Title(s):**

Receptionist, Secretary, Administrative Assistant, Data Entry Clerk

Prerequisites:

16 years old or a junior in high school

Course Description:

This course is a unique, self-paced lab setting where students can learn introductory concepts and techniques on current software programs. You may work on new applications or upgrade current knowledge and skills. Word processing, database management, spreadsheets, multimedia, integration, and fundamentals of the Internet are all offered using a windows format. Integrated throughout the course are Academic and CTE standards, which include safety, communication, technology, ethics, career planning and other employability skills.

Hours	
Class	OJT

Occupational Competencies

1-7 on the Course Outline are generic to all BVROP courses and include the BVROP Student Outcomes

5.00		1	<u>ORIENTATION</u>	<ul style="list-style-type: none"> A Identifies and discusses course objectives and competencies. B Discusses ROP Student Outcomes. C Explains class attendance and behavior objectives.
5.00	3.00	2	<u>HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT</u>	<ul style="list-style-type: none"> A Describes accident procedure. B Demonstrates appropriate safety practices (e.g. bending, lifting, etc.). C Demonstrates knowledge of classroom procedures and drills (e.g. earthquake, fire and emergency).
5.00	5.00	3	<u>ETHICS AND LEGAL RESPONSIBILITIES</u>	<ul style="list-style-type: none"> A Defines sexual harassment and discusses tactics for handling harassment situations. B Applies appropriate workplace behavior and standards.
10.00	10.00	4	<u>LEADERSHIP AND TEAMWORK</u>	<ul style="list-style-type: none"> A Describes the characteristics and benefits of teamwork and leadership. B Demonstrates ability to make appropriate decisions. C Works well with others and gives/takes constructive criticism.
20.00	2.00	5	<u>CAREER PLANNING</u>	<ul style="list-style-type: none"> A Prepares a finished, professional portfolio showing the best work that has been completed during the class. B Locates job opportunities through the use of want-ads and placement agencies. C Visits at least one facility related to area of training and observes jobs performed. D Completes a job application correctly. E Prepares for and critiques a simulated employment interview. F Discusses employee benefits and rights as related to the specific occupational job area including gender equity and equal opportunity. G Identifies acceptable procedures to leave a job. H Applies for a scholarship. I Completes a professional resume. J Demonstrates appropriate personal grooming and dress.

Hours	
Class	OJT

10.00	10.00	6	<u>COMMUNICATION</u>	<p>A Uses effective workplace conversation.</p> <p>B Reads and interprets written information and directions.</p> <p>C Practices various forms of written communication appropriate to the occupation.</p>
10.00	10.00	7	<u>STUDENT OUTCOMES</u>	<p>A Demonstrates Occupational Specific, Communication and Critical Thinking Skills</p> <p>B Demonstrates Responsible Work Ethics</p> <p>C Demonstrates Career/Employment Literacy</p> <p>D Demonstrates Effective Use of Technology</p>
40.00	5.00	8	<u>BASIC SOFTWARE USE</u>	<p>A Starts up computer and turns on monitor.</p> <p>B Uses mouse, keyboard features, windows and screens.</p> <p>C Opens and exits program.</p> <p>D Creates, saves, retrieves, views & prints documents.</p> <p>E Uses of dialog boxes, menu items & toolbars.</p> <p>F Opens, closes & edits files/documents.</p> <p>G Scrolls in documents, inserts/deletes text.</p> <p>H Uses file management, data feature.</p>
110.00	10.00	9	<u>WORD PROCESSING</u>	<p>A Converting case, shows/hides symbols.</p> <p>B Uses alignment, page set-up, print preview, spell/grammar check/thesaurus.</p> <p>C Uses enhanced text, paragraph formatting, tables, columns, merging, macros.</p> <p>D Uses business/personal document formatting, graphic formatting.</p> <p>E Uses textboxes, outlines, word-art.</p> <p>F Uses headers/footers/page numbering, borders/shading, report formatting.</p> <p>G Uses bullets/symbols, templates.</p> <p>H Uses comments, attributes.</p>
110.00	5.00	10	<u>SPREADSHEETS</u>	<p>A Uses spreadsheet layout.</p> <p>B Uses labels and values, formulas, fill series.</p> <p>C Uses copy/move feature, functions.</p> <p>D Formats cells, inserts/deletes rows and columns.</p> <p>E Freezes titles, names ranges, splits screen.</p> <p>F Uses protection, search and replace, file function.</p> <p>G Uses file function, graphs and charts, attributes.</p> <p>H Uses sort/query, maps.</p>

Hours	
Class	OJT

110.00	5.00
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11 MULTI MEDIA

- A** Plans, creates and organizes presentations.
- B** Uses slide layout, template, slide view, slide design.
- C** Inserts objects, moves/copys objects, integrates other software/files.
- D** Uses hyperlinks, toolbars, charts and tables.
- E** Uses transition, sounds, timings, animation.
- F** Uses movies and music files.
- G** Creates/prints note pages.
- H** Uses pack-and-go feature.
- I** Uses hyperlinks.
- J** Uses publications.
- K** Uses image manipulation.
- L** Scans documents.
- M** Uses digital/video camera.
- N** Describes web page development.
- O** Downloads/uploads files.

110.00	5.00
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12 DATABASE

- A** Plans, creates and organizes database.
- B** Sets up tables, enters records, switches between views.
- C** Uses field names, sort, query, filter, look-up values.
- D** Creates reports, forms, queries, tables.
- E** Uses wizards, find and replace/wildcards.
- F** Uses design formats.
- G** Uses adding calculations.

100.00	5.00
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13 INTERNET

- A** Demonstrates browsers and search engines.
- B** Demonstrates netiquette.
- C** Demonstrates net-mail.
- D** Demonstrates research and search.
- E** Demonstrates downloading.
- F** Demonstrates E-commerce.
- G** Demonstrates and practices security regarding the Internet.

Additional Course Information

Articulation: This course articulates with Mt. San Antonio College COMP20

TOTAL HOURS

Class	OJT	Course
645.00	75.00	720.00