Tech Prep
In
Computer Science
A consortium of High School, Community College and University Departments

This document contains student competency requirements for the specialized area of:

CS 110
Introduction to Computers and Applications
5 Credits

To receive college credit, a student must complete all competencies with 80% proficiency and receive a local high school grade of A or B. It is requested the high school instructor initial each competency area that is completed by the student. By initialing these competencies, the instructor is verifying the student has completed the required work at a level that merits college credit.

Revision: December 2007

Note: Instructors are requested to coordinate with WWCC faculty and/or the Tech Prep Coordinator prior to articulating this course.
Introduction to Computers and Applications

Rating Scale for Performance Tasks:

Each of the competencies listed should be understood to represent intermediate skills and abilities in the areas mentioned. CS 110 is an introductory course in the Microsoft Office applications. It is presumed that students have good typing and beginning skills in computing before entering the class. The course is taught using standard commands and multiple skills needed by the student to competently and independently create word processing, spreadsheet, database, and presentation documents. The student will also demonstrate ability to use multiple applications and integrate files between those applications. In addition the student will competently use desktop information management software and link from and to the Internet for communication of data created in the above applications.

4 - Highly Skilled/Proficient
   - Student can complete the competency accurately.
   - Student can direct others to do the competency.
   - Student needs little supervision.

3 – Skilled/Performs with Minimum Supervision
   - Student can perform all parts of the competency.
   - Student needs only completed work spot-checked.
   - A student meets speed and accuracy requirements (if any).
   - Student needs minimum supervision.

2 - Limited Skills/Performs with Close Supervision
   - Student can perform most parts of the competency.
   - Student needs help with only the most difficult parts.
   - Student needs close supervision.

1 – Exposure/Introductory
   - Student can do simple basics of this competency with very close supervision.

0 - No exposure/Not Taught
   - Student has had no exposure to this competency
Introduction to Computers and Applications

UNIT 1: Students will demonstrate intermediate knowledge of Word.

1.1 The student is well versed in navigating in Windows OS and is able to manage files.

1.2 The student is able to create, edit, save and print a Word document.

1.3 The student is able to format text and use links in Word.

1.4 The student demonstrates ability to format and write a Research paper.

UNIT 2: Excel

2.1 The student is able to create a worksheet and chart data.

2.2 The student can design effective worksheets and do what-if analysis.

2.3 The student demonstrates use of functions and data tables.

UNIT 3: Access

3.1 The student is able to open and view a database.

3.2 The student can sort, filter and query a database.

3.3 The student is able to create forms and reports from a database.

UNIT 4: PowerPoint

4.1 Students will be able to edit and view a presentation.

4.2 Student will be able to create a marketing presentation.

4.3 Student will create a presentation on any topic that they want to.

4.4 Students should be able to apply bullets and numbering, customize a color scheme, modify the slide background, and apply an animation scheme in their PowerPoint presentation.
Portfolio / documentation requirements:

1. Submit an instructor assigned cumulative project demonstrating appropriate level of skills in using Word, Excel, Access and PowerPoint. The submitted documentation may be a single inclusive project or may be four separate projects designed to demonstrate skills in specific application. The submitted documentation shall include instructor comments / evaluation.

2. Submit instructor verification of successful completion of 80% of required competencies and awarding of local high school grade of A or B.

3. Submitted materials must be clearly identified as to student name, and school.