

**Western Technical College**

**10660104 PC Applications**

**Course Outcome Summary**

**Course Information**

<b>Description</b>	An introductory course to acquaint the student with the Windows operating system and several Microsoft application programs. Items included will be a general introduction to Windows 7, Microsoft Excel and Microsoft Word. The course will be completely lab based with theory support presented in an online computer based training and workbook format.
<b>Career Cluster</b>	Manufacturing
<b>Instructional Level</b>	Associate Degree Courses
<b>Total Credits</b>	1.00
<b>Total Hours</b>	18.00

**Types of Instruction**

<b>Instruction Type</b>	<b>Credits/Hours</b>
Lecture	1 CR / 18 HR

**Course History**

**Purpose/Goals**

To acquaint the student with the Windows operating system and basic operations of Microsoft Word, Excel and Internet Explorer.

**Textbooks**

*Windows 7, Excel 2013, Word 2013, Sam Package.* Clemons, Duffy, Sam, Reding. Publisher: Cengage Learning. **ISBN-13:**978-1-4188-2385-6. Required.

**Course Competencies**

1. **Follow learning facility rules and operating procedures with regard to the usage of the lab computers.**

<i>Domain</i>	<i>Cognitive</i>	<i>Level</i>	<i>Analysis</i>	<i>Status</i>	<i>Active</i>
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**Assessment Strategies**

- 1.1. Demonstration
- 1.2. Exam

## Criteria

*Your performance will be successful when:*

- 1.1. you demonstrate knowledge of the learning facility rules and operating procedures with regard to the usage of the lab computers.
- 1.2. you pass a written test with at score of 70% or better.

## Learning Objectives

- 1.a. Review supplied handout containing general rules for computer use in the electronics lab.

## 2. Perform standard personal computer operations in the Windows operating system environment.

*Domain Psychomotor Status Active*

## Assessment Strategies

- 2.1. in lab exercises.

## Criteria

*Your performance will be successful when:*

- 2.1. you demonstrate basic mouse operations.
- 2.2. you recognize common window elements.
- 2.3. you manipulate window size and configuration.
- 2.4. you utilize Windows Explorer to view and modify the structure of a disk.
- 2.5. you create folders and subfolders on a disk.
- 2.6. you recognize the types of storage devices attached to your computer and their corresponding drive letters.
- 2.7. you rename, delete, copy and move folders.
- 2.8. you copy and move one or more files into a different folders or drives.
- 2.9. you delete files from a disk.
- 2.10. you rename files on a disk.
- 2.11. you choose the correct printer in the electronics lab based on your type of print job.
- 2.12. you pass a combined written and performance test with at score of 70% or better.

## Learning Objectives

- 2.a. Describe what an operating system does.
- 2.b. Identify the elements on your Windows XP Desktop.
- 2.c. Use your mouse to point, click, double-click, drag and display shortcut menus.
- 2.d. Activate desktop icons.
- 2.e. Recognize the components of a dialog box.
- 2.f. Recognize the common window elements, such as the title bar, menu bar, toolbar and scroll bars.
- 2.g. Size, minimize, maximize and restore windows.
- 2.h. Display multiple windows on the desktop simultaneously.
- 2.i. Find Help on Windows XP topics.
- 2.j. Recognize the types and drive letters of the storage devices attached to your computer.
- 2.k. Distinguish among system, program and document files.
- 2.l. Search through the contents of disk drives.
- 2.m. Use the Control Panel to examine the hardware resources of your computer.
- 2.n. Expand and collapse the display of hardware devices and their properties.
- 2.o. View the settings and capabilities of your printer.
- 2.p. Use the Windows Explorer to view and modify the structure of a disk.
- 2.q. Modify the appearance of the Exploring window.
- 2.r. Format a storage device to prepare it to store information.
- 2.s. Create folders and subfolders.
- 2.t. Rename, delete, copy and move folders.
- 2.u. Design folder structures that suit different needs.
- 2.v. Appreciate why you must manage disk storage.
- 2.w. Recognize the names and types of files contained within folders.
- 2.x. Recognize file types and their icons in the Explorer.
- 2.y. Copy one or more files into a different folder or drive.
- 2.z. Move files from one folder to another.
- 2.aa. Delete files from a disk.

- 2.bb. Rename files.
- 2.cc. Search for files by name, date, size and location.
- 2.dd. Locate the printers used in the electronics lab.
- 2.ee. Choose the correct printer based on your print job.
- 2.ff. Differentiate between portrait and landscape orientations.
- 2.gg. Utilize a USB Flash Memory Key for file storage.

**3. Perform basic spreadsheet applications using Microsoft Excel.**

*Domain Psychomotor Level Practice Status Active*

**Assessment Strategies**

- 3.1. in lab exercises.

**Criteria**

*Your performance will be successful when:*

- 3.1. you utilize the Microsoft Excel Spreadsheet Application Software Program to perform calculations on simulated data.
- 3.2. you utilize the Microsoft Excel Spreadsheet Application Software Program to graph visual relationships of simulated data.
- 3.3. you pass a combined written and performance test with a score of 70% or better.

**Learning Objectives**

- 3.a. Open a new blank spreadsheet.
- 3.b. Enter data labels in the cells of a spreadsheet.
- 3.c. Enter values into the cells of a spreadsheet.
- 3.d. Enter a formula to calculate the sum of multiple values..
- 3.e. Copy formulas with automatically updated cell designation.
- 3.f. Utilize the "\$" in the formulas so that the required cell stays constant when the formula is copied.
- 3.g. Graph multiple sets of data to demonstrate a visual relationship.
- 3.h. Insert extra rows into an existing spreadsheet.
- 3.i. Merge cells to create a larger cell.
- 3.j. Save the Excel spreadsheet file to a USB key drive.
- 3.k. Print the Excel spreadsheet.
- 3.l. Utilize the Excel Help menu.

**4. Utilize the Internet as a resource for gathering information.**

*Domain Psychomotor Level Adaptation Status Active*

**Assessment Strategies**

- 4.1. in lab exercises.

**Criteria**

*Your performance will be successful when:*

- 4.1. you retrieve requested data from the Western Electronics Department website.
- 4.2. you utilize the "Google" search engine to locate information as directed.
- 4.3. you print information from the Internet.
- 4.4. you pass a combined written and performance test with a score of 70% or better.

**Learning Objectives**

- 4.a. Utilize the Microsoft Internet Explorer browser to navigate the Western Electronics Department website.
- 4.b. Retrieve requested data from the Western Electronics Department website.
- 4.c. Utilize the "Google" search engine to locate information as directed.
- 4.d. Print data from the Internet.

**5. Perform basic word processor functions using Microsoft Word.**

*Domain Psychomotor Level Practice Status Active*

**Assessment Strategies**

- 5.1. Demonstration
- 5.2. Written Product
- 5.3. Exam

## Criteria

*Your performance will be successful when:*

- 5.1. you utilize Microsoft Word to perform basic word processing functions.
- 5.2. you utilize tables in Microsoft Word to perform basic document formatting functions.
- 5.3. you pass a combined written and performance test with a score of 70% or better.

## Learning Objectives

- 5.a. Open a new blank Microsoft Word document.
- 5.b. Set Microsoft Word to Display in "Print Layout" view.
- 5.c. Enter text in a Word document and investigate the "Thesaurus" feature.
- 5.d. Enter text in a Word document and investigate the "Spelling Auto-Correct" feature.
- 5.e. Enter text in a Word document and investigate the "Spelling and Grammar Check" feature.
- 5.f. Utilize the copy and paste features of Word.
- 5.g. Change the document format from Portrait to Landscape.
- 5.h. Adjust margins in a Word document.
- 5.i. Utilize the "Print Preview" feature of Word.
- 5.j. Insert a table into a Word document.
- 5.k. Adjust the number of rows and columns in the table to be inserted.
- 5.l. Merge and center cells in a Word table.
- 5.m. Copy an image from a web site and paste it into a Word table.
- 5.n. Copy a chart from an Excel spreadsheet and paste it into a Word table.
- 5.o. Copy text from a web site and paste it into a Word table.
- 5.p. Print a Word document.
- 5.q. Save a Word document in Word 2007 and Word 97-03 formats.

## Grading Information