COMPUTER APPLICATIONS SPECIALIST – CABOT Certificate of Achievement Program

- The student will be able to identify the standard elements on the Windows 7 desktop; to demonstrate basic mouse operations (pointing, clicking, double-clicking, dragging, and right-dragging); and to understand basic computer terminologies.
- The student will be able to improve speed and accuracy by analyzing keyboarding deficiencies and taking corrective actions by using proper techniques including hand, finger, and posture and keying rhythmically with proper cadence.
- The student will be able to create a Word document with or without a template; insert headers, footers, footnotes, and hyperlinks; edit and format characters, paragraphs, and sections of a document; save a document as a Word document and as a Web page; and manage files and folders.
- The student will be able to perform more advanced skills in Word, such as using mail merge, creating mailing labels, creating and editing columns, creating online forms and document templates, recording and executing macros, modifying styles, charts and graphics, and embedding and linking Word documents with objects created in other programs.
- The student will be able to create, edit, format, save, and print spreadsheets using formulas and statistical, date and time, financial and logical functions to solve business problems; apply and modify cell formats; produce and edit charts ; and apply conditional formatting.
- The student will be able to perform more advanced skills in Excel, such as create, sort, and query a table; use database functions; create templates and work with multiple worksheets and workbooks; import and export data; create macros; and use formula auditing techniques, Goal Seek and Solver.
- The student will be able to modify the computer desktop: add, remove, or change screensavers, wallpaper, icons, and patterns; modify the taskbar; customize toolbars, folders; and desktop settings; and use advanced file and document management techniques.
- The student should be able to perform any of the following three options:
  - The student will be able to create a database and the structure of the underlying tables by setting data types and field properties, define the relationship between the tables, create queries with calculated fields, and create forms and reports using the Access tools and / or the Wizard.
  - The student will be able to perform more advanced skills in Access, such as enhancing forms and reports with (OLE) fields, hyperlinks, and subforms; create, modify and run macros to automatically execute a series of tasks; create an application system using macros and the Switchboard Manager.
  - The student will be able to create, modify, save and deliver a basic presentation; add images, charts tables, animation, sound, timing, and objects created in other applications to presentations, and manage presentation files and folders.
  - The student will be able to create more advanced presentations containing interactive OLE documents, create self-running presentations using animation effects, create macros, and distribute presentations to remote audiences.
  - The student will be able to setup and manage e-mail accounts and become proficient in using all the features of Outlook, create one-time/recurring appointments, meetings, and events;

schedule, update, and cancel meetings; create and manage tasks and notes; create rules and categories. (CABOT 285)

- o The student will be able to create, edit, and print professional quality publications suitable for course work, business purposes, and personal use; use design templates to create professional publications such as newsletters, brochures, catalogs, letterheads, business cards, and flyers by incorporating text, graphics, illustrations, and photographs effectively. (CABOT 286)

<u>The assessment tools for this program may include any of the following options:</u>

- Employer feedback during Internship/Externship experiences.
- Co-Ed outcomes.
- Capstone Course outcomes.
- Departmental exit interviews upon completion of the program.
- Student surveys/mailings from other relevant sources (i.e. Administration Office. Human Resources, Alumni, etc.).
- Results of entry-level employee tests (i.e. La County, LAUSD, etc.).