

YOSEMITE REGIONAL OCCUPATIONAL PROGRAM

BUSINESS APPLICATIONS OF THE COMPUTER

CBEDS Code: 4603

JOB TITLES

DOT NO.

Data Entry Clerk	203.582-054
General Office Clerk	209.562-010
Typist (Keyboardist)	203.582-066
Word Processor	203.382-030
Administrative Assistant	169.167-010
Computer Programmer (Applications)	030.162-010
Accounting Clerk	216.482-010
Clerk Typist	203.362-010
Computer Operator (Clerical)	213.362-010

Course description:

This course is intended to train students in the entry-level skills needed for computer-related occupations. Students will learn the components and functions of a computer, computer operating systems, file management, word processing, and spreadsheets.

Recommended Prerequisites: Keyboarding

DURATION: 180- 360 hours

CREDIT: 5 - 10 Units

ARTICULATION WITH POSTSECONDARY INSTITUTIONS:

Instructional Content

Instruction will include:

Student Outcomes

At the end of instruction, the student will be able to:

HoursCL=Classroom
CC=Comm. Class.

Instructional Content	Student Outcomes	Anchor/ CR	CTE	CL	CC
1. Introduction to Computers & Operating Systems. 1. Terminology 2. Components & functions of a computer system. 3. Keyboarding technique. 4. Peripheral devices. 5. File management commands: a. Copying files & disks. b. Directories & subdirectories. c. Deleting. d. Printing. e. Backing up and saving files.	Goal: The students will demonstrate knowledge & understanding of a computer system, and computer operating systems. A. Understand words & phrases relevant to computer systems. B. Identify the parts of a computer system & the functions of each. C. Understand the difference between hardware & software. D. Demonstrate basic keyboarding technique. E. List appropriate peripheral devices & their functions. F. Understand differences between, and uses of, hard and auxiliary devices. F. Understand & utilize basic file management commands; 1. How to copy data files & disks. 2. Understand directories & subdirectories in the operating system. 3. How to delete data and files. 4. How to print data and files. 5. How to backup data and files.	2.0-2.6 3.0-3.9 4.0-4.6 10.1 10.3 6.6 CR 1,4, and 7	A7.0-A7.4	10-20	0
2. Introduction to Word Processing. 1. Overview of document processing. 2. Formatting documents. 3. Editing documents 4. Printing options. 5. Grammar & spelling checks. 6. Math functions. 7. Outlines, columns, & tables. 8. Integrating documents with other applications. 9. Merging. 10. Graphics & fonts. 11. Envelopes & labels. 12. Publishing software.	Goal: The students will be able to understand & use basic word processing programs. A. Identify & create various types of business letter formats, memorandums, and reports. B. Create, format, edit, & produce documents utilizing the appropriate function bars to carry out the following functions: 1. Format documents utilizing center, indent, justification, underline, bold, set line spacing, set tabs, undo/redo, save document, & recall documents command. 2. Edit documents using the insert, delete, update, move, & copy commands. 3. Utilize spell check, grammar check, and thesaurus. 4. Create & edit headers, footers, footnotes, & endnotes. 5. Utilize outlines, columns, & tables. 6. Citing sources and format documents using appropriate research standards. 7. Print document. C. Utilize math functions. D. Integrate word processing document with other applications such as database, spreadsheet, and graphs. I. Create documents using basic publishing techniques, such as various fonts, insert & manipulate graphics, & develop grids.	2.0-2.6 3.0-3.9 11.0-11.5 4.0-4.6 CR 1,4, and 7	A7.0-A7.4	65-130	5-10
3. Introduction to Spreadsheets. 1. Review of spreadsheets & functions. 2. Creating, formatting, editing, & producing spreadsheets. 3. Creating, formatting, editing, & producing graphs & charts. 4. Printing & manipulating data. 5. Integrating spreadsheets with other software applications. 6. Integrating spreadsheets with internet applications.	Goal: The students will understand, use, & create computerized spreadsheets. A. Create, format, edit, & produce spreadsheets. B. Create, format, edit, & produce charts & graphs. C. Integrate spreadsheets with other software applications. D. Integrate spreadsheets with other internet applications.	2.0-2.6 3.0-3.9 10.0-10.11 4.0-4.6 CR 1,4, and 7	A7.0-A7.4 B1.1 B1.0 B3.0-B3.3	45-90	0

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<p>4. Introduction to Data Base Applications.</p> <ol style="list-style-type: none"> 1. Developing data bases. 2. Categorizing databases. 3. Developing reports. 4. Integrating databases with other applications including internet. 	<p>Goal: The students will understand information processing concepts, & will demonstrate competency by performing the multiple tasks required to process data effectively and produce usable information.</p> <ol style="list-style-type: none"> A. Sort, verify, classify& categorize data for efficient retrieval. B. Locate, access, & retrieve information. C. Create, format, edit, & produce report formats. 	<p>Anchor/CR</p> <p>2.0-2.6 3.0-3.9 4.0-4.6</p>	<p>CTE</p> <p>A7.0-A7.4</p>	<p>CL</p> <p>25-50</p>	<p>CC</p> <p>5-10</p>
<p>5. Introduction to eCommerce.</p> <ol style="list-style-type: none"> 1. Communications hardware/software. 2. Communications applications. 3. Introduction to network operations. 4. Problem solving. 5. International standards & protocol. 6. Terminology. 7. Troubleshooting. 8. Work group applications. 	<p>Goal: The students will understand the concepts of eCommerce.</p> <ol style="list-style-type: none"> A. Identify eCommerce software. B. Describe & make appropriate use of communications services & applications, such as bulletin boards, on-line information services, electronic mail systems, etc. C. Describe electronic network operations. D. Utilize eCommerce as a means of solving problems cooperatively. E. Describe international standards & protocols. F. Define eCommerce related to emerging technology & trends. G. Identify potential hardware & software problems that occur in eCommerce. H. Utilize work group applications, such as e-mail, calendaring, scheduling, & video conferencing. 	<p>Anchor/CR</p> <p>2.0-2.6 3.0-3.9 4.0-4.6 10-0-10.12 CR 1,2,4,9,10,7 and 11</p>	<p>CTE</p> <p>A7.0-A7.5 A8.0-A8.6</p>	<p>CL</p> <p>5-10</p>	<p>CC</p> <p>0</p>
<p>7. Introduction to Office Operation in a Global Society.</p> <ol style="list-style-type: none"> 1. Office environment. 2. Office management. 3. Office supervision. 4. Problem solving & business decisions. 5. Media information. 6. Global communications. 7. Technical documentation. 	<p>Goal: Students will understand support services necessary for the operation of an office in a global society. They will demonstrate competency by utilizing multiple skills & performing tasks in support of management.</p> <ol style="list-style-type: none"> A. Understand the design & organization of an office environment that maximizes productivity while considering human needs. B. Describe the coordination of daily office operations. C. Describe supervisory skills, including communicating, hiring, managing, delegating, decision making, organizing, & planning. D. Analyze situations, & formulate action plans. E. Identify, evaluate, create, & process audio/visual transmissions. F. Use effective oral, written, & various electronic communications. G. Describe & make use of communications services & applications, such as bulletin boards, on-line information services, e-mail systems, voice mail, and fax. H. Utilize manuals & other resources to solve hardware & software problems 	<p>2.0-2.6 3.0-3.9 4.0-4.6 9.0-9.7 7.8 8.4 8.5 8.6 CR 1,4,2,9,10, and 7</p>	<p>A7.0-A7.5 A8.0-A8.6</p>	<p>5-10</p>	<p>5-10</p>