

COMPUTER APPLICATIONS
College Credit and Careers Network
Dual Credit Articulation Agreement

Upon completion of high school courses equivalent to the following competencies:

- Demonstrate competence in operating a personal computer system.
- Identify basic hardware components of a computer system.
- Use and apply basic features of the Microsoft Office Suite.
- Define general word processing, spreadsheet, and database concepts and terminology.
- Design, create and format a variety of business documents.
- Create and manage files in a Windows environment.
- Demonstrate the ability to navigate the World Wide Web and communicate electronically.
- Use Windows Accessories and MS Office Help Systems.
- Understand and demonstrate the use of the Windows 95 desktop.
- Understand the basic directory and file structure of Windows 95.
- Use Word to create, edit, save, and print documents.
- Use Excel to create, edit, save, and print documents.
- Keyboard, edit, retrieve, save, print documents
- Format characters
- Format paragraphs
- Format multiple page documents
- Create and edit tables
- Create and edit columns
- Insert and edit graphics
- Create, edit, retrieve, and print form letters
- Create, edit, retrieve and print labels

A student earning a “B” or better may earn college credit at the following college:

<u>College</u>	<u>Course</u>	<u>Credits</u>
Bellevue College	BTS 161	5
Cascadia Community College	BIT 154 & BIT 156	2
Lake Washington Technical College	CISA 101 & CISA 111	7