

# Palomar College ROP

## Microcomputer Applications

### Occupational Knowledge and Skills

- 1 WINDOWS ENVIRONMENT**
- A Manipulates windows.
  - B Performs file, folder and disk management functions.
  - C Prints and manages files in a networked environment.
  - D Multitasks in GUI environment.
- 2 WORD PROCESSING**
- A Creates, saves and retrieves a document.
  - B Formats a document.
  - C Deletes text.
  - D Inserts text.
  - E Applies various justifications.
  - F Proofreads document
  - G Moves text.
  - H Checks spelling and grammar.
  - I Applies page and paragraph formatting to include tabs, indents and margins.
  - J Finds and replaces text.
  - K Works with multiple documents.
  - L Applies desktop publishing skills involving placement of graphics and text.
  - M Creates mail merge, envelopes and labels.
  - N Creates tables.
- 3 SPREADSHEET**
- A Uses menu options.
  - B Creates, saves, retrieves and prints a spreadsheet.
  - C Improves the appearance of a spreadsheet.
  - D Formats cells as labels and values.
  - E Creates formulas and functions.
  - F Works with multiple spreadsheets.
  - G Edits data.
  - H Copies and moves data.
  - I Changes cell styles.
  - J Changes numeric formatting.
  - K Creates various graph formats.
  - L Creates, edits, and sorts a database.
  - M Extracts records from a database.
- 4 DATABASE**
- A Creates and modifies a database.
  - B Adds, deletes, edits and sorts records.
  - C Queries a database.
  - D Extracts records from a database.
  - E Generates reports
  - F Generates lists.
  - G Manages printing of reports, lists and queries.
- 5 PRESENTATION SOFTWARE**
- A Creates and modifies a slide presentation.
  - B Sets up master slide.
  - C Creates slides in slide sorter view.

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- D Creates a presentation in outline view.
- E Adds clip art, graphic objects and sound to a presentation.
- F Uses fill colors and sealing object tools.
- G Enhances a presentation.
- H Adds graphs to a presentation.
- I Adds tables to a presentation.
- J Adds special effects.
- K Sets slide timings for an automatic slide show.
- L Creates original slide presentation with graphics, sound and animation.

### 6 **DESKTOP INFORMATION MANAGEMENT**

- A Creates and edits calendars.
- B Creates subfolders in calendar folder.
- C Enters, edits and moves appointments.
- D Creates an event.
- E Creates a task list using a task pad.
- F Creates and prints a contact list.
- G Imports, exports, and deletes subfolders.
- H Performs E-mail operations.

#### **Workplace Skills and Behavior**

### 1 **WORK STATION OPERATION**

- A Follows established safe procedures to use terminal, processor and printer.
- B Utilizes computer network, including the Internet.

### 2 **STANDARDS OF PROFESSIONALISM**

- A Consistently arrives on time, ready to work.
- B Participates in discussion and activities in a positive manner.
- C Demonstrates professionalism in appearance and behavior.
- D Prioritizes and organizes tasks to ensure timely and accurate completion.
- E Accesses and utilizes resources appropriately: written material; Internet; technical support.
- F Understands and communicates the technical aspects and terminology of Microsoft Office Suite.
- G Demonstrates the ability to work independently to complete tasks.
- H Functions as a team member, working cooperatively/collaboratively to complete projects.
- I Demonstrates an understanding of microcomputer applications within business/industry and can discuss individual skills mastered relative to those applications.
- J Respects diversity.

#### **Job Acquisition Skills/Lifelong Learning Opportunities**

### 1

- A Completes an appropriate resume and job application.
- B Models job interview techniques.
- C Attains awareness of advanced career and educational opportunities and the need for continuous education.