

Course Overview

Estimated time for all 5 Assignments: 46 - 69 hours

OALCF Levels: D.1, B4, A3

Suggested Milestones: 54, 36, 14

Note: Learners will need access to a word processing software such as Microsoft Word, OpenOffice, WordPerfect or Google Docs.

Computing for College and Careers 1: (16 lessons)

In this assignment, you will get an introduction to using the Internet and etiquette associated with the Internet. You'll learn to use Boolean logic to get better search results and the steps to send and receive emails. You'll identify features of a computer, laptop and mobile device and the use of function and command keys and guidelines for improving keyboard accuracy. You will learn techniques to organize and name your files and create business documents using word processing software.

Computing for College and Careers 2: (15 lessons)

In this assignment, you will learn various kinds of social media such as blogging, web feeds, and social bookmarking apps. You will use basic commands to create a well-formatted Résumé. You will learn to use citations to give credit for the use of other's ideas. You will create a spreadsheet and a customized presentation. You will discuss the use of the Internet in the workplace.

Computing for College and Careers 3: (15 lessons)

In this assignment, you will learn the importance of system maintenance and how to troubleshoot problems with computer hardware. You will format a word processing document and learn to add tables, charts, shapes, and graphics. You'll learn to use pre-set formulas and cell referencing to create a spreadsheet. You will sort and filter data and apply features for transforming data into charts and graphs. You will learn to create a presentation with graphics, tables and charts and apply transitions and animations to your slides. Lastly, you'll learn the advantages of storing information in a database and create a simple database. You will learn about data relationships, how to sort data, index data and use the query wizard.