

COMPUTER APPLICATIONS FOR HEALTH SCIENCE ARTICULATION

Pierce County Careers Connection
Dual Credit Articulation Agreement

Upon completion of a full year of high school or equivalent to the following competencies:

☐	COMPUTER BASICS
	- Making folders
	- Using USB drive
	- Naming folders/files
	- Ejecting USB drive
	- Naming USB drive
	- Saving files on USB drive
	- Making screenshots or usage of snipping tool
	- Copying files/Pasting files
	- Using internet to research definitions, copy/paste
	MICROSOFT WORD
	- Navigating directions
	- Saving and retrieving documents/pdf format
	- Printing documents and dialogue box
	- Integrate Text and graphics on the electric page
	- Customizing documents
	- Header/footer
	- Page borders
	- WordArt
	- Online Images
	- Font Commands
	- Paragraph Commands
	- Page Commands
	- Hot button Tool Bar study guide
	- Formatting tables used in Word
	- Sorting and customizing tables in the Word Document
	- Explore simple document creation
	- Business standard communication (single page)
	- Using templates
	- Memorandum/Letter
	- Making templates
	- Explore multi-page document creation

	THE CLOUD: USING ONE DRIVE BASICS
	- Setup an account
	- File sharing
	- Creating folders
	- Upload file/folder
	POWERPOINT
	- Creating a slideshow
	- Adding slides
	- Slide design
	- Slide transitions
	- Integrating WordArt/Online Images/Media Clips
	- Text Animation/Transition effects
	- Tools and tips on presenting data to groups
	EXCEL
	- Workbook/Worksheets
	- Adding worksheets
	- Use of contiguous and NON-contiguous ranges
	- Naming and editing worksheets
	- Creation of a spreadsheet
	- Single page
	- Printing page sheets
	- Header/footer use
	- Basic formatting skills
	- Borders
	- Integrating Online images/WordArt
	- Shading
	- Customizing columns
	- Auto Fills
	- Auto Sum
	- Insert function
	- Basic formula writing
	- Merge and center format
	- Spell Check/Basic proofreading

A student earning a "C" grade or better may earn college credit at the following college:

<u>College</u>	<u>Course</u>	<u>Credits</u>
Clover Park Technical College	CAH 105 (CIP Code: 110301)	5