

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:

- Microsoft Word
 - Navigating Directories
 - Saving and retrieving documents
 - Printing
 - Integrate Text and graphics on the electric page
 - Customizing documents
 - Header/footer
 - Page borders
 - WordArt
 - ClipArt
 - 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)
 - Letter
 - Memo
 - Using templates
 - Memorandum
 - Letter
 - Brochure
 - Making templates
 - Explore multi-page document creation
 - APA Formatting for research papers
 - Job search preparation
 - Cover letter
 - Resume'
 - References
 - Mail Merge
 - Long document creation and arrangement via internet access
- Power Point
 - Power Point Uses
- Creating the electric slide show
 - Adding slides
 - Slide design
 - Slide Transitions
 - Integrating WordArt/ClipArt/Media Clips
- Text Animation
 - Tools and tips on presenting data to groups
- Excel
 - Worksheet
 - Adding worksheets
 - Use of contiguous and NON contiguous ranges
 - Naming and editing worksheets
 - Creation of a spreadsheet
 - Single page
 - Multi-page
 - Using templates
 - Header/footer use
 - Basic formatting cells
 - Borders
 - Integrating ClipArt/WordArt
 - Shading
 - Spacing
 - Customizing columns
 - Special Tools
 - Auto Fill
 - Auto Sum
 - Insert function
 - Basic formula writing
 - Merge & center
 - Custom Text Alignment
 - Schedule writing/editing concepts

A student earning a "B" 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