

CCC Program Outcomes

Business and Computer, Columbus

Upon successful completion of the technical education requirements and the suggested program requirements for a Certificate the student shall:

Program Outcomes

- 1 Provide quality courses to meet student interests and the assessed employment needs of the service area.
- 2 Attain an entry level of competencies for employment in such areas as Administrative Assistant, Office/Data Entry Clerk, and Receptionist.
- 3 Deliver quality instruction that prepares students to succeed in upper-level courses should they continue their education.
- 4 Help students obtain the skills to work as a member of a team in a business environment.
- 5 Use Microsoft application software at the core and expert levels.

Course #	Course Title	PO - 1	PO - 2	PO - 3	PO - 4	PO - 5
BCTC-130	Computer Applications I					
	A. Working with documents	X	X			X
	B. Formatting characters & using Help	X	X			X
	C. Formatting paragraphs	X	X			X
	D. Formatting documents	X	X			X
	E. Maintaining documents	X	X			X
	F. Customizing documents	X	X			X
	G. Create tables, charts, & diagrams	X	X			X
	H. Enhancing documents	X	X			X
	I. Merge documents, sort, & select data	X	X	X		X
	J. Format with special characters	X	X	X		X

K. Add visual elements	X	X	X		X
L. Format with macros & styles	X	X	X		X
M. Work with shared documents	X	X	X	X	X
N. Share data	X	X	X	X	X
O. Create specialized tables & indexes	X	X	X		X
P. Use XML in Word	X	X	X		X

BCTC-180 COMPUTER APPLICATIONS II

A. Prepare a PowerPoint presentation	X	X	X		X
B. Modify & use Help	X	X	X		X
C. Format slides	X	X	X		X
D. Add visuals & animation	X	X	X		X
E. Add visual elements	X	X	X		X
F. Share & connect data	X	X	X	X	X
G. Link & embed objects & files	X	X	X	X	X
H. Sharing presentations	X	X	X	X	X

BCTC-190 COMPUTER APPLICATIONS III

A. Prepare an Excel worksheet	X	X			X
B. Format an Excel worksheet	X	X			X
C. Insert formulas	X	X			X
D. Enhancing a worksheet	X	X			X
F. Move data in workbooks	X	X			X
G. Maintaing workbooks	X	X			X
H. Create a chart	X	X			X
I. Enhance the display of workbooks	X	X			X
J. Format using advanced techniques	X	X	X		X

K. Templates & workbooks	X	X	X		X
L. Advanced functions	X	X	X		X
M. Working with lists	X	X	X		X
N. Using analysis tools	X	X	X		X
O. Managing & auditing worksheets	X	X	X	X	X
P. Collaborating with workgroups	X	X	X	X	X
Q. Using data from Internet & other sources	X	X	X	X	X

BCTC-200 COMPUTER APPLICATIONS IV

A. Maintain a database	X	X			X
B. Customize a database	X	X			X
C. Create queries, forms, & reports	X	X			X
D. Enhancing database	X	X			X
E. Create forms	X	X			X
F. Create reports, labels, & charts	X	X			X
G. Import/export data	X	X			X
H. Create web pages & use wizards	X	X			X
I. Create & modify advanced tables	X	X	X		X
J. Create & modify forms	X	X	X		X
K. Refine queries	X	X	X		X
L. Use advanced report features	X	X	X		X
M. Define relationships	X	X	X		X
N. Use Access tools	X	X	X		X
O. Create database applications	X	X	X		X
P. Use Internet data & other sources	X	X	X	X	X

BCTC-113 Business Procedures I

A. Understand changing workplace	X	X		X
B. Communications skills	X	X	X	X
C. Define telework		X		
D. Define hardware/software	X	X	X	
E. Understand telecommunications		X		
F. Records management		X		
G. Ethical behaviors	X	X	X	X
H. Anger, stress, and time management		X		
I. Effective e-mail communications	X	X	X	X
J. Create business reports		X		
K. Produce business letters		X		
L. Produce envelopes & labels		X		
M. Key business memos		X		
N. Create tables		X		
O. Key academic reports		X	X	
P. Key correspondence		X	X	
Q. Itineraries, agendas, & meeting minutes		X		
R. International formatting styles		X	X	
S. Designing office forms & publications		X		

BCTC-123 BUSINESS PROCEDURES II

A. Components of computer literacy	X	X	X
B. Purchasing merchandise	X	X	
C. Payroll	X	X	
D. Taxes	X	X	
E. Interest	X	X	
F. Banking services	X	X	

BCTC-143 BUSINESS PROCEDURES III

A. Handle visitors & presentations	X	X
B. Travel, meetings, & mail	X	X
C. Mail & workplace copiers	X	X
D. Plan & organize business messages	X	X
E. Writing goodwill messages	X	X
F. Write messages of inquiry & requests	X	X
G. Write claim & adjustment messages	X	X
H. Write persuasive messages	X	X

BCTC-173 BUSINESS PROCEDURES IV

A. Understand the employment process	X	X		X
B. Develop an employment portfolio	X	X	X	

BCTC-275 DOCUMENT LAYOUT & DESIGN

A. Understanding desktop publishing	X			X
B. Use photo-editing software	X			X
C. Creating publications	X		X	X
D. Use PageMaker effectively	X			X
E. Import & position text	X			X
F. Using the story editor	X			X
G. Identify & understand typography	X			X
H. Change type specifications	X			X
I. Working with tabs & indents	X			X
J. Spacing & alignment techniques	X			X
K. Hyphenation & punctuation	X			X

L. Graphic techniques	X			X
M. Advanced graphic techniques	X	X		X
N. Apply & understand styles	X	X		X
O. Advanced style techniques	X	X		X
P. Manipulating large publications	X	X		X
Q. Utilze tables	X	X		X
R. Incorporating color	X	X		X
S. Advance publication techniques	X	X		X
T. Develop a portfolio	X	X		X

BCTC-184 BASIC WEB PAGE DESIGN

A. Web publishing tools	X	X		X
B. Design Concepts	X	X	X	X
C. Research & idea generation	X	X		X
D. Text analysis & composition	X	X		X
E. Linkage analysis & design	X	X		X

BCTC-270 DESKTOP PUBLISHING SOFTWARE

A. Navigate & manipulate software	X			X
B. Color techniques	X			X
C. Text placement within images	X			X
D. Working with layers	X			X
E. Masks, adjustment layers, & clipping groups	X			X
G. Special effects with filters	X			X
H. Enhance selections	X	X		X
I. Create web documents	X	X		X
J. Adjust colors	X	X		X

K. Painting tools	X	X	X
L. Shapes & colors	X	X	X
M. Clipping groups, paths, & shapes	X	X	X
N. Transform type	X	X	X
O. Liquify images	X	X	X
P. Perform document surgery	X	X	X
Q. Annotate & automate a document	X	X	X