

Alma Cervantes

Fall 2006 Business Division: Computer Applications and Office Technology SLO Drafts

CAOT 214 – WORD PROCESSING I

At the end of this course, you will be able to:

- create, edit, save, open, and print files
- select, cut, copy, and paste text
- control page and paragraph breaks
- align text, insert special characters and automatic date/time
- use spell check, grammar check, thesaurus, find and replace features
- control line spacing, paragraph alignment
- create paragraph bullets and numbering
- set and adjust tabs
- creating and formatting tables

CAOT 104 - INTRO TO COMPUTERS WITH WINDOWS I

STUDENT LEARNING OUTCOMES

- √ **With hands on navigation of the computer's interface students will analyze and recognize how information is organized in a Windows setting.**
- √ **Through instructor led demonstrations and text book exercises students will exhibit the knowledge required to open and create documents with various Windows programs.**
- √ **A final exam will allow students to demonstrate, customize and differentiate the skills, documents and elements in Windows XP and various softwares required to complete tasks and projects on a computer.**

OBJECTIVE

At the end of this course you should be able to:

- identify and use various hardware devices associated with computers
- manage and work with various Windows XP Programs
- manage and customize Files in the Windows XP environment.
- acquire basic skills in Word Processing and Spreadsheet Software & other Business application Software

CAOT 410 WEB GRAPHICS I (ADOBE PHOTOSHOP)

OBJECTIVE

By end of this course you should be able to: use the Photoshop selection tools, paint, brush, text, eyedropper, eraser, and zoom tools. In addition you will develop a basic to intermediate command of layers and palettes techniques required to create digital art, marketing material and alter or clean up damaged photos.

STUDENT LEARNING OUTCOMES

- Through completion of Lesson work and instructor prepared projects, student will be able to identify and apply clear design elements including image layout and assembly.
- By completing Lessons and recreating instructor prepared graphic images, student will reframe the steps necessary to successfully demonstrate command of layers.
- A final project will allow students to compose and apply photoshop techniques covered throughout the course.