

**Miami-Dade Community College**  
**OST2854C - Microcomputers for the Office (PROPOSED)**

Catalog Description:

This hands-on, four-credit course is designed to present the first-time computer user the features of a microcomputer, how it works, and how to select a microcomputer to best fit individual needs. Students can acquire an increased awareness of the operating systems and major features of popular applications. This course offers an introduction to the fundamentals of microcomputers and specialized software used for office and business applications, including word processing, database, spreadsheets, operating systems and presentation software. Classes are conducted in a hands-on lecture/laboratory environment where a microcomputer is available for each student. The content of this course will continually change to keep pace with current technology.

*4 Credits*

Course Competencies:

Competency 1: The student will identify and describe the key features and functions of a computer system by

- a. Identifying input devices.
- b. Identifying output devices.
- c. Identifying system units.
- d. Identifying storage.

Competency 2: The student will define or use the key features of system software by

- a. Identifying types of operating systems.
- b. Identifying operating system functions.
- c. Using Windows fundamentals.
- d. Identifying utility programs.

Competency 3: The student will define or use the key features of networks by

- a. Defining network basics.
- b. Using the Internet.
- c. Using the World Wide Web.

Competency 4: The student will use word processing software for office and business applications by

- a. Demonstrating word processing skills.
- b. Formatting and modifying text.
- c. Creating and enhancing a document.

Competency 5: The student will use spreadsheet software for office and business applications by

- a. Demonstrating basic worksheet applications.

- b. Applying formulas and functions.
- c. Formatting, finishing, and printing worksheets.
- d. Creating worksheet charts.

Competency 6: The student will use database software for office and business applications by

- a. Demonstrating basic database applications.
- b. Editing a database.
- c. Using database forms.
- d. Creating reports.
- e. Generating queries.

Competency 7: The student will use presentation software for office and business applications by

- a. Demonstrating basic presentation applications.
- b. Creating and editing a presentation.
- c. Presenting a slide show.