STUDENT LEARNING OUTCOMES FOR CS V04

Upon successful completion of this course:

1. The student will be able to explain the basic data processing cycle, the functions of a computer system, and the capabilities and limitations of various configurations of digital computers.

2. The student will be able to create and edit word processing documents such as announcements, letters, resumes, and reports. The student will learn to include borders, shading, graphics, tables, pictures, and Web addresses in these documents.

3. The student will be able to develop spreadsheets to organize data, complete calculations, make decisions, graph data, and develop professional looking reports.

4. The student will be able to use a database program to create and process data in a database. The student will be able to do data entry, updates, queries, forms, and reports.

5. The student will be able to employ a presentation program to produce professional looking

add tables, charts, pictures, video, sound, and animation to these presentations.

6. The student will apply the knowledge of copyright issues and digital rights management.