

Content Requirements for Qualified Admission Computer Technology Courses

Each Qualified Admission Computer Technology course shall include instruction in each of the following:

- I. The meaning of at least 90 of the terms in the following sets of terms:
 - A. Disk operating system, MS-DOS, Mac OS, Microsoft Windows, operating system, OS/2, and UNIX;
 - B. American standard code for information interchange (ASCII), binary, command, compression, directory or folder, file, format, menu, prompt, server, and utility programs;
 - C. Clipboard, graphical user interface (GUI), multiprocessing, multitasking, and root directory;
 - D. Central processing unit (CPU), computer hardware, keyboard, monitor, motherboard, mouse, printer, random-access memory (RAM), scanner, and video resolution color depth;
 - E. Bit, byte, compact disc read-only memory (CD-ROM), diskette, gigabyte, hard disk, kilobyte, magnetic storage media, megabyte, and optical storage;
 - F. Baud and modem;
 - G. Boldface, center, cut, edit, font, format, justify, paste, spell-check, type size, underline, and word processor;
 - H. Absolute reference, attributes of a cell, cell, chart, copy across, copy down, formula, relative reference, and spreadsheet;
 - I. Database, field, filter, record, report, and sort;
 - J. Presentation software and slides;

- K. Client/server, ethernet, file transfer protocol, gopher, host, local area network, and network;
 - L. Bookmark, browser, bulletin board system (BBS), download and upload, hypertext, hypertext markup language (HTML), internet, uniform resource locator (URL), and world wide web;
 - M. Discussion list, e-mail, flame, frequently asked questions (FAQs), online telecommuting, teleconferencing, telnet, usenet, and virus; and
 - N. Computer crime, copyright, ethics, fraud, laws, legislation, and privacy;
- II. Each of the following hardware skills:
- A. Entering commands from the keyboard, mouse, or other input device;
 - B. Turning a machine on and off; and
 - C. Identifying the operating system type and version;
- III. A minimum of three of the following file management skills:
- A. Creating a directory, subdirectory, and folder;
 - B. Copying files from one directory to another directory;
 - C. Finding a file located on a hard disk or other storage device;
 - D. Renaming or deleting files and either directories or folders; or
 - E. Decompressing a file using a given decompression program;
- IV. Each of the following diskette skills:
- A. Copying files to and from a diskette;
 - B. Formatting a diskette; and
 - C. Checking a diskette for viruses using a virus check program;
- V. Each of the following word processing skills:

- A. Launching a word processor and creating documents;
- B. Formatting a document according to certain specifications, including each of the following skills:
 - 1. Entering text and changing margins, paragraph format, and page numbering;
 - 2. Changing text styles, including the font, type size, and other special characteristics;
and
 - 3. Entering a title and text; and
 - 4. Centering the lines of text on the page, with the title in boldface and a larger type size than the body of the text;
- C. Opening a saved document that is stored on a hard disk or floppy disk;
- D. Checking for spelling and grammatical errors using the software;
- E. Rearranging sentences and paragraphs using cut-and-paste methods; and
- F. Saving and printing documents;

VI. Each of the following spreadsheet skills:

- A. Launching a spreadsheet program and saving and printing a spreadsheet in portrait or landscape;
- B. Creating a spreadsheet using formulas;
- C. Changing cell text and number attributes;
- D. Inserting or deleting a row into or from a spreadsheet;
- E. Copying a formula with both relative and absolute references down a column or across a row;
- F. Copying a formula from one cell and pasting the formula into another cell; and
- G. Creating a chart from a spreadsheet;

- VII. Each of the following database software skills:
 - A. Creating a database;
 - B. Sorting a database on any field in any order;
 - C. Creating a report that filters out some of the data; and
 - D. Printing a report;

- VIII. Presentation software skills, including creating and printing a presentation document that meets specified requirements;

- IX. Each of the following multitasking skills:
 - A. Opening several programs at once; and
 - B. Inserting material from one program, including e-mail, spreadsheet, database, and presentation software, into another program;

- X. Each of the following networking and internet skills:
 - A. Transferring a file by connecting to another computer to upload and download files in any format, including ASCII, binary, and binary hexadecimal (binhex);
 - B. Receiving, saving, and decoding attachments;
 - C. Creating e-mail messages, with attachments;
 - D. Accessing a site on the world wide web and copying a file from the site to disk; and
 - E. Following hypertext links from that site to several others and bookmarking the path;

- XI. Each of the following ethical standards:
 - A. Making copies of copyrighted software without permission is software piracy;
 - B. Misusing passwords or otherwise using computers without permission is unethical; and

C. Interfering with the transmission, storage, or retrieval of data through deliberate virus infection, alteration of codes, or destruction or damage of operating systems is unethical;
and

XII. Additional topics, upon prior approval of the Chief Executive Officer of the Board of Regents or the Chief Executive Officer's designee.