

Computer Applications:

- Describe the fundamental hardware components that make up the system and the role of each of these components.
- Understand the difference between an operating system and application program, and what each is used for in a computer.
- Use technology ethically, safely, securely and legally.
- Use systems development, word processing, spread sheet and presentation software to solve basic information system problems.
- Apply standard statistical inference procedures to draw conclusions from data.
- Retrieve information and create reports from databases.
- Interpret, produce and present work related documents and information effectively and accurately.
- Analyze comprehension techniques and file formats to determine effective ways of securing, managing and transferring data.
- Identify and analyze user needs and to take them into account in the selection, creation, integration, evaluation and administration of computing based systems.
- Analyze a complex computing problem and to apply principles of computing and other relevant disciplines to identify solutions.
- Identify and analyze computer hardware and software.
- Design, implement and evaluate a computing based solution to meet a given set of computing requirements in the context of the program's discipline.
- Efficiently learn and use Microsoft office applications.