A. Course Description
   - Credits: 1.00
   - Lecture Hours/Week: 1.00
   - Lab Hours/Week: 0.00
   - OJT Hours/Week: 0
   - Prerequisites: None
   - Corequisites: None
   - MnTC Goals: None

   This course covers basic information on operating system software, word processing software and presentation software, students will be introduced to the internet, including ethics and security, information literacy and navigating an online platform.

B. Course Effective Dates: 7/1/16 – Present

C. Outline of Major Content Areas
   As noted on course syllabus

D. Learning Outcomes
   1. Acquire skill in the use of Windows operating system software.
   2. Acquire skill in the use of basic applications software (word processing and presentation graphics).
   3. Become familiar with hardware components of a personal computer.
   4. Demonstrate knowledge of internet and information literacy.

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

F. Learner Outcomes Assessment
   As noted on course syllabus

G. Special Information
   None noted