



BASIC COMPUTER APPLICATIONS — ADMS 1018

A. Course Description

- **Credits:** 3.00
- **Lecture Hours/Week:** 2.00
- **Lab Hours/Week:** 1.00
- **OJT Hours/Week:** 0
- **Prerequisites:** None
- **Corequisites:** None
- **MnTC Goals:** None

This course covers basic information on the history of computers and their impact on society, computer hardware and desk application software. Students will learn the fundamentals of word processing, database, spreadsheet, and presentation applications. Students will also be introduced to use of the Internet and e-mail. This course meets the Dakota County Technical College's computer literacy requirement.

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

C. Outline of Major Content Areas

As noted on course syllabus

D. Learning Outcomes

1. Acquire skills common to all the desktop applications; copy and paste, select text, use bold, underline and italics; select files and folders; create headers and footers; add page numbers; print preview and printing.
2. Acquire skills in the use of desktop application software (word processing, spreadsheet, database, and presentation graphics).
3. Acquire skills in the use of the Windows operating system software
4. Become familiar with the hardware components of a personal computer
5. Create a PowerPoint presentation; add speaker notes, add media to presentations.
6. Create a Word document; change line spacing, change margins, copy, move, rename and delete files, print files.
7. Create an Access Database; enter and edit records; query the database; create simple forms and reports.
8. Create an Excel spreadsheet; use functions and mathematical operators; use absolute cell references; create charts and graphs.

9. Demonstrate knowledge of the Internet and how to research information

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

F. Learner Outcomes Assessment

As noted on course syllabus

G. Special Information

None noted