



## 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 skill in use of basic application software
2. acquire skills in the use of the Windows operating system software
3. become familiar with the hardware components of a personal computer
4. demonstrate knowledge of the Internet and how to research information
5. explain the history of computers and discuss the impact of computers on modern society

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

### F. Learner Outcomes Assessment

As noted on course syllabus

### G. Special Information

None noted

