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, computer hardware and desktop application software. Students will learn the fundamentals of word processing (Word), spreadsheet (Excel), database (Access), and presentation applications (PowerPoint). Students will also be introduced to use of basic file management and the Internet.

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). Specific skills to include: Create a Word document; change line spacing & margins, copy, move, rename and delete files, print files Create an Excel spreadsheet; use functions and mathematical operators; use absolute cell references; create charts and graphs Create an Access database; enter and edit records; query the database; create simple forms and reports Create a PowerPoint presentation; add speaker notes, add media to presentations
3. Acquire skills in the use of the Windows operating system software
4. Become familiar with the hardware components of a personal computer.
5. 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