

North Hennepin Community College

CIS 1510: Introduction to Computers and Basic Word Processing

A. COURSE DESCRIPTION

Credits: 1

Lecture Hours/Week: *.*

Lab Hours/Week: *.*

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course introduces students to the personal computer and the Microsoft Office Word application. Students will develop an understanding of how a computer works and the basic hardware and software needed for computer processing. Microsoft Office Word will be used to develop basic word processing skills. Students will create, format, print and save documents and learn how to find files already saved. Hands on exercises will give the opportunity to apply concepts. Knowledge of the keyboard is recommended for this course. Check with your instructor for the software edition that will be used.

B. COURSE EFFECTIVE DATES: 08/27/1997 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Students will learn the basics of the computer and word processing. Other topics may be included:
2. How a computer works
3. Basic hardware and software needed for computer word processing
4. Create a document
5. Format a document
6. Print a document
7. Save a document
8. Practice file management

D. LEARNING OUTCOMES (General)

1. The student will be able to format basic documents using Microsoft Word. (NHCC ELOs 1, 2, 4)
2. Students will be able to demonstrate the steps in saving and finding a file. (NHCC ELOs 1, 2, 4)
3. Students will be able to identify the basic hardware and software needed for word processing. (NHCC ELOs 1, 2, 4)
4. Students will be able to print a document created in Microsoft Word. (NHCC ELOs 1, 2, 4)

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

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

1. Knowledge of Human Cultures and the Physical and Natural World--Through study in the sciences, mathematics, social sciences, humanities, histories, languages, the arts, technology and professions.
2. Intellectual and Practical Skills--Including: Inquiry and analysis; Critical and creative thinking; Written and oral communication; Quantitative literacy; Information literacy; Teamwork and problem solving.
4. Integrative and Applied Learning--Including: Synthesis and advanced accomplishment across general education, liberal studies, specialized studies and activities in the broader campus community.