

# North Hennepin Community College

## CSCI 1000: Computer Basics

### A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: \*.\*

Lab Hours/Week: \*.\*

OJT Hours/Week: \*.\*

Prerequisites: None

Corequisites: None

MnTC Goals: None

The students will get hands-on experience with an operating environment (the current version of Microsoft Windows) and Windows-based applications which include spreadsheets, word processors and presentation packages. The course enables students to use computers to process information and communicate using e-mail and World Wide Web.

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

### C. OUTLINE OF MAJOR CONTENT AREAS

1. The students will get hands-on experience with an operating environment (the current version of Microsoft Windows) and Windows-based applications which include spreadsheets, word processors and presentation packages. The course enables students to use computers to process information and communicate using e-mail and World Wide Web.

### D. LEARNING OUTCOMES (General)

1. Demonstrate familiarity with current version of Microsoft Windows Operating System and file management. (Discipline Goal e, NHCC Core Ability Critical Thinking, comps. b).
2. Develop and create interactive presentations using PowerPoint. (Discipline Goal e, NHCC Core Ability Critical Thinking, comps. a, b, c)
3. Gain familiarity with Internet concepts and develop Internet browsing skills. (Discipline Goal e, NHCC Core Ability Critical Thinking, comps. b, c)
4. Formulate techniques for effectively using e-mail for communication. (Discipline Goal e, NHCC Core Ability Critical Thinking, comps. b, c)
5. Develop critical thinking skills through the organization and attention to detail required when working with computers. . (Discipline Goal e, NHCC Core Ability Critical Thinking, comps. b, c)
6. Understand the purpose of spreadsheets, and be able to create, edit, and format spreadsheets, create formulas, use certain functions, and create charts. (Discipline Goal e, NHCC Core Ability Critical Thinking, comp. b)
7. Learn to create, edit, and format documents using Microsoft Text Editor. (Discipline Goal e, NHCC Core Ability Critical Thinking, comp. b)

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

None

### F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

**G. SPECIAL INFORMATION**

None noted