A. COURSE DESCRIPTION

Credits: 2
Lecture Hours/Week: 2
Lab Hours/Week: *.*
OJT Hours/Week: *.*
Prerequisites: None
Corequisites: None
MnTC Goals: None

This course introduces the components of a personal computer, computer terminology, and the operating system of a computer. It additionally teaches the fundamentals of word processing, spreadsheets, and graphics presentation using components of the Microsoft Office suite (Word, Excel, and PowerPoint).

Required hardware: Windows-based PC required with the operating system Windows 10 or higher. Chromebooks or other Apple devices are not compatible. Required software: Office 365 or Office Professional 2021. Prerequisite: Keyboarding proficiency is recommended.

B. COURSE EFFECTIVE DATES: 05/20/2002 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Identify computer components, discuss operating system, including communication, storage, networks, application software, and system software.
2. Practice file management.
3. Create, format, and edit Word documents with pictures.
4. Create research papers with citations and references.
5. Create and edit PowerPoint presentations with pictures.
6. Create Excel worksheets with embedded charts.
7. Incorporate formulas, functions, and formatting into Excel worksheets.

D. LEARNING OUTCOMES (General)

1. Demonstrate an understanding of the basic components of a personal computer, the operating system, and files management.
2. Prepare professional documents including text, graphics, and unique formatting using Microsoft Word.
3. Create a presentation slideshow using Microsoft PowerPoint.

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

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted