A. COURSE DESCRIPTION

Credits: 3
Lecture Hours/Week: 3
Lab Hours/Week: *
OJT Hours/Week: *
Prerequisites: None
Corequisites: None
MnTC Goals: None

This course introduces the components of a personal computer, computer terminology, the internet, email, calendaring, and the creation of documents, presentations, worksheets, and databases through hands-on experience with the Microsoft Windows operating system and the Microsoft Office Suite (Word, PowerPoint, Excel, Access, and Outlook). This course is designed as a general education course for all learners, regardless of their career choice. This course enhances the learner’s knowledge and understanding of computers and their awareness of how computers impact their lives. Required software: Windows 7 or higher and Microsoft Office Professional 2019 or Office 365. Prerequisite: Keyboard 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 business documents, including business letters with letterhead and tables and research papers with citations and references.
5. Create and enhance PowerPoint presentations using pictures, shapes, WordArt, and transitions.
6. Create Excel worksheets with embedded charts.
7. Incorporate formulas, functions, and formatting into Excel worksheets.
8. Design and create databases with tables, reports, and forms.
9. Develop a database query.

D. LEARNING OUTCOMES (General)

1. Demonstrate an understanding of the components of a personal computer and computer terminology.
2. Demonstrate an understanding of the Windows operating system and the ability to use email and the internet.
3. Prepare professional documents with unique formatting, using Microsoft Word.
4. Prepare, format, and view presentations, using Microsoft PowerPoint.
5. Create spreadsheets with charts and apply formatting and formulas using Microsoft Excel.
6. Create and query a database with tables, forms, and reports, using Microsoft Access.

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

None
F. LEARNER OUTCOMES ASSESSMENT
   As noted on course syllabus

G. SPECIAL INFORMATION
   None noted