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 software: Windows 7 or higher operating system and Microsoft Office Professional 2016. Prerequisite: Keyboarding proficiency is recommended.

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

C. OUTLINE OF MAJOR CONTENT AREAS
   1. Identify computer components, including input, output, 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 clip art.
   6. Create Excel worksheets with embedded charts.
   7. Incorporate formulas, functions, and formatting into Excel worksheets.

D. LEARNING OUTCOMES (General)
   1. The learner will demonstrate an understanding of the basic components of a personal computer, the operating system, and files management.
   2. The learner will prepare professional documents including text, graphics, and unique formatting using Microsoft Word.
   3. The learner will create a presentation slideshow using Microsoft PowerPoint.
   4. The learner will create spreadsheets and related charts using Microsoft Excel.

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies
   None

F. LEARNER OUTCOMES ASSESSMENT
   As noted on course syllabus

G. SPECIAL INFORMATION
   None noted