A. COURSE DESCRIPTION

Credits: 1
Lecture Hours/Week: 1
Lab Hours/Week: *.*
OJT Hours/Week: *.*
Prerequisites: None
Corequisites: None
MnTC Goals: None

Students are introduced to the basic components of a personal computer, an operating system, word processing software, spreadsheet software, and graphics presentation software through the use of the Microsoft Office Suite. 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 2019.

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 and edit PowerPoint presentations with pictures.
5. Create Excel worksheets with embedded charts.

D. LEARNING OUTCOMES (General)

1. Demonstrate an understanding of the basic components of a personal computer, the operating system, and files management.
2. The learner will demonstrate an understanding of the basics of creating:
   a) A word document including text, graphics, and unique formatting using Microsoft Word.
   b) A spreadsheet with related charts using Microsoft Excel.
   c) 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