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, 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 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. Prerequisite: Keyboard proficiency is recommended.

B. COURSE EFFECTIVE DATES: 05/10/2024 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

None

D. LEARNING OUTCOMES (General)

None

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

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted