

Minnesota State College Southeast

COMP 1130: Word Processing and Presentation Applications

A. COURSE DESCRIPTION

Credits: 1

Lecture Hours/Week: 1

Lab Hours/Week: *.*

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course provides an introduction to word processing and presentation applications. Students will learn to prepare practical documents and presentations for professional and personal use. (Prerequisite: none) (1 credit: 1 lecture/0 lab)

B. COURSE EFFECTIVE DATES: 07/27/2016 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Operating system
2. File management and storage
3. Word processing applications
4. Electronic presentation applications

D. LEARNING OUTCOMES (General)

1. Utilize operating system and online learning software
2. Develop file management skills, including the use of various storage devices
3. Create, edit, and format word-processed documents using word processing features and tools
4. Create, edit, and format presentations using presentation software features and tools
5. Integrate word processing, spreadsheet, and presentation graphics applications
6. Deliver a presentation applying tips for presenting effective presentations

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

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

Microsoft Word 2016 and Microsoft PowerPoint 2016/Office 365 are required software for those taking this course online.

This course was previously COMP 1530.