

MESABI RANGE COMMUNITY & TECHNICAL COLLEGE

Course Outline

Course Title: Computer Essentials
Semester Course Prefix and Number: CSCI 1400
Old Quarter Course Prefix and Number:

Submitted By: Ralston/Picek
Approval Date: July 2006
Revision Date: April 2009

Number of Credits: 2
Semester(s) Offered: All
Class Size: (28)
Negotiated by AASC on:
(date)

Number of Lecture Credits: 2
Number of Lab Credits: _____
Number of Studio/Demonstration/Internship Credits: _____

Course Purpose Code:

- _____ 0 – Developmental Courses
- _____ 1 – Non-transferable, General Education
- _____ 2 – Technical course related to career programs
- _____ 3 – College course which has the primary goal of applying certain concepts (e.g. vocal ensemble)
- X 4 – Other college course not considered a part of general education (MNTC) (e.g. computer science, health, physical education)
- _____ 5 – Course which is intended to fulfill the Minnesota Transfer Curriculum (MNTC) requirements or intended for transfer.
- _____ 9 – Continuing Education/Customized Training specialized credit course (not occurring in 0-5)

Catalog Description: This is a beginning level course in computer essentials which teaches skills necessary to function in a work environment. Computer hardware, Windows Operating System, Internet access and electronic mail, Word Processing, Spreadsheets, Database, File Management and Presentation Graphics software will be included.

Prerequisites and/or recommended entry skills/knowledge:

Course Prerequisite(s): None
Reading Prerequisite: None
Composition Prerequisite: None
Mathematics Prerequisite: None

Career Programs and Transfer Majors Accessing this Course:

Technical Career Programs

Minnesota Transfer Curriculum Goal(s) partially met by this course if applicable:

(Notes: No more than two goals may be met by any one course. Curriculum Committee review and the Chief Academic Officer's approval are required.)

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| 0. <u> X </u> None | 6. _____ The Humanities and Fine Arts |
| 1. _____ Communications | 7. _____ Human Diversity |
| 2. _____ Critical Thinking | 8. _____ Global Perspectives |
| 3. _____ Natural Sciences | 9. _____ Ethical and Civic Responsibility |
| 4. _____ Mathematical/Logical Reasoning | 10. _____ People and the Environment |
| 5. _____ History and the Social and Behavioral Sciences | |

Learning Outcomes: (including any relevant competencies listed in the Minnesota Transfer Curriculum)

Upon completion of this course, the student will be able to:

- 1) Utilize basic hardware components of the computer
- 2) Demonstrate basic use of windows based operating system
- 3) Demonstrate basic use of electronic mail system
- 4) Perform basic word processing function
- 5) Develop basic spreadsheets
- 6) Structure basic databases
- 7) Create basic electronic presentations
- 8) Demonstrate knowledge of file management

Student Assessment Methods:

The student's knowledge and skill will be assessed through application-based assignments, as well as, exams and presentations.

Use of Instructional Technology: (includes software, interactive video and other instructional technologies):

Computer and Software. Hands-on demonstrations through the Proxima.

Outline or Statement of Major Course Content:

1. Hardware
2. Operating Systems
3. Integrated Application Software
4. Internet

Additional Special Information: (special fees, directives on hazardous materials, etc.)

Lab Fees

Transfer Information: (Please list colleges/majors that accept this course in transfer.)

Approvals:

Body	Representative Signatures	Date
Curriculum Committee		
Faculty Association		
Academic Affairs Standards Committee		
Chief Academic Officer		

Distribution: Original – Administrative Office
Copies: Curriculum Committee Chair, AASC Chair, Transfer Specialist, Originating Faculty Member, Scheduler, Records, Student Services, Learning Center, Library
Revised: October 2006