MESABI RANGE COMMUNITY & TECHNICAL COLLEGE

Course Outline

Course Title:	**Computer Essentials**	**Submitted By:**	**Ralston/Picek**
Semester Course Prefix and Number:	**CSCI 1400**	**Approval Date:**	**July 2006**
Old Quarter Course Prefix and Number:		**Revision Date:**	**April 2009**

Number of Credits: 2	**Number of Lecture Credits:**	**2**
Semester(s) Offered: All	**Number of Lab Credits:**	**Number of Lab Hours:**
Class Size: (28)	**Number of Studio/Demonstration/Internship Credits:**	
Negotiated by AASC on: (date)		

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.)

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

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