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)

Number of Lecture Credits: 2
Number of Lab Credits: 
Number of Lab Hours: 
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.)

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:**

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<th>Representative Signatures</th>
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<td>Curriculum Committee</td>
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**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