COMMON COURSE OUTLINE: Course discipline/number/title: BTEC 1010: Computer Basics

A. CATALOG DESCRIPTION
1. Credits: 1
2. Hours/Week: 1
3. Prerequisites (Course discipline/number): BTEC 1001, the D2L Online Tutorial, or the instructor’s permission is required when the course is offered online. Students must have successfully completed READ 0800 or are testing at READ 0900 reading skills.
4. Co-requisites (Course discipline/number): None
5. MnTC Goals (if any): NA

This course covers an introduction in the use of the computer for information processing through demonstration, discussion, and hands-on experience with a PC computer. Students will do projects using word processing, spreadsheet, and database software. Keyboarding skills would be helpful.

B. DATE LAST REVISED (Month, year): February, 2012

C. OUTLINE OF MAJOR CONTENT AREAS:
1. Windows
2. Word processing
3. Spreadsheets
4. Database

D. LEARNING OUTCOMES (GENERAL): The student will be able to:
1. Utilize Windows operating system tasks/functions
2. Describe word processing software usage/applications
3. Demonstrate basic word processing functions
4. Describe spreadsheet software usage/applications
5. Demonstrate basic spreadsheet applications
6. Create spreadsheet graphs
7. Describe database software usage/applications
8. Demonstrate very basic database features

E. LEARNING OUTCOMES (MNTC): NA

F. METHODS FOR EVALUATION OF STUDENT LEARNING:
1. Assignments
2. Tests

G. RCTC CORE OUTCOME(S) ADDRESSED:
- Communication
- Critical Thinking
- Global Awareness/Diversity
- Civic Responsibility
- Personal/Professional Accountability
- Aesthetic Response

H. SPECIAL INFORMATION (if any):
Normal fees that are charged for other computer classes and for online classes.