



**COMMON COURSE OUTLINE: Course discipline/number/title: COMP 1112: Introduction to Computers with Applications**

**A. CATALOG DESCRIPTION**

1. **Credits:** 3
2. **Hours/Week:** 3
3. **Prerequisites (Course discipline/number):** None
4. **Co-requisites (Course discipline/number):** None
5. **MnTC Goals (if any):** NA

This course is an introduction to basic computer concepts including hardware, software, and social impact. An introduction to and hands-on experience with applications including word processing, spreadsheet, and database is covered as well as an introduction to Internet use. This is a course for students who wish to develop basic computer literacy and acquire the background to be able to use computer applications in school or on the job. **RECOMMENDED ENTRY SKILLS/KNOWLEDGE:** Keyboarding skills, Windows experience is helpful but not required.

**B. DATE LAST REVISED (Month, year):** September, 2002

**C. OUTLINE OF MAJOR CONTENT AREAS:**

1. Basic computer software concepts
  - a) Operating systems
  - b) Graphical User Interface vs. command interface
  - c) Files, file types, folders
2. Basic computer hardware concepts
  - a) CPU
  - b) RAM, ROM
  - c) Mass storage media
  - d) Input/Output devices
  - e) Modems
3. Data Representation
  - a) Binary numbers and codes
  - b) Sizes and speeds: megabytes, microseconds', etc
4. Ethical issues related to the use of computers
5. Word processing
6. Spreadsheets
7. Databases
8. Networks
  - a) Why networks?
  - b) Terminology: LAN, WAN, Ethernet, TCP/IP, servers, routers, etc
  - c) Network topology comparison
9. Internet use
  - a) WWW
  - b) UseNet groups
  - c) Email

**D. LEARNING OUTCOMES (GENERAL):** The student will be able to:

1. Define and use basic computer terminology.
2. Identify ethical issues related to the use of computers.
3. Create, edit, and print a word processing document, using techniques including font selection, paragraph alignment, page setup (margins, headers/footers, etc), text manipulation by cut and paste, and inclusion of graphics.
4. Create, add data to, and print a spreadsheet incorporating absolute and relative cell referencing, formulas, built in functions, and cell formatting.
5. Create a database with multiple tables, retrieve information using the three basic query types, and create data entry forms and data reports.
6. Send and read email, use a search engine.
7. Be prepared to effectively use PC applications in future course work.
8. Save and copy files, create and organize files and folders.



**Rochester**  
COMMUNITY AND TECHNICAL  
**College**

**E. LEARNING OUTCOMES (MNTC):** NA

**F. METHODS FOR EVALUATION OF STUDENT LEARNING:**

1. Lab tests
2. Written exams
3. Weekly assignments: word processing, or spreadsheet, or database
4. Comprehensive final test (written)

**G. SPECIAL INFORMATION (if any):** None