

Course discipline/number/title: AOP 1010: Computer Basics

A. CATALOG DESCRIPTION

1. Credits: 1
2. Hours/Week: 1
3. Prerequisites (Course discipline/number): None
4. 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 are recommended.

B. DATE LAST REVISED (Month, year): February, 2018

C. OUTLINE OF MAJOR CONTENT AREAS:

1. Microsoft Windows
2. Word processing
3. Spreadsheets
4. Database

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

1. Utilize Microsoft 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:

Methods may include but are not limited to:

1. Examinations
2. Assignments
3. Projects

G. RCTC CORE OUTCOME(S) ADDRESSED:

Communication. Students will communicate appropriately for their respective audiences.

H. SPECIAL INFORMATION (if any): None