

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. Other requirements: Keyboarding skills, Windows experience is helpful but not required.
 5. MnTC Goals (if any): NA
- B. COURSE DESCRIPTION: This course introduces the components of a personal computer, computer terminology, the internet, email, and the creation of documents, presentations, worksheets, and databases through hands-on experience with the Microsoft Windows operating system and the Microsoft Office Suite (Word, PowerPoint, Excel, Access, and Outlook). This course is designed as a general education course for all learners, regardless of their career choice. This course enhances the learner's knowledge and understanding of computers and their awareness of how computers impact their lives. Keyboarding skills, Windows experience is helpful but not required.
- C. DATE LAST REVISED (Month, year): March, 2022
- D. OUTLINE OF MAJOR CONTENT AREAS:
1. Personal computer components
 2. Internet and World Wide Web best practices
 3. Computer application and system software
 4. Security, ethics, and privacy
 5. Current issues and trends in computing
 6. Operating Systems - Microsoft Windows operating system basics
 7. Word Processing - Microsoft Word introduction
 8. Spreadsheets - Microsoft Excel introduction
 9. Database - Microsoft Access introduction
 10. Presentation Graphics - Microsoft PowerPoint introduction
 11. Integration: Use two or more applications to create a professionally formatted document
- E. 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 and retrieve information using the three basic query types and create data entry forms and data reports.
 6. Create, edit, and print a presentation including graphics, fonts, formatting, and audio overlay.
 7. Send and read email, using a search engine.
 8. Prepare to effectively use PC applications in future course work.
 9. Save, copy, create, and organize files and folders.
 10. Create, respond to, forward emails including text and graphics; maintain and organize inbox.
- F. LEARNING OUTCOMES (MNTC): NA
- G. METHODS FOR EVALUATION OF STUDENT LEARNING: Methods may include but are not limited to:
1. Tests
 2. Lab Exercises
 3. Programming Assignments
 4. Comprehensive Final Exam

- H. RCTC CORE OUTCOME(S) This course contributes to meeting the following RCTC Core Outcome(s) Critical Thinking. Students will think systematically and explore information thoroughly before accepting or formulating a position or conclusion.
- I. SPECIAL INFORMATION (if any): None