

MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE

COURSE OUTLINE

DEPT. CSCI

COURSE NUMBER: 1102

NUMBER OF CREDITS: 3

Lecture: 3 Lab: 0 OJT 0

Course Title:
Computer Applications I

Catalog Description:
Computer Applications I introduces the student to basic computer concepts and basic hardware and software. Topics include: word processing, spreadsheets, databases, presentations and graphics, document integration, email best practices, introduction to programming, use of computers in the business world, cybersecurity, and computers and their impact on society as a whole.

Prerequisites or Necessary Entry Skills/Knowledge:
None

FULFILLS MN TRANSFER CURRICULUM AREA(S)

- ☐ Goal 1: Communication: By meeting the following competencies:
- ☐ Goal 2: Critical Thinking: By meeting the following competencies:
- ☐ Goal 3: Natural Sciences: By meeting the following competencies:
- ☐ Goal 4: Mathematics/Logical Reasoning: By meeting the following competencies:
- ☐ Goal 5: History and the Social and Behavioral Sciences: By meeting the following competencies:
- ☐ Goal 6: The Humanities and Fine Arts: By meeting the following competencies:
- ☐ Goal 7: Human Diversity: By meeting the following competencies:
- ☐ Goal 8: Global Perspective: By meeting the following competencies:
- ☐ Goal 9: Ethical and Civic Responsibility: By meeting the following competencies:
- ☐ Goal 10: People and the Environment: By meeting the following competencies:

Topics to be Covered
To gain understanding on how to create and use word processing documents, spreadsheets, databases, and presentations in home and business settings.
Understand the basic hardware and software used in Windows computers.
To Discuss cybersecurity with the Internet and email.
To illustrate how to integrate between applications to create reports and presentations.

Student Learning Outcomes
Understand the basic hardware (input, output, and storage) components and software (operating and application) used in the Windows and Internet environment

Apply efficient use of computer system and operating and application software
Apply the ability to organize files by creating folders and managing (copy, move, rename, and delete) files
Understand computer security and safety, ethics, and privacy concerns related to technology
Understand how to access the Internet for relevant information
Apply proper procedures to create documents, worksheets, databases, and presentations suitable for coursework, personal, and professional purposes.
Apply word processing, spreadsheet, database, and presentation software to solve business problems.
Apply e-mail software for professional, effective communication.
Apply the ability to create, design, and maintain databases by creating tables, queries, reports, and forms while following professional design standards.
Apply the ability to create, format, analyze, save, and print spreadsheets while following professional design standards.
Apply the ability to create, format, save, and print word processing documents while following professional design standards.
Apply the ability to create, format, save, and print presentations while following professional design standards
Apply the ability to create an executable file with a designated programming language.
Apply the ability to integrate files between applications to create professional looking documents or presentations.

Is this course part of a transfer pathway: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Meets Minnesota State Business Transfer Pathways.

Revised Date: 6/2021