MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE
COURSE OUTLINE

Faculty is required to have the outline submitted to the Academic Affairs Office. The course outline is the form used for approval of new courses by the Academic Affairs and Standards Council.

DEPT. _______ CST _______ COURSE NUMBER: _______ 1101 _______

NUMBER OF CREDITS: 2

COURSE TITLE: IT Exploration

CATALOG DESCRIPTION: Students will gain prerequisite knowledge necessary for a career in the field of information technology. Students will be exposed to opportunities and skills needed for a career in Information Technology. Concepts covered include current business software, internet research, data security concepts, virtualization, networking and social media.

AUDIENCE: This course is for students or anyone that is considering a career in Information Technology.

FULFILLS MN TRANSFER CURRICULUM AREA(S) (Leave blank if not applicable)
Area: _______ by meeting the following competencies:
Area: _______ by meeting the following competencies:
Area: _______ by meeting the following competencies:

PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE: None

LENGTH OF COURSE: 1 lecture and 1 lab hour per week for 16 weeks or the equivalent if delivered via distance learning.

THIS COURSE IS USUALLY OFFERED:
Every other year □ fall X spring x summer □ undetermined □

Four goals are emphasized in course at Minnesota West Community & Technical College:

1. ACADEMIC CONTENT: The student will achieve the knowledge and skill needed in the area of Information technology.
2. THINKING SKILLS: The student will have an understanding of the rational, theory and components of Information Technology.
3. **COMMUNICATION SKILLS**: The student will begin to demonstrate appropriate communication techniques in working with the internet and fellow students to complete assignments.

4. **HUMAN DIVERSITY** – The student will gain self-awareness regarding their feelings towards people of different cultures, value systems and socioeconomic status.

**TOPICS TO BE COVERED:**

1. The student will achieve the prerequisite knowledge and skill needed in the area of information Technology.
2. The student will have an understanding of the rational, theory and components of Information Technology
3. The student will begin to demonstrate appropriate communication techniques in working with the internet and fellow students to complete assignments.

**LIST OF EXPECTED COURSE OUTCOMES:**

1. Identify uses for technology in the modern world
2. Explore career opportunities in information technology
3. Describe and identify the characteristics of valid internet resources for research and answers to technology issues
4. Load a virtual desktop using virtual software
5. Demonstrate the use of word processing and spreadsheet software
6. Identify security best practices when using social media and internet resources
7. Describe how files are organized in a hierarchical structure on the personal computer

**LEARNING/TEACHING TECHNIQUES** used in the course are:

- Collaborative Learning
- Problem Solving
- Student Presentations
- Interactive Lectures
- Creative Projects
- Individual Coaching
- Lecture
- Films/Videos/Slides
- Other (describe below)
- Lab

**ASSIGNMENTS AND ASSESSMENTS** FOR THIS CLASS INCLUDE:

- Reading
- Tests
- Individual Projects
- Oral Presentations
- Worksheets
- Collaborative Projects
- Textbook Problems
- Papers
- Portfolio
- Group Problems
- Term Paper
- Other (describe below)
- Lab Demonstrations

**EXPECTED STUDENT LEARNING OUTCOMES:**

1. Identify uses for technology in the modern world
2. Explore career opportunities in information technology
3. Describe and identify the characteristics of valid internet resources for research and answers to technology issues
4. Load a virtual desktop using virtual software
5. Demonstrate the use of word processing and spreadsheet software
6. Identify security best practices when using social media and internet resources
7. Describe how files are organized in a hierarchical structure on the personal computer

**Veteran Services:** Minnesota West is dedicated to assisting veterans and eligible family members in achieving their educational goals efficiently. Active duty and reserve/guard military members should advise their instructor of all regularly scheduled military appointments and duties that conflict with scheduled course requirements. Instructors will make every effort to work with the student to identify adjusted timelines. If you are a veteran, please contact the Minnesota West Veterans Service Office.

The information in this course outline is subject to revision

To receive reasonable accommodations for a documented disability, please contact the campus Student Services Advisor or campus Disability Coordinator as arrangements must be made in advance. In addition, students are encouraged to notify their instructor.

This document is available in alternative formats to individuals with disabilities by contacting the Student Services Advisor or by calling 800-658-2330 or via your preferred Telecommunications Relay Service.

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