

# Dakota County Technical College

## ISTC 1025: Computer Basics

### A. COURSE DESCRIPTION

Credits: 1

Lecture Hours/Week: 1

Lab Hours/Week: \*.\*

OJT Hours/Week: \*.\*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course covers basic information on operating system software, word processing software and presentation software, students will be introduced to the Internet, including ethics and security, information literacy and navigating an online platform.

**B. COURSE EFFECTIVE DATES:** 11/05/2010 - Present

### C. OUTLINE OF MAJOR CONTENT AREAS

### D. LEARNING OUTCOMES (General)

1. acquire skill in the use of Windows operating system software
2. acquire skill in the use of basic application software (word processing and presentation graphics)
3. become familiar with hardware components of a personal computer
4. demonstrate knowledge of Internet and information literacy

### E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

### F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

### G. SPECIAL INFORMATION

None noted