

Dakota County Technical College

ISTC 1015: Supporting Business Applications

A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: 2

Lab Hours/Week: 1

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course prepares IT students to support end users on the Microsoft Office Suite. This course covers basic computer concepts on computer hardware and desktop application software. Students will learn the fundamentals of word processing, database, and spreadsheet and presentation applications. Students will also be introduced to use of the Internet, online collaboration tools, and outlook. The capstone of the course will cover a comprehensive integration with Office applications.

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

C. OUTLINE OF MAJOR CONTENT AREAS

None

D. LEARNING OUTCOMES (General)

None

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

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted