

# Dakota County Technical College

## **ELEC 1138: Computer Applications for Electricians**

### **A. COURSE DESCRIPTION**

Credits: 2

Lecture Hours/Week: 1

Lab Hours/Week: 1

OJT Hours/Week: \*.\*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course covers the basics of using Personal Computers (PC's) and the Microsoft Office Professional suite of programs, including Word, Excel and PowerPoint to create documents, spreadsheets and presentations. Students will also be introduced to the Internet, electrical industry applications and e-mail.

**B. COURSE EFFECTIVE DATES:** 12/10/2010 - Present

**C. OUTLINE OF MAJOR CONTENT AREAS**

#### **D. LEARNING OUTCOMES (General)**

1. Add and remove rows and columns
2. Boot the operating system
3. Calculate a value in a table
4. Change line spacing
5. Change margins
6. Copy move, rename and delete files
7. Create a PowerPoint presentation
8. Create a new document
9. Create a spreadsheet
10. Create a table
11. Create and print reports
12. Create and use forms
13. Create formulas using mathematical operators
14. Create headers and footers
15. Create new folders/directories
16. Discuss computer ethics
17. Discuss the impact of computers on modern society
18. Enter and edit records
19. Explain the history of computers
20. Move and copy text
21. Open and close the operating system
22. Open netscape
23. Select files and folders
24. Select text
25. Send and receive an e-mail message
26. Use PowerPoint wizard
27. Use absolute cell references
28. Use autofill
29. Use bold, underline and italics
30. Use charts and maps
31. Use conditional statements
32. Use functions
33. Use the Thesaurus
34. Use the mouse

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

None

#### **F. LEARNER OUTCOMES ASSESSMENT**

As noted on course syllabus

#### **G. SPECIAL INFORMATION**

None noted