HIBBING COMMUNITY COLLEGE
COURSE OUTLINE

COURSE TITLE & NUMBER: CAPP 1510: Computer Applications
CREDITS: 1 (Lec 0 / Lab 1)
PREREQUISITES: None (Keyboarding preferred)

CATALOG DESCRIPTION:

Computer Applications is a hands-on course covering basic information about the use of computer software as a productivity tool. Students are given hands-on training in Windows, word processing, databases, and spreadsheet software applications, using the most up-to-date software.

OUTLINE OF MAJOR CONTENT AREAS:

I.   Windows Basics
II.   Word processing applications
III. Spreadsheet applications
IV. Database management

COURSE GOALS/OBJECTIVES/OUTCOMES:

Students will

1.   describe external memory (storage) devices.
2.   demonstrate copying and pasting files and folders.
3.   demonstrate cutting and pasting files and folders.
4.   differentiate between different software applications.
5.   demonstrate various word processing software applications.
6.   demonstrate various spreadsheet applications.
7.   demonstrate the use of databases in the workplace.

MNTC GOALS AND COMPETENCIES MET: N/A

HCC COMPETENCIES MET:

Working Productively and Cooperatively
Communicating Clearly and Effectively
Thinking Creatively and Critically

STUDENT CONTRIBUTIONS:
Attendance is critical in this class. The student is expected to participate in class activities and complete assignments when due.

STUDENT ASSESSMENT SHALL TAKE PLACE USING INSTRUMENTS SELECTED/DEVELOPED BY THE COURSE INSTRUCTOR.

SPECIAL INFORMATION: (SPECIAL FEES, DIRECTIVES ON HAZARDOUS MATERIALS, ETC.)

There is a textbook for the class. Students are required to have their own storage media. Handouts and other materials provided.

AASC APPROVAL DATE: November 20, 2013	
REVIEW DATE: November 2018	

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