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 online
learning tools, Windows, word processing, databases, and spreadsheet software
applications, using the most up-to-date software.

OUTLINE OF MAJOR CONTENT AREAS:
1. Campus applications
   A. Email
   B. D2L
   C. E-services
2. Windows basics
3. Word processing applications
4. Spreadsheet applications
5. Database management

COURSE GOALS/OBJECTIVES/OUTCOMES:
1. Students will demonstrate proficiency in using campus applications, including
   email, D2L, and e-services.
2. Students will describe and use external memory (storage) devices.
3. Students will demonstrate how to copy, cut, and paste files and folders.
4. Students will demonstrate how to use various word processing software
   applications.
5. Students will demonstrate how to use various spreadsheet applications.
6. Students will demonstrate how to use databases.

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.

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

Curriculum Committee Approval Date: April 3, 2018

AASC APPROVAL DATE: April 18, 2018
REVIEW DATE: April 2023