



South Central College

OTEC 1001 Computer Software for College

Course Outcome Summary

Course Information

Description	This course will introduce basic information about computer software and the use of computer software as a business productivity tool. Students will be given introductory training on a Windows operating system and the common business applications of word processing, spreadsheets, database, and presentation graphics. This course is designed to equip the student with knowledge of software applications. This course will cover the business application software that will be used in more advanced courses. (Prerequisites: None)
Total Credits	2
Total Hours	32

Types of Instruction

Instruction Type	Credits/Hours
Lecture	2/32

Pre/Corequisites

None

Institutional Core Competencies

Communication - Students will be able to demonstrate appropriate and effective interactions with others to achieve their personal, academic, and professional objectives.

Critical and Creative Thinking - Students will be able to demonstrate purposeful thinking with the goal of using a creative process for developing and building upon ideas and/or the goal of using a critical process for the analyzing and evaluating of ideas.

Course Competencies

1. Navigate Windows operating system.

Learning Objectives

- Identify objects in the Windows desktop.
- Perform basic mouse operations.
- Change screen resolution.
- Run an app.
- Save files.

2. Create file management system.

Learning Objectives

Define file management.
Identify different types of storage media.
Create a file management system.
Create folders.
Demonstrate file and folder backup procedures.

3. Demonstrate ability to use web-based email application.

Learning Objectives

Demonstrate ability to send emails to multiple recipients.
Demonstrate ability to add an attachment to an email message.

4. Describe basic features and tools of a word processing application.

Learning Objectives

Describe word processing applications.
Define word processing terms.
Describe the MLA documentation style for research papers.

5. Demonstrate basic usage of a word processing application.

Learning Objectives

Create, format, and edit word processing documents.
Insert and format digital pictures in a document.
Apply paragraph formatting features to documents.
Demonstrate proficiency with citations, footnotes, and styles.
Create bibliographies.
Proofread and revise documents.

6. Describe basic features and tools of a presentation graphics application.

Learning Objectives

Describe presentation graphics applications.
Define presentation graphics terms.
Identify presentation graphics software tools and menus.

7. Demonstrate basic usage of a presentation graphics application.

Learning Objectives

Create, format, and edit presentations.
Insert photos and illustrations into slides.
Format text on slides using the Font dialog box.
Apply document themes and variants.
Apply effects and text to shapes.
Proofread and revise presentations.

8. Describe basic features and tools of a spreadsheet application.

Learning Objectives

Describe spreadsheet applications.
Define spreadsheet terms.
Identify spreadsheet application tools and menus.

9. Demonstrate basic usage of a spreadsheet application.

Learning Objectives

Create, format, and edit spreadsheets.
Demonstrate the use of the Sum button and entering a simple function.
Apply cell styles and format cells in a worksheet.
Insert charts in worksheets.
Proofread and revise spreadsheets.

10. Describe basic features and tools of a database application.

Learning Objectives

Describe database applications.
Define database terms.
Identify database software tools and menus.

11. Demonstrate basic usage of a database application.**Learning Objectives**

Create, format, and edit databases.
Create tables, queries, forms, and reports.
Add records to tables.
Proofread and revise databases.

SCC Accessibility Statement

South Central College strives to make all learning experiences as accessible as possible. If you have a disability and need accommodations for access to this class, contact the Academic Support Center to request and discuss accommodations. North Mankato: Room B-132, (507) 389-7222; Faribault: Room A-116, (507) 332-7222.

Additional information and forms can be found at: www.southcentral.edu/disability

This material can be made available in alternative formats by contacting the Academic Support Center at 507-389-7222.