

<b>TECH 0900: Computer Basics</b>	
Credits:	3
Equivalent to:	---
Offered:	Every semester
Goal Areas:	<i>This course does not count toward graduation and is not transferable to another institution.</i>
Prerequisites:	Placement test score
Delivery Method:	Classroom, Hybrid, Online
<b>Course Description:</b> This class is designed for students who are technology novices or would like a refresher on the basics. Topics include basic file navigation and saving, components of a computer, typing, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, the Internet, email, cloud storage, and more. By the end of this course, students will develop technology skills required to be successful during the rest of their college education.	
<b>Course Learning Outcome #1</b>	Students will apply basic computer skills to develop proficiency in using the most common software applications, including the Microsoft Office suite.
<b>Course Learning Outcome #2</b>	Students will understand and apply basic computer terminology relating to software applications, the Internet, computer navigation, and parts of a computer.
<b>Course Learning Outcome #3</b>	Students will navigate the Internet and evaluate web resources to identify credibility.
<b>Course Learning Outcome #4</b>	Students will create an email account and understand the functions related to regular use of an email account and related cloud storage.