



South Central College

OTEC 1001 Computer Software for College

Course Outcome Summary

Course Information

Description

Total Credits

Total Hours

Types of Instruction

Instruction Type

Credits/Hours

Pre/Corequisites

Institutional Core Competencies

Course Competencies

1. **Navigate Windows operating system.**

Learning Objectives

2. Create file management system.

Learning Objectives

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

Learning Objectives

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

Learning Objectives

5. Demonstrate basic usage of a word processing application.

Learning Objectives

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

Learning Objectives

7. Demonstrate basic usage of a presentation graphics application.

Learning Objectives

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

Learning Objectives

9. Demonstrate basic usage of a spreadsheet application.

Learning Objectives

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

Learning Objectives

11. Demonstrate basic usage of a database application.

Learning Objectives

SCC Accessibility Statement
