Course Prefix and Number: ITE 115  Credits: 3

Course Title: Introduction to Computer Applications and Concepts

Course Description: Covers computer concepts and internet skills, and uses a software suite which includes word processing, spreadsheet, database, and presentation software to demonstrate skills. Introduces information literacy knowledge and skills. Keyboarding skills are recommended prior to taking this course. Lecture 3 hours per week.

General Course Purpose: This course teaches students how to use computers, use the current Microsoft Office suite, and how to locate, evaluate, and use effectively information that is needed.

Course Prerequisites and Co-requisites: None required, but keyboarding skills are recommended.

Course Objectives:
Upon completing the course, the student will be able to
a. Explain computer concepts and define related terminology;
b. Demonstrate the ability to use on-screen windows and commands in an operating system;
c. Demonstrate the ability to use an operating system to organize information in files and folders;
d. Demonstrate a basic understanding of the Internet and how to use web browsers;
e. Describe the concept of cloud computing and provide examples of its use;
f. Demonstrate the ability to use a word processing application for entering, editing, and formatting text and graphics;
g. Demonstrate the ability to use a spreadsheet application to record, manipulate, and summarize data using formulas and charts;
h. Demonstrate the ability to use a presentation application to organize and present information;
i. Demonstrate the ability to use a desktop database application to manage data by creating tables, queries, forms, and reports;
j. Integrate data from multiple Office programs using copying, embedding, and/or linking; and
k. Demonstrate the ability to search, validate, and evaluate information from electronic sources such as databases, internet search engines, and online libraries.

Major Topics to Be Included:
a. Computer concepts/operating systems
b. Internet and web browsers
c. Cloud computing
d. Information literacy
e. Word processing software
f. Spreadsheet software
g. Database software
h. Presentation software
i. Integration of data between Office programs

Effective Date of Course Content Summary: May 1, 2015