

SYLLABUS

DIVISION: Business and Engineering Technology

REVISED: Spring, 2014

CURRICULA IN WHICH COURSE IS TAUGHT:

IST Information Systems Technology,

BUS Business Management, MKT Marketing

COURSE NUMBER AND TITLE:

ITE 115 – Introduction to Computer Applications and Concepts

CREDIT HOURS: 3

CONTACT HOURS: 3. LEC: 3, LAB: 0

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I. CATALOG DESCRIPTION: Covers computer concepts and internet skills, and uses a software suite which includes word processing, spreadsheet, database, and presentation software to demonstrate skills.

II. RELATIONSHIP OF THE COURSE TO CURRICULA OBJECTIVES: ITE 115 will address the following IST program outcomes:

- Implement Information Technology skills required by software applications.
- Apply methodologies to stay current in IT offerings, trends, and certifications.
- Apply current IT industry standards, protocols, and techniques.

III. REQUIRED BACKGROUND/PREREQUISITES: If Developmental studies are needed, MTE 1, MTE 2 and ENF 2. Keyboarding skills are recommended.

IV. COURSE CONTENT:

- Computer concepts/Operating systems
- Internet/E-mail
- Word processing
- Spreadsheets
- Databases
- Presentations
- Folder/File management

V. THE FOLLOWING GENERAL EDUCATION OBJECTIVES WILL BE ADDRESSED IN THIS COURSE.

 X Communication

 Cultural and Social Understanding

 Personal Development

 Scientific Reasoning

 X Critical Thinking

 X Information Literacy

 X Quantitative Reasoning

VI. LEARNER OUTCOMES	VII. EVALUATION
Computer concepts/Operating systems <ul style="list-style-type: none">• Understanding the microcomputer's typical components: input, processing, output, and storage• Navigate desktop• "Bootting" the system• Naming, copying, deleting and renaming files/folders	Lab exercises Test

Internet/E-mail <ul style="list-style-type: none"> • Basic Internet concepts • Searching on the Internet • Evaluating sites on the Internet 	Lab exercises Test
Word processing <ul style="list-style-type: none"> • Basic word processing concepts • Input and edit text with a word processor • Formatting text with word processing software • Prepare reports, memos, and tables 	Lab exercises Test Skills-based Project
Spreadsheets <ul style="list-style-type: none"> • Saving, opening, and printing spreadsheets • Basic spreadsheet concepts • Numbers, formulas, and function • Supply cell range to function 	Lab exercises Test Skills-based Project
Databases <ul style="list-style-type: none"> • Basic database management concepts • Organization of information and database management systems • Creating a database • Viewing, modifying, and sorting the database • Creating formatted reports 	Lab exercises
Presentations <ul style="list-style-type: none"> • Basic presentation graphics concepts • Creating a slide show with text and graphics • Saving, editing, and viewing a slide show 	Lab exercises Written test Skills-based Project

Revised Jul 17, 2014