

**J. Sargeant Reynolds Community College
Course Content Summary**

Course Prefix and Number: ITE 115

Credits: 3

Course Title: Introduction to Computer Applications and Concepts

Course Description:

Covers computer concepts and internet skills information literacy, and use a software suite which includes word processing, spreadsheet, database, and presentation software to demonstrate skills required for computer literacy. Lecture 3 hours per week.

General Course Purpose:

This course teaches students computer concepts, the Microsoft Office suite, and how to locate, evaluate, and use effectively information that is needed.

Course Prerequisites/Co-requisites:

AST 114 or equivalent

Course Objectives:

Upon successful completion of the course, the student will be able to:

1. Define computer concepts.
2. Use windows software.
3. Use an integrated software package involving word processing, spreadsheet, database and presentation applications.
4. Use the Internet and World Wide Web.
5. Use electronic mail.
6. Locate, evaluate, and use effectively the information that is needed.

Major topics to be Included:

1. Computer concepts/Operating systems
2. Internet/E-mail
3. Information Literacy
4. Spreadsheets
5. Databases
6. Presentations
7. Word processing

Effective Date of Course Content Summary: May 1, 2013