

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, 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