Official Course Syllabus

Credits: 4 (formerly CIS 101) ITCS-1010 introduces Information Technology concepts and methods that knowledge workers use to organize and manage information resources. Computer concept topic areas include up-to-date information about hardware, software, the Internet, telecommunications and network systems, databases, commerce and transaction processing, and information and decision support systems. Students develop or enhance basic skills in using computer applications software (word processing, database management systems, spreadsheet, and presentation packages) to effectively communicate for the benefit of an organization. Methods of instruction include lecture and lab. (4 contact hrs)

OUTCOME 1: Students should be able to use an operating system to manage files effectively.

OBJECTIVES:
   a. Create folders and subfolders
   b. Save files into specific location
   c. Copy, move or copy/paste files between folders to organize content
   d. Search for specific files and folders

OUTCOME2: Students should be able to use word processing, spreadsheet, database, and presentation software as a means of communication and solving of problems effectively.

OBJECTIVES:
   a. Find and launch specific software
   b. Create, modify and maintain a document, spreadsheet, database or Powerpoint
   c. Share documents, spreadsheets, databases and Powerpoint among co-workers
   d. Effectively use functions and formulas in documents, spreadsheets and databases

OUTCOME 3: Students should have a basic knowledge of information technology concepts and methods that knowledge workers use as a tool in the business world.

OBJECTIVES:
   a. Gain basic knowledge of how IT is used in today's and tomorrow's world
   b. Gain basic knowledge of computer networks as it applies to modern communication
   c. Gain basic understanding of computer hardware and software

OUTCOMES 4: Students should be able to use the Internet efficiently for e-mail, commerce, and research.

OBJECTIVES:
   a. Able to use e-mail efficiently
   b. Gain basic understanding of e-commerce
   c. Able to use Internet effectively for research

1. The graduate can integrate the knowledge and technological skills necessary to be a successful learner.
2. The graduate can demonstrate how to think competently.
3. The graduate can demonstrate how to employ mathematical knowledge.

4. The graduate can demonstrate how to communicate competently.
5. The graduate is sensitive to issues relating to a diverse, global society.
1. Hands-on approach introduction to Microsoft Windows System
  a. Windows programs and security features
  b. Windows search and help
  c. Using windows Explore to manage files and folders

2. Hands-on approach introduction to Word, Excel, Access and Power Point at Microsoft Office Specialist Skill Level
  a. Create and save files
  b. Modify, format, and maintain files
  c. Using formulas and functions in Word, Excel and Access
  d. Using Office for collaboration and research

3. Introduce computer concepts
  a. Computer technology and todays' world
  b. Computer hardware
  c. The role of Interned in work, study and personal life
  d. System software and application software, and software programming
  e. Computer networking and network security
  f. Database and computer system