

# Inver Hills Community College

## ITC 1100: Introduction to Computers

### A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: 3

Lab Hours/Week: 0

OJT Hours/Week: \*.\*

Prerequisites: None

Corequisites: None

MnTC Goals: None

Introduces the use of computers as tools for creating, communicating and organizing information. The course covers the basic concepts related to computer information systems. It provides hands on experiences on the following software applications: File Management (working with Windows) and Microsoft Office Suite (MS Word, MS Excel, MS PowerPoint, and Outlook). Prerequisites: ITC 0090 (formerly CIS 0090) or Microsoft Digital Literacy Certification. Course Note: The prerequisite for this course will be waived upon proof of passing a digital literacy placement test, contact instructor for details.

**B. COURSE EFFECTIVE DATES:** 08/25/2014 - Present

### C. OUTLINE OF MAJOR CONTENT AREAS

1. Application software (Internet Explorer, Word, PowerPoint, Excel, and Outlook) - 60%
2. File Management (Windows Explorer) - 5%
3. Input and Output Devices - 5%
4. Overview of Computer Systems - 10%
5. Secondary Storage - 5%
6. System Software (Windows and other Operating Systems) - 5%
7. The System Unit - 10%

### D. LEARNING OUTCOMES (General)

1. Demonstrate thinking and problem solving skills necessary to work with computers and application software
2. Demonstrate computer skills in: Word processing software, Spreadsheet software, Database software, Internet browsers, Operating system software
3. Understand computer terms in order to apply them to uses in popular media (e.g.: newspapers, magazines, Web sites)
4. Understand and discuss societal problems relating to computers and ethics

### E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

### F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

### G. SPECIAL INFORMATION

None noted