

**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 how to use computers (concepts and MS Office 2007) and how to locate, evaluate and use effectively information that is needed.

**Course Prerequisites/Co-requisites**

Prerequisite: Keyboarding skills

**Course Objectives**

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

- a. Define computer concepts.
- b. Use windows software.
- c. Use an integrated software package involving word processing, spreadsheet, database and presentation applications.
- d. Use the Internet and World Wide Web.
- e. Use electronic mail.
- f. Locate, evaluate, and use effectively the information that is needed.

**Major topics to be Included**

- a. Computer concepts/Operating systems
- b. Internet/E-mail
- c. Information Literacy
- d. Spreadsheets
- e. Databases
- f. Presentations
- g. Word processing

**Course Effective Date:** 10/16/2008