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# CIT 100 - COMPUTERS IN BUSINESS-AN INTRO

## **Course Description**

A first exposure to the world of computer applications in business, this course covers the hands-on use of word processing, spreadsheets, database, and presentation graphics programs. In addition, the Windows operating system, file and folder management, basic concepts, terminology and security threats will be covered. Group 2 course.

## **Credit Hours**

3

## **Contact Hours**

3

## **Lecture Hours**

3

## General Education Outcomes supported by this course

Communications - Direct, Critical Thinking - Direct

## **Course Learning Outcomes**

#### Knowledge:

· Define computer related terminology.

## Application:

- · Create files using MS Office.
- · Update files using MS Office.
- Maintain an electronic file and folder structure containing course files.

## Integration:

· Transfer knowledge of the MS Office suite to real-life situations.

#### **Human Dimension:**

· Identify ways MS Office is used in industry.

#### Caring - Civic Learning:

· Describe how to minimize security risk.

### Learning How to Learn:

· Use various types of software in real life situations.