

CIT 103—Computer Literacy (1)

Course Description

Commonly used capabilities of computers are explored with emphasis on computer basics and terminology as well as software packages. Students also gain hands-on experience with common productivity software, email, and Internet access. Not available for credit to persons who have previously satisfied the computer literacy requirement. Lecture: 1 hour. Prerequisites: none.

Course Competencies

Upon successful completion of this course, the student can:

1. Utilize computer technology as a tool to access and prepare information.
2. Demonstrate an understanding of basic computer terminology.
3. Demonstrate familiarity with microcomputer components.
4. Operate computers using a word processing package.
5. Access the Internet and use email.

Course Outline

- I. Computer Terminology
 - A. Basic Computer Functions
 - B. Components of a Microcomputer
 - C. Computers and Society
- II. Software
 - A. Operating Systems
 - B. Word Processing
- III. The Internet
 - A. Web Browsers
 - B. Electronic Mail