



COURSE SYLLABUS

DIVISION: Workforce Services

Revised: January 2015

CURRICULUM IN WHICH COURSE IS TAUGHT: Non-Curricula

COURSE NUMBER AND TITLE: ITE 101 Introduction to Microcomputers

CREDIT HOURS: 1

HOURS/WEEK LECTURE: 1

HOURS/WEEK LAB: 0

LECTURE/LAB COMBINATION: 1

I. CATALOG DESCRIPTION: This course will introduce the personal computer and its applications from a practical hands-on perspective. Students will acquire a working knowledge of terminology relative to personal computers and practical knowledge in the use of personal computers. The business and economic benefits of personal computers in the workplace will also be discussed.

II. RELATIONSHIP OF THE COURSE TO CURRICULUM OBJECTIVES IN WHICH IT IS TAUGHT: Non-Curricula

III. REQUIRED BACKGROUND: None

IV. COURSE CONTENT

- Terminology
- Hardware
- Operating System Software
- Application Software
- Booting the Personal Computer
- Introduction to basic MS-DOS commands
- Evaluating Personal Computer

V. Learner Outcomes

VI. Evaluation

Student will be familiar with basic computer terminology.	Reading of materials.
Student will be able to boot and interact with the personal computer	In-class demonstrations

Student will be able to distinguish between system software and application software.	Reading, in-class demonstrations, class assignments.
Student will use software to prepare business documents.	In class exercise
Student will identify PC components and features.	Oral drill
Student will access directories and subdirectories.	Written test

VII. The course supports the following general education goals/objectives:

DCC Educational Objectives

- Communication
- Critical Thinking
- Information Literacy
- Quantitative Reasoning