# 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.