CSCI 1100 Using Information Technology
3 Credit Hours

Course Purpose/Goals
Students will gain a working knowledge of word-processing, electronic communication, and on-line database searching and will learn the skills necessary to integrate electronic information from various sources. Students learn through both lecture and hands-on experience.

Prerequisites
None

Major Topics
computer basics (input devices, system unit, storage media, output devices, PC maintenance); Windows basics; managing Windows and files); overview of standard applications (Word processors, spreadsheets, other); communication, Internet, and e-mail basics; Word 2000 basics (creating documents, inserting text); working with documents (formatting text, formatting documents, saving and sending documents, help menu); managing documents (opening, manipulating text, navigation); ETSU network-based information resources (Sherrod Library website, InfoTrac, Voyager, ETSU E-mail system, BlackBoard Course Delivery System).

Learning Outcomes
☐ use word processing skills to a degree that enables them to write term papers, reports, resumes, and research papers
☐ use email to communicate with others - locally, nationally, and globally
☐ manage files as applicable to the various software packages
☐ access electronic databases, and search for and retrieve information from those sources, including sites available via the Internet and databases available through the ETSU library system
☐ and demonstrate an awareness of the social and ethical responsibilities inherent in the use of computers