

INFORMATION TECHNOLOGY APPLICATIONS MANAGEMENT (ITAM)

ITAM 101 Introduction to Computer Applications

(3 Credits, Varies)

This course will provide an introduction to the use of technology including an overview of hardware components, operating systems, e-mail, Internet, and networks by exploring the features and functions of commonly used computer applications and problem solving. Students are not required to have any computer skills prior to enrolling in this course. *(3 lecture hours, 0 lab hours, 3 credits)*

ITAM 110 Introduction to Word Processing

(1 Credit, Varies)

This one-credit course provides instruction using word processing features for the production of letters, reports, and multiple-page documents. The course emphasizes identification and troubleshooting of problems associated with soft copy document production and stresses proper formatting. *(1 lecture hours, 0 lab hours, 1 credits)*

ITAM 120 Introduction to Presentation Software

(1 Credit, Varies)

This one-credit course provides instruction in developing computer presentations. Students will learn to use the software to incorporate pictures, shapes, color and transitions in an on-screen presentation. *(1 lecture hours, 0 lab hours, 1 credits)*

ITAM 130 Introduction to Spreadsheets

(1 Credit, Varies)

This one-credit course will provide hands-on training in the practical application of spreadsheet software, emphasizing the process of creating, formatting, enhancing, revising, saving, and printing spreadsheets. Students will be introduced to problem-solving using formulas and functions and charting data. *(1 lecture hours, 0 lab hours, 1 credits)*

Refer to How to Read Course Descriptions for an explanation of elements found in the course descriptions above.