University of Arkansas - Fort Smith
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General Syllabus

ITA 1003 Computer Applications for the Knowledge Worker

Credit Hours: 3   Lecture Hours: 3   Lab Hours: 0

Effective Catalog: 2018-2019

I.   Course Information

    A. Catalog Description
    An introduction to computer literacy using Microsoft applications; Word, Access, Excel and Power Point. Real work problem sets are used as integrated assignments.

    B. Additional Information - None

II.   Student Learning Outcomes

    A. Subject Matter
    Upon successful completion of this course, the student will be able to:

1. Apply various computer technologies to ensure success personally and professionally.
2. Create documents with Microsoft Word.
3. Use tables and templates to create resumes and cover letters.
4. Create research papers, newsletters, and merged mailing labels.
5. Create a worksheet and chart data.
6. Use functions, create tables, and manage large workbooks.
7. Analyze data with pie charts, line charts, and what-if analysis tools.
8. Understand access databases.
9. Sort and query a database.
10. Produce forms, filters, and reports.
11. Understand Microsoft Office PowerPoint.
12. Format PowerPoint presentations.
13. Enhance a presentation with animation, video, tables and charts.
14. Perform integrated projects using the Microsoft Office suite.

    B. University Learning Outcomes
    This course enhances student abilities in the following areas:

Analytical Skills
Critical Thinking: Students will identify a problem or issue, then generate solutions/analysis of problems/issues evaluated.

Communication Skills (written and oral)
Students will compose coherent documents appropriate to the intended audience.

III.   Major Course Topics

A. Personal Information Management (PIM) applications
B. E-mail applications
C. Writing and Publishing (Word Processing) applications
D. Presentation applications
E. Spreadsheet applications
F. Database applications
G. Collaborative/Groupware applications
H. Computer operations applications
I.   Computer-based equipment