

# ICS 101 : Digital Tools for the Information World

**Credits:** 3

**Class Hours:** 3 lecture

**Recommended:** Qualified for ENG 100 and MATH 103. Keyboarding experience is recommended prior to taking this course.

**Description:** This course covers fundamental information technology concepts and computing terminology, productivity software for problem solving, computer technology trends, and impact on individuals and society. Emphasis will be placed on the utilization of operating systems and the production of professional documents, spreadsheets, presentations, databases, and web pages.

**Semester Offered:** Fall, Spring

**Course Student Learning Outcomes (CSLOs):**

1. Utilize operating system interfaces to manage computer resources effectively.
2. Use accepted hardware, software, and communications terminology to effectively interact with other computer users.
3. Know the ethical and security issues involved in the use of computer technology.
4. Utilize appropriate computer applications to produce professional-level documents, spreadsheets, presentations, databases, and web pages for effective communication.
5. Extract and synthesize information from available Internet resources using intelligent search and discrimination.