



**INTRODUCTION TO COMPUTERS
&
INFORMATION PROCESSING**
21:198:100 (3 credits)

COURSE DESCRIPTION:

Covers a general knowledge of computer use; history of computers and information processing, survey of modern computer science concepts, practical instruction in the use of a variety of data processing environments, and use of available software packages and databases; introduction to the Internet.

PREREQUISITE:

Fulfillment of the mathematics proficiency requirement. May **NOT** be used for credit by computer science or information systems majors. This course fulfills the technology course requirement in the teacher certification program.

TEXTBOOKS:

Carey/DesJardins/Shaffer/Shellman/Vodnik - New Perspectives Microsoft® Office 365 & Office 2016 : Introductory, Spiral bound Version

ISBN: 9781305879171

DEPARTMENT WEB SITE: <http://www.ncas.rutgers.edu/math>

THIS COURSE COVERS THE FOLLOWING SECTIONS:

The course will cover computer basics, hardware, and software with additional focus on learning Microsoft Office applications in a hands-on lab. Topics to be covered include:

Information Technology (Hardware – Software)
Information Systems
MS Word: Document Formatting
MS Excel: Spreadsheets (Data Analysis)
MS Access: Databases
MS PowerPoint: Presentations (Information Sharing)

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