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:

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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