## Course Information Sheet

**New Course Revision  Deactivate Course  Reactivate Course**

**A.** Offered At: SCC  SFCC  ABE

**B.** Continuous Enrollment:  Yes  No

**C.** Course Title: Fundamental IT Applications

**D.** Prefix and Course Number: IS105

**E.** Number of Credits: 5

**F.** Hours: Lecture 55 Lab 1cr=22hrs Clinical 1cr=33hrs Other

**G.** Type of Course (Select One):  Liberal Arts  Professional/Technical  Other Explain Here

**H.** Proposed Transferability Status:  AA Distribution Area: Choose an area.  Electives:  Generally Transferable Restrictive

Other: Click here to enter text.  N/A

**I.** Is this course to be considered a repeat of a previous course?  Yes  No

If yes, which course? Click here to enter text.

**J.** Workload Category: A- 15 hrs

**K.** CIP Code: 11.001 Program Code: Click here to enter text.

**L.** Workplace Training:  Yes  No

**M.** Catalog Course Description: In this course students will learn fundamentals of information technology related applications available and used in all major industries. They work on their knowledge of word processing, spreadsheets, databases, and collaborative applications. Students will use common office suites, such as Microsoft Office. Areas of emphasis will include advanced use of included features, identifying the most suitable application for common business functions and project-based learning. Perquisite: IS103 with a minimum 2.0 GPA.

**N.** Prerequisites: IS103 with a minimum 2.0 GPA

**O.** Concurrent Enrollment: Click here to enter text.

**P.** Program Title: AAS Information Technology

Q. Do other programs require this course? YES NO (If yes, please list below in comments)

R. Version Date: 1/6/2021 S. Requested Implementation Date: Fall 2021

T. Comments: The changes in this course is the inclusion of a pre-requisite.

U. Department Chair: Brady Nielsen V. Dean: Sarah Martin

Vice President: *Jim Brady* Date Approved: Click or tap to enter a date.