

Information Technology (ITCC)

ITCC111 Basic Productivity Applications (3 semester hours)

This course is a study of the concepts and technology trends essential to office productivity applications. Students will explore the principles, practices, features, and functions of the word processing application in the Microsoft Office® Suite. The course will be taught with a mixture of analytical methods and practical exercises. Students will use Microsoft Word® to create and format documents; and use lists, themes, mail merge, watermarks, templates, graphics, navigation tools, tables, charts, citations and bibliographies. Students may access MS Office 365® Suite via their MyCampus account for FREE in the classroom. Microsoft Office 365 is free to students and faculty. Microsoft Office®, Microsoft Word® and Microsoft Office 365® is a registered trademark of Microsoft Corporation.

View the course schedule (<https://www.apus.edu/course-schedule/details.html?c=ITCC111>) to find out details about each course including prerequisites, course objectives, course materials, a snapshot of the syllabi, and session dates.

ITCC112 Advanced Productivity Applications (3 semester hours)

This course is a study of the concepts and technology trends essential to office productivity applications. Students will explore the principles, practices, features, and functions of the electronic spreadsheet application in the Microsoft Office® Suite. The course will be taught with a mixture of analytical methods and practical exercises. Students will use Microsoft Excel® to create and format spreadsheets; they will also manipulate data and use formulas, charts, workbooks, styles, hyperlinks, themes, functions, conditional logic, graphics, comments, and security features. Students will participate in an engaging learning experience that aligns with Microsoft's Exam. The course content maps to the Microsoft Office Specialist (MOS): to Microsoft Office Excel Certification. Students may access MS Office 365® Suite via their MyCampus account for FREE in the classroom. Microsoft Office 365 is free to students and faculty. Microsoft Office®, Microsoft Excel® and Microsoft Office 365® is a registered trademark of Microsoft Corporation.

View the course schedule (<https://www.apus.edu/course-schedule/details.html?c=ITCC112>) to find out details about each course including prerequisites, course objectives, course materials, a snapshot of the syllabi, and session dates.

ITCC113 Office Presentation Applications (3 semester hours)

This course is a study of the concepts and technology trends essential to office presentation, communication and productivity applications. Students will explore the principles, practices, features, and functions of Microsoft PowerPoint®, the presentation application in the Microsoft Office® Suite. The course will be taught with a mixture of analytical methods and practical exercises. Students will use Microsoft PowerPoint to build and format presentations; and to use styles, templates, lists, tables, charts, hyperlinks, transitions, animations, graphics, multimedia, and digital signatures. They will also rehearse the timing of the presentation and prepare presentations for the Web. Students will participate in an engaging learning experience that aligns with Microsoft's Exam. Students may access MS Office 365® Suite via their MyCampus account for FREE in the classroom. Microsoft Office 365 is free to students and faculty. Microsoft PowerPoint®, Microsoft Office® and Microsoft Office 365® are registered trademarks of Microsoft Corporation.

View the course schedule (<https://www.apus.edu/course-schedule/details.html?c=ITCC113>) to find out details about each course including prerequisites, course objectives, course materials, a snapshot of the syllabi, and session dates.

ITCC121 Introduction to Computer Science (3 semester hours)

This course is an overview of computer information systems in which hardware, software, procedures, systems, and databases are explored in relation to their integration and application in business and other segments of society. Telecommunications and network concepts are introduced as a basis for understanding of the Internet and e-commerce capabilities.

View the course schedule (<https://www.apus.edu/course-schedule/details.html?c=ITCC121>) to find out details about each course including prerequisites, course objectives, course materials, a snapshot of the syllabi, and session dates.

ITCC200 Application Software Integration (3 semester hours)

In this course, students will explore the principles, practices, features, and functions of software in the Microsoft Office® Suite. The course will be taught through a mixture of analytical methods and practical exercises. Students will use Microsoft Word®, Excel®, Outlook®, Access®, and PowerPoint® to format and design documents, databases, and spreadsheets. Students will also design and publish advertising and marketing documents according to hypothetical and real-world scenarios. Through this course, students may acquire a more comprehensive understanding of commonly used applications and how they can be integrated with one another. Students may access the free Microsoft Office 365® suite via their MyCampus account. This software suite is available to students using both Apple® and Microsoft Windows® computers. Microsoft Word®, Microsoft Excel®, Microsoft Outlook®, Microsoft Access®, Microsoft PowerPoint®, Microsoft Office 365®, and Microsoft Windows® are registered trademarks of Microsoft Corporation. Apple® is a registered trademark of Apple Inc. View the course schedule (<https://www.apus.edu/course-schedule/details.html?c=ITCC200>) to find out details about each course including prerequisites, course objectives, course materials, a snapshot of the syllabi, and session dates.

ITCC231 Introduction to Information Technology Writing (3 semester hours)

This course provides a writing foundation necessary for an IT professional to identify and respond to communication needs within the IT environment, so that the professional can produce clear, concise, and appropriate IT documentation for peers and supervisors, with the ultimate goal of increasing organizational standardization and efficiency.

View the course schedule (<https://www.apus.edu/course-schedule/details.html?c=ITCC231>) to find out details about each course including prerequisites, course objectives, course materials, a snapshot of the syllabi, and session dates.

ITCC298 Computer Technology Intermediate Capstone (3 semester hours)

This course provides a comprehensive overview of major components of computer technology. The course explores concepts, principles, and practices associated with computer hardware and software, web development, productivity applications, and programming fundamentals. This course provides an opportunity to integrate academic rigor with real-world experience; apply theory to solve real-world problems, make the learning experiential, facilitate project-based learning, and integrate knowledge and skills with practice. (Prerequisite: Completion of all other General Education Major and Elective Requirements in the Associate of Science in Computer Technology program)

View the course schedule (<https://www.apus.edu/course-schedule/details.html?c=ITCC298>) to find out details about each course including prerequisites, course objectives, course materials, a snapshot of the syllabi, and session dates.

ITCC498 Computer Technology Advanced Capstone (3 semester hours)

This capstone course is a senior level course designed to allow the student to review, analyze and integrate the work the student has completed toward a degree in Computer Technology. The student will complete an approved academic project that demonstrates mastery of program of study in a meaningful culmination of learning and assesses the student's level of mastery of the stated outcomes of the degree requirements. This course is to be taken after all other Computer Technology courses have been satisfactorily completed. Students must have senior standing in the program and must demonstrate that they have taken all other IT courses in their degree plan prior to registering for this course. (Prerequisite: Completion of a minimum of 111 hours towards degree program)

View the course schedule (<https://www.apus.edu/course-schedule/details.html?c=ITCC498>) to find out details about each course including prerequisites, course objectives, course materials, a snapshot of the syllabi, and session dates.