

# INFORMATION TECHNOLOGY ESSENTIALS (ITE)

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## **ITE 100 Introduction to Information Systems (3 CR.)**

Introduces students to general concepts of computer information systems. Presents terminology and effects of computers on daily life. Discusses available hardware and software as well as their applications. Exposes students to the system development process. Lecture 3 hours per week.

Credit for Prior Learning available for this course. More information at <https://www.nvcc.edu/admissions/cpl.html>.

## **ITE 119 Information Literacy (3 CR.)**

Presents the information literacy core competencies focusing on the use of information technology skills. Skills and knowledge will be developed in database searching, computer applications, information security and privacy, and intellectual property issues. Lecture 3 hours per week.

Credit for Prior Learning available for this course. More information at <https://www.nvcc.edu/admissions/cpl.html>.

## **ITE 140 Spreadsheet Software (3 CR.)**

Covers the use of spreadsheet software to create spreadsheets with formatted cells and cell ranges, control pages, multiple sheets, charts, and macros. Topics include type and edit text in a cell, enter data on multiple worksheets, work with formulas and functions, create charts, pivot tables, and styles, insert headers and footers, and filter data.

## **ITE 152 Introduction to Digital and Information Literacy and Computer Applications (3 CR.)**

Develops understanding of digital and information literacy. Introduces basic computer concepts in hardware, software, cyber, cloud, database, and operating systems. Includes hands-on experience developing word processing, spreadsheet and presentation documents. Evaluates the reliability of sources. Covers creating a simple web page. Examines topics such as social, legal, and ethical issues. Lecture 3 hours per week.

Credit for Prior Learning available for this course. More information at <https://www.nvcc.edu/admissions/cpl.html>.

## **ITE 170 Multimedia Software (3 CR.)**

Explores technical fundamentals of creating multimedia projects with related hardware and software. Students will learn to manage resources required for multimedia production and evaluation and techniques for selection of graphics and multimedia software. Lecture 3 hours per week.

## **ITE 180 Help Desk Support Skills (3 CR.)**

Emphasizes instruction in customer support techniques required for analyzing and coordinating software and hardware solutions for end-user needs. Includes evaluation and communication techniques required to provide help desk support necessary to transfer knowledge and achieve a solution. Lecture 3 hours per week.

**Prerequisite(s)** ITE 152

Credit for Prior Learning available for this course. More information at <https://www.nvcc.edu/admissions/cpl.html>.

## **ITE 182 User Support/Help Desk Principles (3 CR.)**

Prerequisite is ITE 180. Introduces a variety of tools and techniques that are used to provide user support in help desk operations. This course includes help desk concepts, customer service skills, troubleshooting problems, writing for end users, help desk operations, and software, needs analysis, facilities management, and other topics related to end user support. Lecture 3 hours per week.

## **ITE 221 PC Hardware & O/S Architecture (3 CR.)**

Covers instruction about processors, internal functions, peripheral devices, computer organization, memory management, architecture, instruction format, and basic OS architecture. Lecture 3 hours per week.

**Prerequisite(s)** ITE 152 or ITE 115 or ITE 119

Credit for Prior Learning available for this course. More information at <https://www.nvcc.edu/admissions/cpl.html>.

## **ITE 270 Advanced Multimedia Development (3 CR.)**

Refines multimedia skills, focusing on project development using digital media; video clips, still images, and audio (sounds, music, and narration). Lecture 3 hours per week.

**Prerequisite(s)** ITE 170