

# Foundations in Tech (FIT) Courses

## **FIT1000 Information Technology for Business Professionals**

This course provides basic understanding of computer software, policies and procedures necessary for business professionals. Students gain practical knowledge of operations and terminology as well as hands-on use of personal information management systems, word processing, and digital presentations. Students are also introduced to using databases as a decision-making tool. Computer-based assessment software may be used as both a learning and skills measurement tool. (HY)

Offered at Charlotte, Providence, Providence CE

3 Semester Credits

## **FIT1040 Spreadsheet Design for Business Solutions**

This course provides students with a working knowledge of spreadsheet skills and apply those skills to problem-solving cases. Computer-based assessment software may be used as both a learning and skills measurement tool. (OL)

Offered at Charlotte, Online, Providence, Providence CE

3 Semester Credits