

Revised: Fall 2014

ITE 115

Introduction to Computer Applications

COURSE OUTLINE

Prerequisites:

These are basic computer skills that are necessary to facilitate your successful completion in this course. Students must be able to read and write at the college level. Keyboarding Skills – skills should include touch typing and being familiar with the layout of the keyboard. Basic Math skills (e.g., calculating percentages and computing averages). Be able to start a program/application software from a shortcut or menu. Access the Internet. Send and Retrieve E-mail.

Course Description:

ITE-115 covers computer concepts and Internet skills and uses a software suite, which includes word processing, spreadsheet, database, and presentation software to demonstrate skills. Recommended prerequisite keyboarding skills. CIS may not be substituted for ITE 115. Lecture 3 hours per week. (3 semester credits)

Semester Credits: 3 Lecture Hours: 3 Lab/Recitation Hours: 0

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Introduction to Computer Applications, ITE 115

Course Outcomes

At the completion of this course, the student should be able to:

Computer concepts/Operating systems

- Understanding the microcomputer's typical components: input, processing, output, and storage
- Distinguish between system software and application software
- Demonstrate desktop management skills
 - Use themes, screen savers, backgrounds
 - Use Tiling, cascading
 - Use Short-cuts and icons
 - Use Task bar, Quick Launch, Desktop menus
- Demonstrate file management skills
 - Create and recognize valid file names and folders
 - Use search, copy, move, rename, delete files and folders
 - Explain the deletion process and recovery methods

Word processing

- Basic word processing concepts
- Creating and Editing a Word Document
- Formatting text with word processing software
- Prepare a Research Paper, Cover Letter and Resume, and tables

Spreadsheets

- Basic spreadsheet concepts
- Saving, formatting, and printing spreadsheets
- Labels, numbers, formulas, and functions
- Creating Charts

Cyber Security

- **Basic Cyber Security Information**
- **Data Analysis using Excel Graphing**

Presentations

- Basic presentation graphics concepts
- Creating a slide show with text and graphics
- Saving, editing, and viewing a slide show

Databases

- Basic database management concepts
- Organization of information and database management systems

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- Creating a database
- Viewing, modifying, and sorting the database
- Performing queries
- Creating and printing formatted reports

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Required Materials:

Textbook:

ITE 115 TEXT BOOK BUNDLE ISBN: 9781337205870 includes: Microsoft Office 365 and 2016 Introductory, Vermaat, SAM 2016 Assessments, Training, and Projects v1.0, and MindTap Reader Printed Access Code

The following supplementary materials are available:

Required Materials:

Microsoft Office 2016 Software, SAM 2016 Assessments, Training and Projects v1.0, and a USB/Flash Drive

The following supplementary materials are available:

1. Instructor Resource CD

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Topical Description: (Outline chapters and sections to be covered in the book – may include timeline)

Microsoft Office 2016 and Windows 8 - Essential Concepts and Skills
Office 365 Essentials

Microsoft Word 2016

Chapter One: Creating, Formatting, and Editing a Word Document with Pictures

Chapter Two: Creating a Research Paper with References and Sources

Chapter Three: Creating a Business Letter with a Letterhead and Table

Microsoft Word 2016 Test

Microsoft Excel 2016

Chapter One: Creating a Worksheet and a Chart

Chapter Two: Formulas, Functions, and Formatting

Chapter Three: Working with Large Worksheets, Charting, and What-If Analysis

Microsoft Excel 2016 Test

Microsoft PowerPoint 2016

Chapter One: Creating and Editing a Presentation with Pictures

Chapter Two: Enhancing a Presentation with Pictures, Shapes, and WordArt

Microsoft PowerPoint 2016 Test

Microsoft Access 2016

Chapter One: Databases and Database Objects: An Introduction

Microsoft Access 2016 Test

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Notes to Instructors

(List information about optional topics, departmental exams, etc)

1. SAM 2016 Assessment, Training, and Projects v1.0, will be used for tests, training, and homework assignments, starting in the fall 2016 semester.
2. The SAM 2016 Word Test, SAM 2016 Excel Test, and SAM 2016 PowerPoint Test will be used for IE Assessments starting in the fall 2016 semester.
3. All ITE 115 instructors must administer the same SAM 2016 Word, SAM 2016 Excel, SAM 2016 PowerPoint and SAM 2016 Access homework.
4. All ITE 115 instructors must administer the same SAM 2016 Word, SAM 2016 Excel, SAM 2016 PowerPoint and SAM 2016 Access tests.
5. No Final Exam will be administered in the ITE 115 class.

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