

ITE 119

Information Literacy

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:

This course 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. (3 semester credits)

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

VIRGINIA WESTERN COMMUNITY COLLEGE
PO Box 14007
Roanoke, VA 24038
(540)-857-7273



Information Literacy, ITE 119

Course Outcomes

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

Discovering Computers

Introduction to Computers

- Explain why computer literacy is vital to success in today's world
- Understand the five components of a computer
- Understand the advantages and disadvantages that users experience when working with computers
- Understand the uses of the Internet and World Wide Web

The Internet and World Wide Web

- Identify and briefly describe various broadband Internet connections
- Describe the types of Internet providers
- Understand the purpose of a Web browser
- Understand how to use a search engine
- Describe the types of Web sites
- Understand the rules of netiquette

Application Software

- Identify the four categories of application software
- Understand the characteristics of a user interface
- Identify the key features of widely used business programs
- Understand Web applications

Operating Systems and Utility Programs

- Understand system software
- Understand the function of an operating system
- Identify various server operating systems
- Explain the purpose of several utility programs

Computer Security and Safety, Ethics, and Privacy

- Understand various types of Internet and network attacks
- Discuss techniques to prevent unauthorized computer access and use
- Identify safeguards against hardware theft and vandalism
- Explain ways to protect against software theft and information theft
- Identify risks and safeguards associated with wireless communications

Computer concepts/Operating systems

- Understanding the microcomputer's typical components: input, processing, output,

VIRGINIA WESTERN COMMUNITY COLLEGE
PO Box 14007
Roanoke, VA 24038
(540)-857-7273



- 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 find, 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 function
- Creating Charts

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



Information Literacy, ITE 119

Required Materials:

Textbook:

ITE 119 TEXT BOOK BUNDLE ISBN: 9781337217538. This bundle contains the following components: SAM 2016: Assessments, Training, and Projects v3.0, SC Discovering Computers + Microsoft Office 365 & Office 2016: A Combined Approach (looseleaf bundle)

SAM 2016 PRINTED ACCESS CARD ISBN: 9781337113922. SAM 2016 Assessment, Training, and Projects v1.0 Printed Access Card, 1st Edition

The following supplementary materials are available:

Required Materials:

Microsoft Office 2016/365 Software, SAM 2016 Assessments, Training and Projects v3.0, and a USB/Flash Drive

The following supplementary materials are available:

1. Instructor Resource CD

VIRGINIA WESTERN COMMUNITY COLLEGE
PO Box 14007
Roanoke, VA 24038
(540)-857-7273



Information Literacy, ITE 119

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

Discovering Computers

Module 1: Introduction to Computers

Module 2: The Internet and the World Wide Web

Module 3: Application Software

Module 4: Operating Systems and Utility Programs

Module 5: Computer Security and Safety, Ethics, and Privacy

Discovering Computers Test

Microsoft Word 2016

Module 1: Creating, Formatting, and Editing a Word Document with Pictures

Module 3: Creating a Business Letter with a Letterhead and Table

Microsoft Word 2016 Test

Microsoft Excel 2016

Module 1: Creating a Worksheet and an Embedded Chart

Module 2: Formulas, Functions, and Formatting

Module 3: What-If Analysis, Charting and Working with Large Worksheet

Microsoft Excel 2016 Test

Microsoft PowerPoint 2016

Module 1: Creating and Editing a Presentation with Clip Art

Microsoft PowerPoint 2013 Test

Microsoft Access 2016

Module 1: Databases and Database Objects: An Introduction

Module 2: Compound Queries, AND/OR

Microsoft Access 2016 Test

VIRGINIA WESTERN COMMUNITY COLLEGE
PO Box 14007
Roanoke, VA 24038
(540)-857-7273



Information Literacy, ITE 119

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.
2. The ITE 119 instructors will be assigning the same SAM 2016 homework, for the ITE 119 classes.
3. No Final Exam will be administered in the ITE 119 class.

VIRGINIA WESTERN COMMUNITY COLLEGE
PO Box 14007
Roanoke, VA 24038
(540)-857-7273

