

Virginia Western Community College

ITE 119

Information Literacy

Prerequisites

None

Course Description

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.

Semester Credits: 3 Lecture Hours: 3 Lab/Clinical/Internship Hours: 0

Required Materials

Textbook:

ITE 119 TEXT BOOK BUNDLE ISBN: 9781337217538. This bundle contains the following components: SAM 2016: Assessments, Training, and Projects v3.0, Discovering Computers & Microsoft Office 2016, Shelly/Vermaat SAM 2016 PRINTED ACCESS CARD ISBN: 9781133023852. SAM 2016 Assessment, Training, and Projects v3.0 Printed Access Card, 1st Edition

Other Required Materials:

Microsoft Office 2016/365 Software, SAM 2016 Assessments, Training and Projects v1.0, and a USB/Flash Drive

Course Outcomes

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

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, 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

Topical DescriptionDiscovering Computers

1. Module 1: Introduction to Computers
 2. Module 2: The Internet and the World Wide Web
 3. Module 3: Application Software
 4. Module 4: Operating Systems and Utility Programs
 5. Module 5: Computer Security and Safety, Ethics, and Privacy
- Discovering Computers Test

Microsoft Word 2016

6. Module One: Creating, Formatting, and Editing a Word Document with a Picture
7. Module Two: Creating a Research Paper with References and Sources
8. Microsoft Word 2016 Test

Microsoft Excel 2016

9. Module One: Creating a Worksheet and a Chart
 10. Module Two: Formulas, Functions, and Formatting
 11. Module Three: Working with Large Worksheets, Charting, and What-If Analysis
- Microsoft Excel 2016 Test

Cyber Security Awareness

12. Introduction to Cyber Security Awareness
13. Cyber Security Awareness Excel Project

Microsoft PowerPoint 2016

14. Module One: Creating and Editing a Presentation with Pictures
 15. Module Two: Enhancing a Presentation with Pictures, Shapes, and WordArt
- Microsoft PowerPoint 2016 Test

Microsoft Access 2016

16. Module One: Databases and Database Objects: An Introduction
 17. Module Two: To Use a Compound Criterion Involving Or, To Use a Compound Criterion Involving AND
- Microsoft Access 2016 Test

Notes to Instructors

- SAM 2016 Assessment, Training, and Projects v1.0, will be used for tests, training, and homework assignments, starting in the fall 2016 semester.
- All ITE 119 instructors must administer the same SAM 2016 Word, SAM 2016 Excel, SAM 2016 PowerPoint and SAM 2016 Access homework.
- All ITE 119 instructors must administer the same SAM 2016 Word, SAM 2016 Excel, SAM 2016 PowerPoint and SAM 2016 Access tests.
- No Final Exam will be administered in the ITE 119 class.