

Virginia Western Community College
ITE 115
Introduction to Computer Applications

Prerequisites

None

Course Description

Covers computer concepts and Internet skills, and uses a software suite that includes word processing, spreadsheet, database, and presentation software to demonstrate skills. Recommended prerequisite keyboarding skills.

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

Required Materials**Textbook:**

ITE 115 TEXT BOOK BUNDLE ISBN: 978-1337-20587-0 includes Shelly Cashman Microsoft Office 365 & Office 2016: Introductory, 1st Edition (Looseleaf), SAM 2016 Assessments, Training, and Projects v1.0, and MindTap Reader Printed Access Code

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:

Computer concepts/Operating systems

- Create and recognize valid file names and folders
- Use search, copy, move, rename, delete files and folders
- Cyber Security Awareness

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

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 Description**Microsoft Word 2016**

Module One: Creating, Formatting, and Editing a Word Document with a Picture

Module Two: Creating a Research Paper with References and Sources

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

Microsoft Word 2016 Test

Microsoft Excel 2016

Module One: Creating a Worksheet and a Chart

Module Two: Formulas, Functions, and Formatting

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

Microsoft Excel 2016 Test

Microsoft PowerPoint 2016

Module One: Creating and Editing a Presentation with Pictures

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

Module Three: Reusing a Presentation and Adding Media and Animation

Microsoft PowerPoint 2016 Test

Microsoft Access 2016

Module One: Databases and Database Objects: An Introduction

Module Two: Querying a Database

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.
- 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.
- All ITE 115 instructors must administer the same SAM 2016 Word, SAM 2016 Excel, SAM 2016 PowerPoint and SAM 2016 Access homework.

- All ITE 115 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 115 class.