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:

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

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

Understanding the World Wide Web
- Understand how to use a search engine
- Understand the purpose of a Web browser

Computer Security and Safety, Ethics, and Privacy
- Understand various types of Internet and network attacks
- Explain ways to protect against software theft and information theft

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 Description

Discovering Computers

Module 2: The Internet and the World Wide Web
Module 5: Computer Security and Safety, Ethics, and Privacy
Discovering Computers Test

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

<u>Microsoft Excel 2016</u>

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

<u>Microsoft PowerPoint 2016</u>

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

<u>Microsoft Access 2016</u>

Module One: Databases and Database Objects: An Introduction
Module Two: Querying a Database
Microsoft Access 2016 Test

<u>Notes to Instructors</u>

- 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.