

# 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:**

Shelly Cashman 2019 Office Intro Bundle: 9780357268254 (includes SAM w/1 eBook and the Loose Leaf text).  
SAM 2019 Office Access Code with Access to 1 eBook: 9780357366646

##### **Other Required Materials:**

Microsoft Office 2019/365 Software, SAM 2019 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

##### **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 2019

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 2019 Test

#### Microsoft Excel 2019

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 2019 Test

#### Microsoft PowerPoint 2019

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 2019 Test

#### Microsoft Access 2019

Module One: Databases and Database Objects: An Introduction

Module Two: Querying a Database

Microsoft Access 2019 Test

### **Notes to Instructors**

- SAM 2019 Assessment, Training, and Projects v1.0, will be used for tests, training, and homework assignments, starting in the fall 2019 semester.
- The SAM 2019 Word Test, SAM 2019 Excel Test, and SAM 2019 PowerPoint Test will be used for IE Assessments starting in the fall 2019 semester.
- All ITE 115 instructors must administer the same SAM 2019 Word, SAM 2019 Excel, SAM 2019 PowerPoint and SAM 2019 Access homework.
- All ITE 115 instructors must administer the same SAM 2019 Word, SAM 2019 Excel, SAM 2019 PowerPoint and SAM 2019 Access tests.
- No Final Exam will be administered in the ITE 115 class.