

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:

Campbell: Office 2019 Technology for Success Bundle: 9780357268186 (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:

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 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.
- All ITE 119 instructors must administer the same SAM 2019 Word, SAM 2019 Excel, SAM 2019 PowerPoint and SAM 2019 Access homework.
- All ITE 119 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 119 class.