

Virginia Western Community College
ITE 116
Survey of Computer Software Applications

Prerequisites

Basic keyboarding skills.

Course Description

DUAL ENROLLMENT ONLY

Review current business software applications for microcomputers emphasizing comparison of a variety of software packages. Provides experience with multiple operating system commands, database, spreadsheet, word processing and presentation software programs. College students are expected to be competent in the use of computers that will prepare one for enrollment in ITE 115. Lecture 2 hours per week.

Semester Credits: 2 Lecture Hours: 2 Lab/Clinical/Internship Hours: 0

Required Materials

Textbook:

To be determined

Other Required Materials:

None

Course Outcomes

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

- To be determined

Topical Description

1. To be determined when class is scheduled

Notes to Instructors

- None