

SYLLABUS

DIVISION: Business and Engineering Technology

REVISED: Spring 2014

CURRICULA IN WHICH COURSE IS TAUGHT:

non-IST Curricular

COURSE NUMBER AND TITLE:

ITE 116 – Survey of Computer Software Applications

CREDIT HOURS: 2 HOURS

CONTACT HOURS: 2. LEC: 2, LAB: 0

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- I. CATALOG DESCRIPTION:** Reviews current business software applications for microcomputers emphasizing comparison of a variety of software packages. This course provides experience with multiple operating system commands, database, spreadsheet, and word processing programs.
- II. RELATIONSHIP OF THE COURSE TO CURRICULA OBJECTIVES:** ITE 116 will address the following IST program outcomes:
- Implement Information Technology skills required by software applications.
 - Apply current IT industry standards, protocols, and techniques.
- III. REQUIRED BACKGROUND:** n/a.
- IV. COURSE CONTENT:**
- Computer concepts/Operating systems
 - Internet/E-mail
 - Word processing
 - Spreadsheets
 - Presentations

V. THE FOLLOWING GENERAL EDUCATION OBJECTIVES WILL BE ADDRESSED IN THIS COURSE.

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| <input checked="" type="checkbox"/> Communication | <input checked="" type="checkbox"/> Critical Thinking |
| <input type="checkbox"/> Cultural and Social Understanding | <input checked="" type="checkbox"/> Information Literacy |
| <input type="checkbox"/> Personal Development | <input checked="" type="checkbox"/> Quantitative Reasoning |
| <input type="checkbox"/> Scientific Reasoning | |

VI. LEARNER OUTCOMES	VII. EVALUATION
Computer concepts/Operating systems <ul style="list-style-type: none">• Understanding the microcomputer's typical components: input, processing, output, and storage• "Booting" the system• Formatting and copying disks• Naming, copying, deleting and renaming files• Folders functions	Lab exercises Written test
Internet/E-mail <ul style="list-style-type: none">• Basic Internet concepts• Searching on the Internet• Evaluating sites on the Internet• Using online registration• Using VCCS student email	Lab exercises In class assignments Written test

Word processing <ul style="list-style-type: none"> • Basic word processing concepts • Inputting and editing text with a word processor • Formatting text with word processing software • Prepare reports and memos • Creating a resume 	Lab exercises In class assignments Written test
Spreadsheets <ul style="list-style-type: none"> • Saving, loading, and printing spreadsheets • Basic spreadsheet concepts • Labels, numbers, formulas, and function • Global and range commands • Saving, loading, and printing spreadsheets 	Lab exercises In class assignments Written test
Presentations <ul style="list-style-type: none"> • Basic presentation graphics concepts • Creating a slide show with text and graphics • Saving, editing, and viewing a slide show 	In class presentation/project Written test

Revised Jul 17, 2014.