

**J. Sargeant Reynolds Community College  
Course Content Summary**

**Course Prefix and Number:** ITE 119

**Credits:** 3

**Course Title:** Information Literacy

**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. Lecture 3 hours per week.

**General Course Purpose:** This course provides a foundation in information literacy concepts.

**Course Prerequisites and Co-requisites:**  
None

**Student Learning Outcomes:**

Upon completing the course, the student will be able to

- a. Understand the Internet and World Wide Web;
- b. Identify and discuss computer security issues and computer viruses;
- c. Identify and discuss computer ethics and the impact of IT on society;
- d. Demonstrate effective use of word processing, spreadsheets, database management, and presentation graphics;
- e. Utilize Office 365 and Google Docs in a team environment;
- f. Know how to use search techniques, evaluate information found on the Web and in electronic library databases and cite electronic and printed references;
- g. Explain how to evaluate information found online and in library databases for reliability, validity, accuracy, authority, and timeliness;
- h. Cite electronic and printed references such as APA or MLA styles; and
- i. Discuss and explain electronic communication, plagiarism, and issues associated with using the Web for research.

**Major Topics to Be Included:**

- a. Productivity Tools (Office 365 and Google Docs)
- b. Ethical Issues and IT Impact on Society
- c. Computer viruses
- d. Database search strategies
- e. Evaluate information found online and in library databases
- f. Properly cite references using APA or MLA styles

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