

J. Sargeant Reynolds Community College
Course Content Summary

Course Prefix and Number: ITE 215

Credits: 3

Course Title: Advanced Computer Applications and Integration

Course Description:

Incorporates advanced computer concepts including the integration of a software suite.
Prerequisite: ITE 115 or school approval. Lecture 3 hours per week.

General Course Purpose

This course presents the advanced features of an office suite with hands-on integration.

Course Prerequisites/Corequisites

ITE 115 or school approval

Course Objectives

Upon completing the course, the student will be able to:

- a. Develop and use the advanced features of each of the software application within the office suite.
- b. Work with hands-on integration of microcomputer software including database, spreadsheet word processing and presentation software.

Major Topics to be Included

- a. Advanced word processing features
- b. Advanced spreadsheet features
- c. Advanced database features
- d. Advanced presentation features
- e. Integration

Effective Date of Course Content Summary: October 21, 2008