

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

**Course Prefix and Number:** ITE 290

**Credits:** 3

**Course Title:** Coordinated Internship in Information Technology Essentials

**Course Description:**

Provides student supervised on-the-job training in Information Systems. Laboratory 12 hours per week.

**General Course Purpose:**

Provides students with on-the-job training, which will prepare them for actual employment in an area of information systems. Course may be used as an elective in the Information Systems Technology, Microcomputer Applications Specialization.

**Course Prerequisites/Co-requisites:**

Permission of program head.

**Course Objectives:**

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

1. Apply critical-thinking and decision-making skills in an IT setting.
2. Communicate effectively, both orally and in writing.
3. Exhibit social skills; such as, interacting with others and collaborating with others.
4. Develop simple web sites.
5. Apply Microsoft Office skills to produce business documents.
6. Clarify career goals based upon experience in a real setting.

**Major Topics to be Included:**

1. Supervised on-the-job training in information systems, coordinated by the Information Systems Technology program head.

**Effective Date of Course Content Summary:** January 1, 2013