SYLLABUS

DIVISION: Business and Engineering Technology   **REVISED:** Fall, 2015

CURRICULA IN WHICH COURSE IS TAUGHT: IST Information Systems Technology,

BUS Business Management, MKT Marketing

COURSE NUMBER AND TITLE: **ITE 215 –** Advanced Computer Applications and Concepts

CREDIT HOURS: 4   **CONTACT HOURS: 5. LEC:** 3, **LAB:** 2

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I. CATALOG DESCRIPTION: Incorporates advanced computer concepts including the integration of a software suite.

II. RELATIONSHIP OF THE COURSE TO CURRICULA OBJECTIVES: ITE 215 will address the following IST program outcomes:

- Implement Information Technology skills required by software applications.
- Apply methodologies to stay current in IT offerings, trends, and certifications.
- Apply current IT industry standards, protocols, and techniques.

III. REQUIRED BACKGROUND/PREREQUISTIES: Successful completion of ITE 115.

IV. COURSE CONTENT:

- An Office Suite
- Note Taking Software
- Advanced Word Processing
- Advanced Spreadsheet Processing
- Graphic Publication Software

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

  X   Communication   **X**   Critical Thinking
       Cultural and Social Understanding   **X**   Information Literacy
       Personal Development   **X**   Quantitative Reasoning
       Scientific Reasoning

VI. LEARNER OUTCOMES	VII. EVALUATION
Note Taking Software, review ITE 115	Lab exercises
Word Processing - **Create a custom template** - **Create a protected form** - **Mail merge** - **Create an APA formatted research paper.** - **Multi-student share, remark/review and then update**	Lab exercises Test
Spreadsheets - **Conditional Formatting** - **PPMT, IPMT, AVERAGE etc** - **Absolute cell addressing**	Lab exercises Test Skills-based Project

V/HLOOKUP **Link spreadsheets and workbooks** **Create a protected form** **Determine and create meaningful charts based on dataset content**	
Graphic Publication Software **Edit existing publication** **Create a Master Design Set** **Create poster/banner** **Create brochure/flyer** **Prepare for commercial print**	Lab exercises

Revised Aug 25, 2015