J. Sargeant Reynolds Community College
Course Content Summary

Course Prefix and Number: ITE 298   **Credits:** 4

Course Title: Seminar and Project: Computer Applications Capstone

Course Description: Provides students with hands-on experience using the current version of Microsoft Office in order to integrate the software applications to produce realistic business projects. Prerequisites: ITE 140, ITE 150, ITD 110, or school approval. Lecture 4 hours per week.

General Course Purpose: Serves as the capstone course requirement for students in the Computer Applications Career Studies Certificate, which feeds into the IST AAS - Computer Applications concentration.

Course Prerequisites and Co-requisites:
Prerequisites: ITE 140, ITE 150, ITD 110, or school approval

Student Learning Outcomes:
Upon successfully completing the course, the student will be able to
a. Demonstrate the ability to use advanced features of Microsoft Office;
b. Demonstrate the ability to integrate the Office suite;
c. Communicate clearly;
d. Collaborate with others;
e. Produce a basic website;
f. Produce a professional résumé; and
g. Demonstrate effective interview skills.

Major Topics to Be Included:
a. Advanced Microsoft Office suite skills
b. Dreamweaver review for basic website building
c. Résumés
d. Interview skills

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