

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

Course Prefix and Number: ITE 298

Credits: 4

Course Title: Seminar and Project in Microcomputer Applications Capstone

Course Description:

Provides students with hands-on experience developing a business plan for an assigned company, creating the necessary Microsoft Office documents, presenting the business plan using PowerPoint, and developing a website using Dreamweaver to market the company. Prerequisite: ITE 215 or permission of the instructor. Lecture 4 hours per week.

General Course Purpose:

Provides students with hands-on experience developing a business plan for an assigned company, develop the Microsoft Office documents for the company, and develop a website to market the company. This course is required for the Information Systems Technology AAS, Microcomputer Applications Specialization, and can be taken as an elective for the Microcomputer Applications Career Studies Certificate.

Course Objectives:

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

- a. Demonstrate the ability to use advanced features of Microsoft Office to include integration.
- b. Create a complete business plan for an assigned company.
- c. Produce necessary documentation as described in the business plan including Word, Excel, Access documents, and a PowerPoint presentation.
- d. Use oral communication skills to present final product to an audience.
- e. Produce a website marketing the company.
- f. Produce a professional resume.
- g. Understand successful interview skills.

Major Topics to be Included:

- a. Advanced Microsoft Office 2010 topics
- b. Business plan concepts
- c. Dreamweaver review for website building
- d. Oral communication skills
- e. Resumes
- f. Interview skills

Effective Date of Course Content Summary: January 1, 2012