

**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

Date Created/Submitted (Month, Day, and Year): March 22, 2019