Course Prefix and Number: ITE 298  
Credits: 4

Course Title: Seminar and Project: Microcomputer 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: AST 141, ITE 140, ITE 150, ITD 110 or permission of the instructor. Lecture 4 hours per week.

General Course Purpose:
Course serves as the capstone course requirement for students in the Microcomputer Applications specialization of the Information Systems Technology AAS degree

Course Prerequisites/Corequisites:
AST 141, ITE 140, ITE 150, ITD 110 or permission of the instructor

Course Objectives:
Upon successfully completing the course, the student will be able to:
1. Demonstrate the ability to use advanced features of Microsoft Office.
2. Demonstrate the ability to integrate the Office suite.
3. Communicate clearly.
4. Collaborate with others.
5. Produce a basic website.
6. Produce a professional resume.
7. Demonstrate effective interview skills.

Major Topics to be Included:
1. Advanced Microsoft Office suite skills
2. Dreamweaver review for basic website building
3. Resumes
4. Interview skills

Effective Date of Course Content Summary: January 1, 2014