Department:

Business Technology

Course Description:

This course is designed to examine and apply the skills, tools, and information necessary to perform basic software applications used with microcomputers. Instruction will include Microsoft Word, Outlook, Power Point, and desktop publishing.

Course Competencies:

Upon completion of the course, the student should be able to:

1. Microsoft Word Applications
   a. Explain the principal components of the computer and desktop.
   b. Create new documents using word processing software.
   c. Demonstrate how to use Word icons and functions to format a document.
   d. Revise existing documents.
   e. Spell check a document using software.
   f. Edit a document.
   g. Insert graphics into documents.
   h. Create documents using templates.
   i. Prepare a document with footnotes, end notes, page numbers, and page breaks.
   j. Arrange proper names within a chart in alphabetical order using word processing software.
   k. Create documents using templates footnotes, page numbers, and breaks.
2. Microsoft Outlook Applications
   a. Create personal folders and contact list.
   b. Demonstrate how to enter and edit appointments and events.
   c. Using a navigator, move between different days on the calendar.
   d. Display and print the calendar in day, work week, week, and month formats.
   e. Create and print a task and contact list.
   f. Demonstrate how to use the find contact feature.
   g. Import and export personal sub-folders.
3. Microsoft PowerPoint Application
   a. Create a multi-level list presentation.
   b. Demonstrate how to edit a presentation.
   c. Produce a handout from a presentation outline.
   d. Demonstrate how to change line spacing on the Slide Master.
   e. Create a presentation with clip art and animation effects.
   f. Create a slide presentation by promoting and demoting text in outline view.
4. Microsoft Desktop Publisher Application
   a. Create a brochure with graphics and text.
   b. Design a desktop published document.
   c. Create multi page documents.
   d. Create and use templates.

e.   Create documents in desktop publishing using a variety of clip art and font sizes/styles.
f.   Create professional internal documents such as letterheads, envelopes, and business cards.
g.   Create personal documents such as resumes, calendars, address labels, and certificates.
h.   Create promotional documents such as brochures, web pages, Power Point presentations, and newsletters.

Course Content:

A.   Word
   1.   Creating and Editing a Word Document
   2.   Creating a Research Paper
   3.   Creating a Cover Letter and a Resume
B.   PowerPoint
   1.   Creating and Editing a Presentation
   2.   Creating a Presentation with Illustrations and Shapes
   3.   Creating Web Pages Using PowerPoint
C.   Outlook
   1.   Managing Email and Contacts with Outlook
D.   Publisher
   1.   Creating and Editing a Publication
   2.   Designing a Newsletter
   3.   Publishing a Tri-Fold Brochure
   4.   Using Business Information Sets
   5.   Merging Publications and Data
   6.   Creating an Interactive Web Site

Learning Assessments:

Competencies may be evaluated by multiple measures including exams, papers, article reviews, research, experiments, and projects.

Instructional Materials:

Textbook: Beskeen, D., Cram, C., Duffy, J., Friedrichsen, L., & Wermers, L. (2023). *Illustrated Series Microsoft Office 365 Office 2019-Introductory.* Boston, MA: Cengage Learning. ISBN-13: 978-0357674925

Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

In order to begin the process all students **must** complete the "Disabilities Self-Identification Form" on our Disability Services website.

This form can also be accessed at the Highland Community College homepage under Students Services/Student Resources/Disability Service or by contacting the Disabilities Coordinator.

A Note on Harassment, Discrimination and Sexual Misconduct

Highland Community College seeks to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX, and College policy prohibit harassment, discrimination and sexual misconduct. Highland Community College encourages anyone experiencing harassment, discrimination or sexual misconduct to talk to report to the Vice President for Student Services, the Human Resources Director or complete an online report about what happened so that they can get the support they need and Highland Community College can respond appropriately.

There are both confidential and non-confidential resources and reporting options available to you. Highland Community College is legally obligated to respond to reports of sexual misconduct, and therefore we cannot guarantee the confidentiality of a report, unless made to a confidential resource. Responses may vary from support services to formal investigations. As a faculty member, I am required to report incidents of sexual misconduct and thus cannot guarantee confidentiality. I must provide our Title IX coordinator with relevant details such as the names of those involved in the incident. For more information about policies and resources or reporting options, please review our Equity Grievance Policy.