Department:

Business

Course Description:

This course is designed to expand the student’s basic knowledge of Word, Excel, Access, PowerPoint, and Outlook applications. The course will focus on procedures for creating more advanced documents, workbooks, databases, and presentations suitable for course work, professional purposes, and personal use.

Course Competencies:

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

1. Use advanced Word functions to format documents.
2. Create documents using templates, footnotes, page numbers, and breaks.
3. Create documents using tables, charts, and watermarks.
4. Use mail merge to generate form letters, mailing labels, and directories.
5. Create a professional newsletter.
6. Use advanced Excel functions to create worksheets with embedded charts.
7. Enter formulas and functions into worksheets.
8. Create customized worksheets using formatting functions.
9. Apply what-if analysis within a worksheet.
10. Use advanced Excel commands to work with large spreadsheets.

Course Content:

A. Creating a Document with a Title Page, Table, Chart, and Watermark
B. Generating Form Letters, Mailing Labels, and Directories
C. Creating a Professional Newsletter
D. Financial Functions, Data Tables, and Amortization Schedules
E. Creating, Sorting and Querying a Table
F. Creating Templates and Working with Multiple Worksheets and Workbooks

Learning Assessments:

Students will be evaluated by the use of graded assignments, projects, quizzes, and exams.

Instructional Materials:

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.

On-Campus Students: At enrollment, any on campus student may complete a form that will allow them to self-identify any disability.

Off-Campus Regional Students: Self-identify your disability and accommodation needs with the Regional Coordinator and/or instructor, preferably prior to the first class meeting.

Online Students: Self-identify your disability and accommodation needs by contacting the Disabilities Coordinator. Students must provide their own programs to allow accessibility on their home computer.

Any student may also identify their disability by completing an online form located on the HCC homepage under Students Services/Resources/Disabilities. Questions should be directed to the Disabilities Coordinator.