Department:

Business

Course Description:

This course is designed to develop the student's basic keyboarding skills, with emphasis on the production of various kinds of business correspondence, tabulations, reports, and forms from unarranged and rough-draft sources.

Course Competencies:

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

1. Use standard keyboarding techniques.
2. Create, edit, and produce a variety of business documents using formatting tools.
3. Operate support features such as spell checker and thesaurus.
4. Save, copy, and move files and folders.
5. Select specific print options before printing a document.
6. Identify the parts of a business letter.
7. Proofread documents and correct errors in spelling, punctuation, capitalization, usage, grammar, and sentence structure.
8. Produce documents suitable for mailing.

Course Content:

A. Keyboarding: Alphabet, Number, Symbol Keys
B. Basic Business Documents
C. Reports, Correspondence, and Employment Documents

Learning Assessments:

Competencies will be assessed by assignments, case problems, quizzes, chapter tests, hands-on projects, lab assignments, midterm test, and final test. The test may be in the objective format or in a problem solving format.

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.