ADM 131 – Microcomputer Applications I  
Prerequisite: None  
3 Credit Hours (Lecture)

Department:  
Business

Course Description:  
This course is designed to examine and apply the skills, tools, and information necessary to perform basic software applications used with microcomputers. The course will cover Microsoft Word, Outlook, Power Point, and Desktop Publisher.

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

1. Use 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  
   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  
   k. Create documents using templates, footnotes, page numbers, and breaks  

2. Use Microsoft Outlook applications  
   a. Create personal folders and contact lists  
   b. 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. Use the find contact feature  
   g. Import and export personal sub-folders  

3. Use Microsoft PowerPoint applications  
   a. Create a multi-level list presentation  
   b. Demonstrate how to edit a presentation  
   c. Produce a handout from a presentation outline  
   d. 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. Use Microsoft Desktop Publisher applications  
   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 and font 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 E-mail with Outlook
   2. Managing 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 will be assessed by the use of discussion questions, graded assignments, comprehensive assignments, research paper, projects, presentation, portfolio, quizzes, and exams.

Instructional Materials:

Microsoft Publisher 2010, Cashman, Starks, Cengage, ISBN: 9780538475983
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.