I. Course Number and Title:
   A. BUS137--Micro. Application I: Integrated Software
   B. Prerequisite: Keyboarding experience
   C. Semester Hours Lecture: 3

II. Department:
   Business and Occupational Education Department

III. Course Description:
   A course designed to give students knowledge and practice with the computer. Emphasis will be placed on problem solving with the use of integrated software.

IV. Course Competencies:
   See attached sheet

V. Assessment Items:
   Computer Projects will be completed covering the competencies listed. These projects will be put in a portfolio in a professional manner for final assessment.

VI. Course Content:
   A. Unit 1--Word Processing
   B. Unit 2--Spreadsheet
   C. Unit 3--Database
   D. Unit 4--Desktop Publishing
   E. Unit 5--Presentations
   F. Unit 6--Personal Information Management
   G. Unit 7--The Internet and Email
   H. Unit 8--Problem-solving

VII. Instructional Materials:
Guidelines for Requesting Accommodation 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 all on campus students will complete a form which will allow them to self-identify any disability. Questions should be directed to the Disabilities Coordinator.

**Off-Campus Regional Students:** Self-identify your disability and accommodation needs with the Regional Coordinator and/or instructor preferably prior to the first night of class or early in the semester.

Revised October 2003