BUS 181 - Microcomputer Applications I: Word Processing
Prerequisites: Course: None
1 credit hour (Lecture)

Department:

Business

Course Description:

This course is designed to provide instruction in using word processing software.

Course Competencies:

Upon completion of the above listed course, students will be able to do the following:

1. Create, save, and print a document
2. Apply fonts, borders, shading, graphics, bullets, and page numbering to a document
3. Create a research paper with reference and sources using MLA format.
4. Create a research paper with reference and sources using APA format.
5. Apply document margins, text wrapping, converting hyperlink to text, applying styles, tabs, building blocks word.
6. Insert and format clip art, symbols, shapes, current date, and word tables.

Course Content:

A. Creating, Formatting, and Editing a Word Document with a Picture
B. Creating a MLA Research Paper with References and Sources
C. Creating a APA Research Paper with References and Sources
D. Creating a Business letter with a Letterhead and Table

Learning Assessment:

This course may include the following instructional methods that promote student learning and achievement: lectures, graded assignment, and a comprehensive final exam.

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.

In order to begin the process all students must complete the “Disabilities Self-Identification Form” at this link: https://highlandcc.edu/pages/disability-services.

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.